

Mission: Lifelong learners will be inspired and developed through effective teaching in a safe and caring environment.

Vision: Respect – Pride – Excellence for All



AGENDA
BOARD OF EDUCATION – ANNUAL MEETING
Instructional Planning Center/Huron Arena
July 8, 2024
5:30 p.m.



1. **Call to Order**
2. **Pledge of Allegiance**
3. **Swear in Ray Cardona and Tim Van Berkum as new term board members**
Mr. Christopherson will chair the meeting for the swearing in exercises.
4. **Selection of the Board Chairperson**
Mr. Christopherson will chair the meeting until the new board chairperson has been selected. Nominations do not require a “second” to the nomination.
5. **Selection of the Vice-Chairperson**
6. **Roll Call**
7. **Adoption of the Agenda**
8. **Dates to Remember**

July 8-July 18	ESY Early Childhood
July 8-August 2	Grab & Go Meals (Offered Tues & Fri at the MS)
July 29-Aug 12	On-line only Auction at Benmeyerauctions.com. Loadouts Aug 13
August 5-7, 13-14	NEW Teacher Orientation Days
August 5	NEW Teacher/Board Luncheon – 11:30 High School Commons
August 5	Substitute Teacher In-Service at Washington 4-5 Center 1:00pm - High School / Middle School / Elementary 2:00pm – SmartFind Express Automated Substitute System
August 12	Board of Education Meeting 5:30 p.m. – IPC
August 14	Freshman Orientation & HS Open House
August 15-16	Teacher In-Service
August 15	Elementary Open Houses BUCH-4:00-5:30pm / MAD-5:00-6:30pm / WASH-5:00-6:30pm
August 19	All Staff Required Meeting 9:30am–12:15pm @HHS Auditorium
August 19	Middle School Open House 5:30-6:30pm
August 20	First Day of School for Grades 1 – 12
August 20-21	City-Wide Early Childhood Screening 9:00am-3:00pm
August 20-23	Kindergarten Screening
August 26	First Day of School for Kindergartener & Early Childhood
August 26	Board of Education Meeting 5:30 p.m. – IPC
August 28	Early Release – State Fair
August 29-30	No School/South Dakota State Fair
September 2	Labor Day Holiday / South Dakota State Fair
September 9	Board of Education Meeting 5:30 p.m. – IPC
September 20	Homecoming – Early Release
September 23	Board of Education Meeting 5:30 p.m. – IPC
September 26	Middle School Parent/Teacher Conferences 3:30-6:45pm
September 30	High School Parent/Teacher Conferences 5:30-8:30pm

9. Community Input on Items Not on the Agenda

- 10. Conflict Disclosure and Consideration of Waivers** – The School Board will review the disclosures and determine if the transactions or the terms of the contracts are fair, reasonable, and not contrary to the public interest. A disclosure submitted for the purpose of notifying the School Board of a direct benefit from a contract that was previously approved, requires disclosure and no action by the Board. A disclosure submitted for the purpose of notifying the School Board of an interest in a contract will not require Board action. Disclosure information will appear on the agenda and in the meeting minutes.

Disclosure Reflecting a Direct Benefit from a Contract (Requires Board Action – Roll Call Vote May be Needed):**Board Members**

- a) School Board Member Tim Van Berkum – DB2025-1
- b) School Board Member Ray Cardona – DB2025-10

Administrators

- a) Director of Special Services – Ralyna Abelseth – DB2025-2
- b) Director of Technology - Roger Ahlers –DB2025-3
- c) Director of Buildings and Grounds - John Halbkat – DB2025-4
- d) Principal Huron High School - Rodney Mittelstedt – DB2025-5
- e) Principal Huron Middle School - Laura Willemsen – DB2025-6
- f) Principal Huron Middle School - Laura Willemsen – DB2025-7
- g) Director of School Nutrition - Amanda Reilly – DB2025-8
- h) Activities Director – Scott DeBoer – DB2025-9
- i) Principal Buchanan K-1 Center - Heather DeBoer – DB2025-11
- j) Principal Madison 2-3 Center - Heather Rozell – DB2025-12
- k) Assistant Principal Middle School – Lyndi Hudson – DB2025-13

Disclosure Reflecting an Interest in a Contract (No Board Action):

- a) School Board Member Tim Van Berkum – IC2025-1

11. CONSENT AGENDA

The superintendent recommends approval of the following:

- a) **Approval and/or Corrections of Minutes of Previous Meetings**
- b) **Approval and/or Corrections of the Financial Report**
- c) **Consideration and Approval of the Bills**
- d) **Official Designation of the Business Manager**

Kelly Christopherson shall be designated as the business manager. This designation shall include the authorization to manage all financial transactions on behalf of the District, to negotiate and oversee all savings accounts, checking accounts, and investments.

- e) **Determination of Meeting Dates**

The Board of Education normally meets the 2nd & 4th Mondays of the month with the exception of the second meeting in December and the second meeting in July. Also, if a Monday holiday falls on a Board meeting day, the meeting will be moved to the following Tuesday. Board meetings currently begin at 5:30 p.m. in the Instructional Planning Center located on the 2nd floor, southwest corner, of the Huron Arena.

- f) **Set Salary for Board Members**
The Superintendent recommends board members be paid \$100 per meeting – and the Board Chairman/Vice-Chairman be paid \$125 per meeting. (According to statute, board members may be paid up to \$166 per meeting.)
- g) **Designation of an Official Newspaper**
The board should designate the Huron Plainsman as the official newspaper.
- h) **Designation of Internal Accounts with Custodians**
Internal accounts the Board must designate are listed below as well as the individuals to be designated as the custodians of those accounts. These individuals are properly bonded to protect the District's interest.
- | | |
|-----------------------------------|---|
| ➤ Huron School Custodial Accounts | Kelly Christopherson
Brenda Snyder/Brittney Neuharth |
| ➤ Health Insurance Account | Kelly Christopherson
Ashley Neuharth |
- i) **School Closing**
The superintendent or his/her designee has the authority to carry out this function.
- j) **Designation of School Truant Officer**
The superintendent recommends that we designate the school resource officer (SRO) and the Beadle County Sheriff as truant officers.
- k) **Designate Individuals to Sign for and Accept Government Funds.**
Linda Pietz, Jolene Konechne, Ralyna Abelseth, and Kelly Christopherson will sign for and accept government funds.
- l) **Comparability Assurances**
Section 1120(a) of Title I law contains the requirements concerning comparability of services between project or attendance areas. Attached is the Comparability Assurances document.
- m) **Designation of Title IX Coordinator**
Linda Pietz, Director of Curriculum, Instruction, and Assessment, will be appointed as the District Title IX Coordinator. (By law, the Board of Education must appoint a district official to serve as Title IX Coordinator.)
- n) **Designation of School Attorney**
Rodney Freeman will act as school district attorney for the 2024-2025 school term—with a monthly retainer of \$1,100
- o) **Authorize Annual Publication of School Policies**
According to state and federal regulations, school districts must comply with a number of laws, rules, and regulations. Listed below are these areas:
- 1) General Discrimination & Title I Grievance Policies
 - 2) Educational Records Policy
 - 3) Personally Identifiable Information on Students or Former Students
 - 4) Title IX – Discrimination Policy/Complaint Policy for Federal Programs
 - 5) Drug Free Workplace
 - 6) Drug Use by Students / Drug Use by Employees
 - 7) District-Wide Title I Parental Involvement Policy
- p) **Adoption of Rates for Mileage Reimbursement**
Board policy for transportation rates are listed below: Mileage reimbursement - \$0.655 per mile for privately owned vehicle. If private vehicle used when school vehicle is available, reimbursement is \$0.295 per mile

- q) **Senior Citizen Passes**
The board provides complimentary passes for school activities to Huron School District residents who are 62 years of age or older. These passes are now undated and will be available at the Superintendent's office.
- r) **Complimentary Passes**
Complimentary passes will be issued through the Activity Director's office for a pre-approved list of referees, media, etc.
- s) **Life Time Passes**
It is the policy of the school district to issue life time passes to staff members who have reached retirement age while still employed by the District, and School Board members who serve the District.
- t) **Employee Complimentary Passes**
Employees will be issued a nontransferable pass; family members living at home will be admitted when accompanied by employee
- u) **Early Release Days**
The following dates are days for school to be dismissed 2 hours early for staff development activities:
- | | | | | |
|--------|-------|-------|--------|-------|
| Aug 28 | Oct 2 | Nov 6 | Dec 11 | Jan 8 |
| Feb 5 | Mar 5 | Apr 2 | May 7 | |
- (Sept 20 and May 20 may also be early release)
- v) **Approval of Student Fees, Fine, and Charges**
The board policy regarding instrument music rental fees and textbook fines is enclosed. There has been no change in the fees, fines, and charges.
- w) **Approve Publication of Salaries**
Attached please find the list of salaries of the employees of the Huron Public Schools. The Board needs to approve the official publication of this list.
- x) **New Hires to the District**
Classified personnel, substitute teachers, classroom aides, Board Members and volunteers must be approved to be covered by our workmen's compensation plan.
- 1) Ray Cardona/Board Member
 - 2) Baht Khin/Assistant Boys Soccer Coach/\$4,248 per year
- y) **Resignations for Board Approval**
1)
- z) **Contracts for Board Approval**
1) Tim Hedblom/Revised Contract +15 Hours/+\$2,500/\$73,104 per year
Strategic Plan Initiative #2) Staff Development
- aa) **Adoption of Supplemental Budgets for:**
- General Fund
 - Capital Outlay Fund
 - Special Education Fund
 - Bond Redemption
- bb) **Memorandum of Understanding** between the Huron School District & South Dakota Department of Education (DOE) for educators to participate in the Teacher Apprenticeship Pathway
Strategic Plan Initiative #2) Staff Development

- cc) **Designation of Official Depositories for School District Funds**
 - 1) American Bank & Trust 2024-2025 school year
 - 2) Huron Area Education Federal Credit Union (Scholarship Fund)
- dd) **Advertising Agreement Renewals – Tiger Stadium:**
Vision Care Associates – 2024
Strategic Plan Initiative #3) Community Outreach and Communication

(The consent agenda may be approved with one motion. However, if a board member wishes to separate an item for discussion, he/she may do so.)

12. CELEBRATE SUCCESSES IN THE DISTRICT

Congratulations to:

- **Charlie Warner (Custodian, Arena) & wife Stephanie on their recent marriage**
- **Lynne (Teacher, Madison) & John Marcus on the birth of their daughter, Maggie Sophia Marcus on June 21st**
- **Kayleen (Library Para, Madison) & Tanner Dornacher on the birth of their son, Matthias William on June 17th**
- **Kelby (Teacher, Madison) & Todd Johnson on the birth of their son, Mason Lee on June 18th**

Thank You to:



13. REPORTS TO THE BOARD

- a) **Northern Academy –Dr. Erin Fouberg and Doug Pietz**
Strategic Plan Initiative #1) Student Achievement
Strategic Plan Initiative #2) Staff Development
- b) **Business Manager’s Report**
- c) **Superintendent’s Report**

14. OLD BUSINESS

- a) **Policy KL Complaint Against School Employee – 2nd reading**
Strategic Plan Initiative #5) Learning Environment
- b) **Section B: School Board Governance & Operations Policy Review – 1st reading**
 - 1. **Current Section B Policies**
Strategic Plan Initiative #3) Community Outreach and Communication
 - 2. **BA –Operational Goals - Updated Letterhead, no change to policy**
 - BB –Legal Status - Updated letterhead, changed policy name and contents, New policy**
 - BBA – Powers and Duties – Coded differently same policy as BB**
 - BBAA – Board Member Authority – New policy**
 - BBB – School Board Elections – New Policy**
 - BBBA – Qualifications – New Policy**
 - BBBB – Oath to Office – New Policy**
 - BC – Board Member Code of Ethics Delete entire policy and adopt new policy BBF**
 - BBC – Resignation / Removal from Office – New Policy**
 - BBE – School Board Member Vacancy – New Policy**
 - BBEA – Unexpired Term Fulfillment Procedure – New Policy**
 - BBF – Board Member Code of Ethics – New policy replacing BC**
 - BD – Board Member Conflict of Interest - Delete entire policy and adopt new policy BBFA**

BBFA – Board Member Conflict of Interest – new policy replacing BD
BCA – Annual Board Organizational Meeting – New Policy
BEA – Duties of the Board of Education President – Retire policy and adopt
BCB
BCB – Board Officers – New Policy, replacing BEA
BEF – School Board & Superintendent Relationship – Retire policy, adopt
BCD
BCD- School Board & Superintendent Relationship – new policy replacing
BEF
BEB – Committees of the Board of Education – Retire policy adopt BCE
BCE – Board Committees – New policy replacing BEB
BEC – Advisory Committees to the Board – Retire policy adopt BCF
BCF - Advisory Committees to the Board – New Policy replacing BEC
BCG – School Attorney – New Policy
Retire BF – School board meetings – procedures and BFA – School Board
Meetings – order of business and adopt BD
BD – School Board Meetings – new policy replaying BF and BFA
BEE – Electronic Communications by Board Members – Retire and adopt
BDA
BDA – Electronic Communications by Board Members - New policy
replacing BEE
BGC – School Board Study Session and Work Retreats – Retire and adopt
BDB
BDB - School Board Study Session and Work Retreats – new policy
replacing BGC
BFC – Executive Sessions – retire and adopt BDC
BDC – Executive Sessions – New Policy replacing BFC
BDDA – Notification of school board meetings – New Policy
BDDB – Board Meeting Agendas and format – New Policy
BDDC – Agenda Preparation and Dissemination – New Policy
BFD – School Board Meetings Quorum – retire code and adopt BDDD code
combine policy
BDDD – Quorum – New policy code replacing BFD
BDDE – Parliamentary Procedure – New Policy
BDDF – Voting Method – New Policy
BDDG – Minutes – New Policy
BDDH - Public Participation at Board Meetings – New policy replacing BFB
BE -Organization of the Board of Education – New letterhead no policy
changes
BED – Compensation for School Board Members – Retire and adopt BHD
BFB – Public Participation at Board Meetings – Retire and adopt BDDH
BFC- Board Policy Development and Adoption – New policy replacing BH
BFCA – Board Regulations and Handbooks – New policy
BFF – Suspension of Policies and Regulations – New policy replacing BHB
BG – Board of Education Planning Efforts – New letterhead no policy
changes

BGA – Evaluation of Board of Operational Procedures – Retire and adopt BK

BGB – Board Member Development Opportunities – update letterhead no policy change

BH – Board policy development adoption – Retire and replace with BFC

BHA – Board Review of Regulations – update letterhead no policy changes

BHAA – Board Member Education – New Policy

BHB – Suspension of Policies – Retire and adopt BFF (Code used for new policy)

BHD – Board Member Compensation and Expenses – New Policy replacing BED

BJ – School Board Memberships – New Policy

BK – Evaluation of Board of Operational Procedures – New Policy Replacing BGA

c) Policy GCDB Criminal Background Checks – 1st reading

Strategic Plan Initiative #5) Learning Environment

d) Policy IIBG Use of Computers and Networks - retire and replace with new policy – 1st reading

Strategic Plan Initiative #5) Learning Environment

15. NEW BUSINESS

a) District Bus Pickup Points

SDCL 13-28-45 The Superintendent is seeking permission to contact the Wolsey-Wessington and Iroquois school districts and determine the viability of the neighboring districts' approving the 2013-14 agreement for the 2024-2025 school year.


b) Policy AE – Huron Public School District Wellness Policy – Contact Updates for 2024-2025 School Year – Introduction

Strategic Plan Initiative #5) Learning Environment

e) Updates to Strategic Plan

16. ADJOURNMENT

DB2025-1

	Huron School District #2-2	Code:
	Policies and Regulations	AH-E(1) Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: July 1, 2024


Name of the School Official submitting the conflict of interest disclosure: Tim Van Berkum

The disclosure is for the purpose of notifying the School Board of
_____ an interest in a contract
___XXX___ a direct benefit from a contract:


Identify the following:

- (1) all parties to the contract: Lorinda Van Berkum & Tim Van Berkum
- (2) the person's role in the contract: Lorinda is employed by the School District. Tim is a School Board member
- (3) the purpose(s)/objective(s) of the contract: Employment with the Huron School District
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: Lorinda's salary
- (5) the length of time of the contract: Lorinda is an at will employee
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: 

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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: June 24, 2024


Name of the School Official submitting the conflict of interest disclosure:
Ray Cardona

The disclosure is for the purpose of notifying the School Board of
 an interest in a contract
 X a direct benefit from a contract:


Identify the following:

- (1) all parties to the contract Vanessa Cardon and the Huron School District
- (2) the person's role in the contract High School Study Hall Supervisor
- (3) the purpose(s)/objective(s) of the contract Vanessa fulfills the responsibilities assigned to her by the HS Principal and Assistant Principal
- (4) the consideration or benefit conferred or agreed to be conferred upon each party Vanessa is paid salary and benefits per negotiated agreement.
- (5) the length of time of the contract annual
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: 

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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: 6/18/24

Name of the School Official submitting the conflict of interest disclosure:

Ralyna Abelseth

The disclosure is for the purpose of notifying the School Board of

an interest in a contract

a direct benefit from a contract:

Identify the following:

(1) all parties to the contract: Center for Independence

(2) the person's role in the contract: Board of Directors Member

(3) the purpose(s)/objective(s) of the contract: transition services to students grade 12+

(4) the consideration or benefit conferred or agreed to be conferred upon each party: The HSD contracts with the CFI to provide transition services to students who are 18-21 years of age who have completed their 12th grade year.


(5) the length of time of the contract: Annually

(6) any other relevant information: Services provided are determined on an individual basis according to student need.

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Ralyna Abelseth

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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: June 18, 2024

Name of the School Official submitting the conflict of interest disclosure:
Roger Ahlers

The disclosure is for the purpose of notifying the School Board of
_____ an interest in a contract
 a direct benefit from a contract:


Identify the following:

- (1) all parties to the contract: April Ahlers and Huron School District
- (2) the person's role in the contract: Buchanan Kindergarten Teacher
- (3) the purpose(s)/objective(s) of the contract: April is a kindergarten teacher for the school district
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: April receives salary and benefits as described in her contract.
- (5) the length of time of the contract : 2024-25 School Year
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Roger Ahlers

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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: June 18, 2024

Name of the School Official submitting the conflict of interest disclosure:

John Halbkat

The disclosure is for the purpose of notifying the School Board of

 an interest in a contract

 X a direct benefit from a contract:

Identify the following:

(1) all parties to the contract: Darla Halbkat and Huron School District

(2) the person's role in the contract: Administrative Assistant Activities

(3) the purpose(s)/objective(s) of the contract: Darla fulfills the administrative duties and responsibilities as directed by the Superintendent.

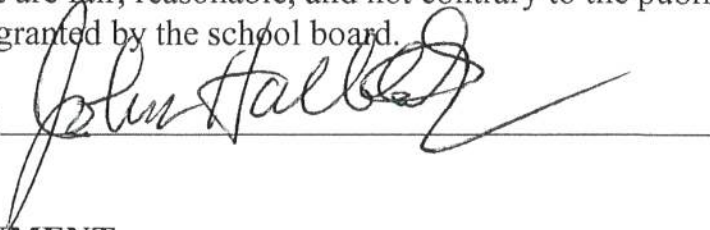
(4) the consideration or benefit conferred or agreed to be conferred upon each party: Darla is paid salary and benefits per negotiated agreement.

(5) the length of time of the contract: annual


(6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: _____



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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: 6/18/24

Name of the School Official submitting the conflict of interest disclosure:
Rodney Mittelstedt

The disclosure is for the purpose of notifying the School Board of
 an interest in a contract

a direct benefit from a contract:

My wife, Erica Boomsma, is employed by the district.


Identify the following:

- (1) all parties to the contract
Erica Boomsma
- (2) the person's role in the contract
School District Employee
- (3) the purpose(s)/objective(s) of the contract
Washington 4-5 Center - 4th Grade Teacher
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
Erica receives her income and benefits as stated in the contract
- (5) the length of time of the contract
2024-2025 school year
- (6) any other relevant information
Erica's salary was set pursuant to the established hiring schedule

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Rodney Mittelstedt

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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: 06/18/2024

Name of the School Official submitting the conflict of interest disclosure:

Laura Willemsen

The disclosure is for the purpose of notifying the School Board of
 an interest in a contract

 X a direct benefit from a contract:

Identify the following:

- (1) all parties to the contract- Center for Independence Foundation Board
- (2) the person's role in the contract- Board Member
- (3) the purpose(s)/objective(s) of the contract
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
- (5) the length of time of the contract-8 years
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Laura Willemsen

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Huron School District #2-2
Policies and Regulations

Code:
AH-E(1)
Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: 06/18/2024

Name of the School Official submitting the conflict of interest disclosure:
Laura Willemsen

The disclosure is for the purpose of notifying the School Board of
 an interest in a contract
 X a direct benefit from a contract:


Identify the following:

- (1) all parties to the contract- HRMC Board of Directors
- (2) the person's role in the contract- Board Member
- (3) the purpose(s)/objective(s) of the contract
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
- (5) the length of time of the contract-3 years
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Laura Willemsen

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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: 6-20-2024

Name of the School Official submitting the conflict of interest disclosure:

Amanda Reilly

The disclosure is for the purpose of notifying the School Board of

 an interest in a contract

 x a direct benefit from a contract:

Identify the following:

(1) all parties to the contract

Quinn Reilly (husband) and the Huron School District

(2) the person's role in the contract

Quinn is the Occupational Therapy Assistant for the Huron School District

(3) the purpose(s)/objective(s) of the contract

Quinn serves as the Occupational Therapy Assistant for the District

(4) the consideration or benefit conferred or agreed to be conferred upon each party

Quinn is paid by the District for his services

(5) the length of time of the contract


2024-2025 school year

(6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: *Amanda Reilly*

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	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: June 24, 2024.

Name of the School Official submitting the conflict of interest disclosure:

Scott DeBoer

The disclosure is for the purpose of notifying the School Board of
 an interest in a contract

a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract
Heather DeBoer
- (2) the person's role in the contract
Buchanan Principal
- (3) the purpose(s)/objective(s) of the contract
Heather is an Elementary Principal for the school district
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
Heather receives salary and benefits as described in her contract
- (5) the length of time of the contract
2024-2025 school year
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: 

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DB 2025-11

	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: June 24, 2024.

Name of the School Official submitting the conflict of interest disclosure:
Heather DeBoer

The disclosure is for the purpose of notifying the School Board of
 an interest in a contract
 X a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract
Scott DeBoer
- (2) the person's role in the contract
Activities Director
- (3) the purpose(s)/objective(s) of the contract
Scott is the Activities Director for the school district
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
Scott receives salary and benefits as described in her contract
- (5) the length of time of the contract
2024-2025 school year
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Heather DeBoer

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DB 2025-12

	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: _____ June 26, 2024

Name of the School Official submitting the conflict of interest disclosure:
_____ Heather Rozell- Elementary Principal _____

The disclosure is for the purpose of notifying the School Board of
_____ an interest in a contract
 X a direct benefit from a contract:


Identify the following:

- (1) all parties to the contract: Chris Rozell (spouse) and Huron School District
- (2) the person’s role in the contract: teaching and coaching
- (3) the purpose(s)/objective(s) of the contract: Chris fulfills all the teaching and coaching responsibilities as directed by the Middle School Principal and Activities Director
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: Chris is paid salary and benefits as per the certified negotiated agreement
- (5) the length of time of the contract: yearly
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: _____

THIS IS A PUBLIC DOCUMENT

	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: 6/27/24

Name of the School Official submitting the conflict of interest disclosure:

Lyndi Hudson

The disclosure is for the purpose of notifying the School Board of
 an interest in a contract

X a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract - United Way Heartland Region
- (2) the person's role in the contract - Board of Directors
- (3) the purpose(s)/objective(s) of the contract - Community partnership
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
- (5) the length of time of the contract - Ongoing
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Lyndi Hudson

THIS IS A PUBLIC DOCUMENT

102025-1

	Huron School District #2-2	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

Conflict of Interest Disclosure

Date: July 1, 2024

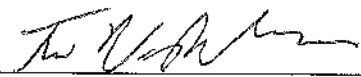
Name of the School Official submitting the conflict of interest disclosure: Tim Van Berkum

The disclosure is for the purpose of notifying the School Board of
XXX an interest in a contract
_____ a direct benefit from a contract:


Identify the following:

- (1) all parties to the contract: Manford Music & Vending & Tim Van Berkum
- (2) the person's role in the contract: Tim is employed by Manford Music & Vending
- (3) the purpose(s)/objective(s) of the contract: Manford Music has an ATM placed in the Huron Arena which is owned by the Huron School District
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: Tim's salary comes from Manford Music. The Huron School District receives the convenience of having an ATM in the Huron Arena
- (5) the length of time of the contract: Ongoing
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: 

THIS IS A PUBLIC DOCUMENT

	Huron School District #2-2	Code:
	Policies and Regulations	CGC Title I Comparability Assurances

Title I Comparability Assurances

Title I of the Improving America’s Schools Act requires the school district to establish comparability policies. The policies set forth below have been adopted by the Huron School District to ensure equivalence among schools within organizational levels.

- 1) This district has established a district-wide salary/hiring schedule. This salary/hiring schedule is implemented without regard to Title I staffing in eligible attendance areas.

- 2) It is the policy of this district that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title I staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators, and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state and local funds in schools receiving Title I services are at least comparable to services provided among schools of the districts which are not receiving Title I funds.

- 3) It is the policy of this district that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title I funding.

COMPARABILITY ASSURANCES

Title I of the Improving America's Schools Act requires the school district to establish comparability policies. The policies set forth below have been adopted by the Huron School District to ensure equivalence among schools within organizational levels.


1. This district has established a district-wide hiring schedule. This hiring schedule is implemented without regard to Title I staffing in eligible attendance areas.
2. It is the policy of this district that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title I staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators, and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state and local funds in schools receiving Title I services are at least comparable to services provided among schools of the districts which are not receiving Title I funds.
3. It is the policy of this district that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title I funding.

I HEREBY CERTIFY that the Huron School District has adopted these comparability assurances as of July 10, 2017.

July 8, 2024
Present Date



Signature of Authorized Representative
Jolene Konechne/Director of Federal Programs

	Huron School District #2-2	Code:
	Policies and Regulations	JFH Student Complaints and Grievances

Student Complaints and Grievances

Federal Programs Discrimination Grievance Procedure

The Huron school district will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and will not violate any provisions of applicable federal programs, statutes or regulations (e.g., Title IX, Title I, Rehabilitations Act, Americans with Disabilities Act [ADA], Section 504, etc.).

Definitions

- A. A grievance is a complaint made by a student, parent, or other patron of the district, an employee, employee representatives, or other concerned groups or advisory organizations based upon or concerning an alleged violation, misinterpretation or inequitable application of any existing policy, rule, regulation, or program of the school district, state or federal statutes/regulations, regarding discrimination or concerning violations of Title IX, Title I, 504, ADA, and/or federal programs.
- B. An employee is considered to mean all persons employed by the school district.
- C. A student is considered to mean all persons enrolled in the school district.
- D. An aggrieved person is the individual making the claim.
- E. The board means the board of education of the Huron school district.
- F. Days shall mean calendar days.

Informal Procedure

Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication, involving the teacher, administrator, or board in an attempt to seek clarification of areas of concern and resolution of the problem. It is of utmost importance that prior to filing a grievance, students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible.


Formal Procedure

Level I

A grievance should be filed in writing within a reasonable amount of time after the grievant knew, or should have known, of the act or condition on which the grievance is based. The grievant shall file a formal grievance in writing with the Title IX coordinator/Title I coordinator/504 coordinator/ADA coordinator/and/or federal programs coordinator. Such coordinator or his/her designee shall act upon said grievance within seven days. If the grievant is not satisfied with this disposition of the complaint at this level, or if this level is inapplicable, grievant may proceed to Level II.

Level II

Within three days after disposition at Level I, grievant may file in writing a grievance with the superintendent, stating the full nature of the complaint and the procedural history to date, including the disposition at Level I and the remedy requested. The superintendent shall act on said grievance within ten days.

	Huron School District #2-2	Code: JFH Student Complaints and Grievances
	Policies and Regulations	


Level III

If the aggrieved is not satisfied with the disposition of the grievance at Level II, he or she shall within five days thereafter, transmit it by letter to the business manager with a statement of reasons why it is being appealed.

At its next regular meeting, the board or its designated agent, shall consider the grievance or may designate a committee which may or may not include the board members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The hearing or other manner prescribed shall provide, if requested, an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question parties involved. The board shall make a final decision thereon at the following regular or special board meeting.

Level IV

If the aggrieved is not satisfied with the disposition of the grievance at Level III, he/she may appeal the final resolution of the local educational agency to a state educational agency within 30 days after receipt of the written decision. The appeal may be submitted to the South Dakota Division of Human Rights or the Office of Civil Rights.

	Huron School District #2-2	Code: JO Student Records
	Policies and Regulations	

Student Records

Any student over 18 years of age is entitled to:

- (1) inspect and review all his/her records, and to receive explanations and interpretations of the records;
- (2) request an amendment in his/her educational records believed to be in error;
- (3) receive copies of all educational records (a charge for copying will be made);
- (4) request an impartial hearing if the educational agency refuses to amend an educational record. Records shall be kept on file in the office of the school principal.

Any parent or guardian may examine the education records of his/her children as per the above policy stipulations.

Release of Personally Identifiable Information Regarding Students or Former Students


Directory Information

Huron School District designates the following personally identifiable information regarding its students as directory information:

- ❖ name
- ❖ address and phone number
- ❖ date of birth
- ❖ school attending
- ❖ dates of attendance
- ❖ parents or guardian of student
- ❖ participation in school-recognized activities
- ❖ weight, height, age, and grade of members of athletic team
- ❖ awards received
- ❖ individual and group photographs pertaining to school activities
- ❖ similar information which denotes accomplishment or achievement

Right of Parent, Guardian, or Student to Prohibit Release of Information

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the directory information by notifying the principal of the student's school in writing which of the above directory information may not be released in respect to the particular student. Such notification may be made at any time.

	Huron School District #2-2	Code: AC
	Policies and Regulations	Nondiscrimination in Federal Programs

Nondiscrimination in Federal Programs

The District will not violate any of the provisions of applicable federal programs, statutes or regulations, including but not limited to Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), ESSA, and McKinney-Vento Act (homeless children). The District will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The District will provide the following:

1. an adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant and alleged perpetrator to present witnesses and provide evidence;
2. evaluation of all relevant information and documentation relating to a complaint of discrimination;
3. specific, reasonably prompt time frames at each stage of the grievance process;
4. written notice to all parties within a specified timeframe of the outcome or disposition of the grievance at each stage of the process;
5. an opportunity to appeal the findings or remedy, or both;
6. an assurance that the District will take steps to prevent recurrence of any discrimination and correct discriminatory effects on others; and
7. language in the policies and grievance procedures indicating that any attempts to informally or voluntarily resolve the complaint or grievance should not delay the commencement of the District's investigation.

In compliance with applicable federal laws and regulations, the Board has appointed the Superintendent as the District's Compliance Officer to coordinate program compliance with federal programs. The Superintendent can be reached at:

Kraig Steinhoff Ed.D
 Superintendent - Huron School District
 150 5th St SW, Huron, SD 57350
 W-605-353-6990 C-701-210-2325

A complaint may also be filed with the United States Office for Civil Rights, U.S. Department of Education at: 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Facsimile: (816)268-0599; Telecommunication Device for the Deaf: (877) 521.2172; E-mail: OCR.KansasCity@ed.gov.

COMPLAINT PROCEDURE

The Board has adopted a specific procedure to ensure that parental/student/ public complaints related to the provisions of applicable federal programs, statutes or regulations, including claims of retaliation. The Board

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	Policies and Regulations	Nondiscrimination in Federal Programs

will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The purpose of this complaint procedure is to outline a procedure for addressing parental/student/public complaints about federal program compliance and/or discrimination. Complaints against school employees and complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.

For the purposes of this policy, a “complaint” is a perceived or alleged violation of federal programs, statutes or regulations (e.g., Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), ESSA, McKinney-Vento Act (homeless children), etc.) and/or discrimination in a policy and/or program on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

To protect the confidentiality of all concerned, it is imperative that any school employee in receipt of a complaint treat the complaint as confidential and that the complaint not be reproduced in any form, nor disclosed or discussed with any person other than those identified as proper recipients of the complaint (i.e., the principal, superintendent, school board).

When a federal program compliance complaint or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints) is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person’s complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the employee against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

Should it be determined that discrimination or harassment occurred based on race, color, national origin, age or sex, the District will take steps to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on others, if appropriate.

STEP 1: Initial Complaint


- A. The person having the complaint related to federal program compliance or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints), the person must initiate the complaint procedure in one of the following ways:
 - meet and discuss the concern with the Employee involved; OR
 - meet and discuss the concern with the Employee’s Principal.
1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee’s Principal within ten (10) calendar days of the meeting with the Employee. The Principal shall complete a Complaint Form, Exhibit AC-E (1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.

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	Policies and Regulations	Nondiscrimination in Federal Programs

2. If the Complainant initiates the complaint by meeting with the Principal, the Principal shall complete a Complaint Form, Exhibit AC-E (1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.
 - B. Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the District's Compliance Officer (Superintendent). The Principal shall also give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. However, attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.
 - C. If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. During the Principal's investigation the complainant and alleged perpetrator shall both have the opportunity, at separate times, to present witnesses and provide evidence to the Principal. The Principal shall evaluate all relevant information and documentation related to the complaint of discrimination or harassment and shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal's determination/resolution.
 - D. The Principal's decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Principal's written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

Should the complaint be against a Principal, the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

Should the complaint be against the Superintendent (or the Principal who also is the Superintendent) the Complaint Form, Exhibit AC-E(1), shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through

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the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision made in Step 1, or if the Principal failed to render a decision in the required time frame:

- A. The appeal shall be in writing using Exhibit AC-E(2). The appealing party must attach the complaint and the Principal's written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.
- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
- E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.
- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

STEP 3: Complainant's Appeal to the School Board

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

- A. An appeal to the School Board shall be in writing using Exhibit AC-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.



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- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the Employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the School Board:
 1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the Hearing Officer.
 2. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
 3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
 4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the Hearing Officer until the appeal process has been completed.
 5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the complaint.
 6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
 7. The Complainant shall present his or her case first, and the Employee 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 school board members may ask questions of any witness.
 8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The Hearing Officer and board members may also ask questions of the Superintendent.
 9. 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/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
 10. 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) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.").
 11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
 12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a



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- representative of the Complainant, Employee 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.
13. Within twenty (20) calendar days of the hearing, the School 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 the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
 14. 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 reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the complaint in the absence of a Superintendent's decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.
 15. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.



Huron School District #2-2

Policies and Regulations

Code:

GBEB Drug Free Workplace

Drug Free Workplace

It is the policy of the board of education to provide a drug-free workplace and to work toward a drug-free society. It is the goal of the district to prevent the illicit use of controlled substances and alcohol.

The unlawful manufacture, or the distribution, dispensing, use, possession, or being under the influence of controlled substances and/or alcohol by any employee during the work day, at any school activity, or while in the performance of his/her employment by the district wherever located, is absolutely prohibited. Additionally, it shall be a violation of this policy for employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. Violation of this rule by any employee will constitute insubordination and will be cause for disciplinary action up to and including termination of employment and referral for prosecution. In appropriate circumstances, disciplinary action may include completion of an approved rehabilitation program at the employee's expense; however, any applicable insurance benefits will be applied.

For purposes of this policy, controlled substances include, but are not limited to, narcotics, drugs, hallucinogenic, or mind-altering drugs or substance, amphetamines, barbiturates, stimulants, depressants, marijuana, medical cannabis, anabolic steroids, and any other controlled substance as defined in law, or any prescription medicine, or other chemical substances not taken in accordance with a physician's prescription. This definition also includes substances presented to be any such controlled substance or which an employee believes to be such a substance.

Tobacco Use Prohibited

The board of education recognizes that the use of tobacco poses a serious threat to the health and well-being of the district's students and employees. Tobacco products are in direct conflict with the district's goal of comprehensive health education. The policy stipulations below apply to all individuals regardless of age, and regardless of whether they may legally use the products.

1. The use of tobacco products shall be forbidden on all school properties and in all school vehicles.
2. The use of tobacco products in the Huron Arena when the Huron Arena is utilized by the city of Huron as a public convention hall shall be determined by the city of Huron.



Employee/Student Use of Alcohol & Drugs

Drug Abuse by Students

Philosophy

The Huron public school district #2-2 recognizes that chemical abuse/dependency is a concern that needs to be addressed by the school and the community. Chemical dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student.

The use or possession of alcoholic beverages or any controlled substance, as defined by South Dakota Codified Laws (SDCL), by any student on any school property or while attending any school related function is prohibited. No student shall be intoxicated, use, sell, distribute, buy, receive, be under the influence of, or in the possession of a controlled substance as defined by SDCL. Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this administrative procedure if the students conform to the prescription and appropriate school policies.

The Huron public school district is committed to the development and the implementation of programs and policies which contribute to the well-being of students through prevention, intervention, after-care, and staff development. The major components of our approach to chemical abuse are defined as follows:

1. **Prevention**

An educational process that promotes the development of a healthy self-attitude and provides individuals with information and inter-actions needed to make responsible decisions regarding chemical use.

2. **Intervention**

An established process in which caring persons confront an individual with data regarding his/her chemically-related behaviors in an effort to encourage that individual to seek appropriate corrective measures.

3. **After-care**

Information on community support systems, individual counseling through school counselors as deemed necessary by the student, parents, administration, and chemical health facility.

4. **Staff Development**

A process through which individuals acquire the knowledge and skills required to constructively respond to the problems of chemical abuse.

A biennial review of this policy will be conducted to insure that current and effective measures are being taken to meet the needs of the students.



Huron School District #2-2

Policies and Regulations

Code:

GBEB Drug Free Workplace

Drug Abuse by Employees

It is the policy of the board of education to provide a drug-free workplace and to work toward a drug-free society. It is the goal of the district to prevent the illicit use of controlled substances and alcohol.

The unlawful manufacture, or the distribution, dispensing, use, possession, or being under the influence of controlled substances and/or alcohol by any employee during the work day, at any school activity, or while in the performance of his/her employment by the district wherever located, is absolutely prohibited.

Additionally, it shall be a violation of this policy for employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. Violation of this rule by any employee will constitute insubordination and will be cause for disciplinary action up to and including termination of employment and referral for prosecution. In appropriate circumstances, disciplinary action may include completion of an approved rehabilitation program at the employee's expense; however, any applicable insurance benefits will be applied.

For purposes of this policy, controlled substances include, but are not limited to, narcotics, drugs, hallucinogenic, or mind-altering drugs or substance, amphetamines, barbiturates, stimulants, depressants, marijuana, medical cannabis, anabolic steroids, and any other controlled substance as defined in law, or any prescription medicine, or other chemical substances not taken in accordance with a physician's prescription. This definition also includes substances presented to be any such controlled substance or which an employee believes to be such a substance.

Tobacco Use Prohibited

The board of education recognizes that the use of tobacco poses a serious threat to the health and well-being of the district's students and employees. Tobacco products are in direct conflict with the district's goal of comprehensive health education. The policy stipulations below apply to all individuals regardless of age, and regardless of whether they may legally use the products.

1. The use of tobacco products shall be forbidden on all school properties and in all school vehicles.
2. The use of tobacco products in the Huron Arena when the Huron Arena is utilized by the city of Huron as a public convention hall shall be determined by the city of Huron.

Procedure

The Huron board of education charges the administration with the responsibility to develop a procedure to complement the board's philosophy and policy in regard to the chemical health of its students.

1. Prevention

Prevention activities may include the following:

- a. Adoption and continued implementation and revision of drug/alcohol curriculum as recommended by the district (ad hoc) curriculum committee under the leadership of the director of instruction.
- b. Development of chemical health support groups or individual counseling on an "as needed" basis.

	Huron School District #2-2	Code:
	Policies and Regulations	GBEB Drug Free Workplace

2. Intervention


The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs on school property and during school activities.

A. First Offense

1. The administration will try to notify the parent(s)/ guardian(s) by phone to explain the incident and arrange for a conference.
2. The administration may suspend the students for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/ guardian(s) in writing of the suspension within two (2) school days.
4. The administration may notify available law enforcement authorities.
5. The school district and/or law enforcement authorities may require that students complete the Youth Diversion Class through Community Counseling Services to address chemical use issues. Fees for assessment or treatment are the responsibility of student or family. The suspension of a student who agrees to participate in this class will be commuted to three (3) days.
6. Depending on the severity of the circumstances, the school district may recommend that a student with alcohol and other drug-use problems seek professional assessment from a trained chemical dependency counselor.
7. A record of offenses is carried over each year for grades K-8. A clean slate will be granted at grade 9 for as long as the student is attending school.

B. Second Offense and Subsequent Offenses

1. The administration will contact the parent(s)/ guardian(s) to arrange for a conference.
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
4. The administration will notify the parent(s)/guardian(s) in writing of the suspension within two (2) school days.
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - b. Upon appropriate authorization, the agency or professional person notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting of recommended treatment, the ten (10) day suspension may be commuted to three (3) days. Fees for this assessment and/or treatment are the responsibility of the student and family.

	Huron School District #2-2	Code:
	Policies and Regulations	GBEB Drug Free Workplace

- C. Reasonable Suspicion That a Student is Under the Influence
1. Staff members will immediately report the problem to an administrator.
 2. Administrator and/or reporting staff member and/or school counselor will confer with the student as soon as possible. The following options are available:
 - a. If it is determined that the student is not under the influence, the administrator or his/ her designee calls the student's parent(s)/ guardian(s) regarding the nature and outcome of the conference with the student.
 - b. If it is determined the student is under the influence, the administrator notifies the parents and the police, detaining the student until the police arrive.
 - c. If a behavior is repetitive, the parent(s)/ guardian(s) should be called immediately and a conference scheduled as soon as possible. The conference may include the administrator, school counselor, reporting staff member, and the parent(s)/guardian(s) of the student. In the conference, the following issues will be addressed:
 - 1) A review of the circumstances (behaviors) which necessitated the conference;
 - 2) A request for information from both the student and parent(s)/guardian(s) to aid in determining the possible reasons for the student's behavior; and,
 - 3) A review of possible referral sources within the school and community, both medical and counseling, that may help the parent(s)/guardian(s) and student in dealing with the behavior exhibited. Follow-up will be with the school counselor.
- D. Supplying/Distributing or Selling Alcohol and Other Drugs or Materials Represented to be a Controlled Substance
1. Supplying or selling chemicals may result in suspension for ten (10) days.
 2. The administration will notify parent(s)/guardian(s) verbally and in writing of the suspension within two (2) school days.
 3. The administration will refer the case to available law enforcement authorities.
 4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.
3. Aftercare
- Upon completion of treatment, a conference will be held prior to the student's return to school. The conference will include the student, parent(s)/guardian(s), administrator, and school counselor.
- a. The student should agree to the provider's after-care plan and the successful completion of it;
 - b. The student should agree to the recommendations and behavioral agreement which will be established for the returning student;
 - c. The student should agree to the make-up assignments and responsibilities and time-line for completion which will be established;
 - d. Parent(s)/guardian(s) and students will be informed of available chemical health resources in the community, as well as individual/group school counseling; and,
 - e. Follow-up with school counselor as determined necessary by student, parent(s)/guardian(s), and school.
4. Staff Development
- The Huron school district will provide and coordinate on-going training in the area of chemical health. Appropriate time will be set aside for key personnel (counselors, teachers, administrators, and support service staff) at all levels of instruction. In-service training will focus on skill development in the following:
- a. Continued instruction of the chemical health curriculum;




Huron School District #2-2

Policies and Regulations

Code:
GBEB Drug Free Workplace

- b. Recognizing chemical abuse symptoms; and,
- c. Information on dangers of alcohol and/or other drug use/abuse.

	Huron School District #2-2	Code: ABAA
	Policies and Regulations	District Wide Title I Parental Involvement Policy

District Wide Title I Parental Involvement Policy


NOTE: In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by Section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA) (district-wide parental involvement policy). The policy establishes the LEA’s expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and is incorporated into the LEA’s plan submitted to the State Educational Agency (SEA).

The Huron School District agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESEA.
3. The Huron School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA: Parent representatives will be invited on an annual basis to participate in the district’s development of the consolidated plan that is submitted to the South Dakota Department of Education.
4. The Huron School District will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA: Each year parents will be invited to participate in meaningful discussions to review and provide input for suggestions they might have related to revisions/improvement to the district’s parent involvement policy and their individual building level parent involvement policy as well as school-parent compacts.
5. The Huron School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Each year a district-wide Title I advisory meeting will be held for parents to participate in discussion related to district and building-level goals related for parental involvement activities to enhance academic achievement and school performance.


6. The Huron School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

	Huron School District #2-2	Code: ABAA
	Policies and Regulations	District Wide Title I Parental Involvement Policy

- a. Parents with children supported by Title I, Part A funds will be invited to participate in training provided by their child’s individual Title I school, Head Start, Even Start, and Birth to Three to integrate strategies between and within each of these programs.
7. The Huron School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The district will use the finding of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, (and with the involvement of parents) its parental involvement policies:
 - a. Each spring parents will be invited by school district/building-level personnel to participate in an advisory meeting to review the district parental involvement policy as well as their building level parent involvement policy and parent-teacher compacts. Input from the parents and other members of the community will then be used in revising/improving parental involvement throughout the district and individual buildings.
 8. The Huron School District will build the schools’ and parents’ capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below.
 - a. The Huron School District will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—
 - the State’s academic content standards,
 - the state’s student academic achievement standards, the state and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child’s progress, and
 - how to work with educators

Small group meetings and conferences will be held throughout the school year as well as home visits. Printed material will also be used as a vehicle to help parents better understand the state’s content standards, state and local assessments, and how to monitor their own children’s progress (e.g., Parent Portal) and suggestions on how to communicate with school personnel.

- b. The Huron School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

	Huron School District #2-2	Code: ABAA
	Policies and Regulations	District Wide Title I Parental Involvement Policy

The holding of parental involvement activities at least quarterly in the Title I buildings will provide parents with resources and training in how to improve their own children’s achievement in the areas of literacy, math skills, use of technology, etc. The district will provide support to the building personnel in identifying resources (e.g., presenters, trainers, topics) to meet their individual building needs.

- c. The Huron School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principal and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

All new teachers in the district will be provided with an initial training on how to communicate successfully with parents in a meaningful and helpful manner. Also, all staff members will be provided opportunities on an annual basis to update their skills in the same manner.

- d. The Huron School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

A district-wide Title I parent advisory meeting will be held each year to help facilitate the sharing of opportunities for future trainings and activities provided by the various resources (e.g., Head Start, Even Start, Birth to Three, Community Counseling Services, etc.) within the community, as well as, accessing Parent Connection and the parent resource center that is provided at the state level.

- e. The Huron School District will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Every effort will be made to provide information about school and community activities, meetings, etc. in understandable (e.g., first language translations) format minus “educationese.” This will include interpreters for the deaf and hard-of-hearing, as well as second language needs.

In appreciation for the years of service to the
Community & Huron School District

This Senior Pass is issued to

[Faint, illegible text]

Kraig Steinfeld
Supt. Of Schools

NON TRANSFERABLE | MUST BE 62 YEARS OF AGE AND ABOVE



SCHOOL DISTRICT
Activities Office

Scott DeBoer
AD/Arena Manager
PO Box 949
150 5th St. SW
Huron, SD 57350
P: (605) 353-6970
F: (605) 353-6973
Scott.DeBoer@k12.sd.us

COMPLIMENTARY PASSES 2024-2025

Kennedy Appel & Guest – Sideline Cheer Coach
Dr. Wayne & Kathy Carr----Free Physical Provider
Mike & Deb Carroll----Sports Director @ Plainsman
Matt & Darcy Clark---Official
Kaiden Dorris & guest---Assistant Wrestling Coach
Katelyn Duba & guest---Girls Soccer Coach
Jeff & Shari Duffy—Voice of the Tigers
Dean Duxbury & guest---Official
Whitney & Tanner Easton---Fall Sideline/Head Dance Coach
Jay & Raven Ellwein---Hall of Fame Wall Supporter
Trent & Mia Francom – Asst. WR Coach/ Track Volunteer
Jesse Hajek & guest---Broadland Creek Golf Course
Shane Hartman—Track Coach
Jeremy & Paola James---Official
Colton & Mikayla Ketelhut--Trainer
Dana Kleinsasser & guest--- Official
Audrey & Alex Kopfmann – Asst. VB Coach
Kody & Samantha Kopfmann—Head Girls Basketball Coach
Bob & Jane Landstrom---Team Photographer
Brad & Laura McGirr---Official
Jeff & Shelly McGirr---Athletic Vendor
Curt & Joan Nettinga---Editor Plainsman
Jim & Sue Noyes—Asst. Boys Basketball Coach
Will Radke & Guest – MS WR Coach
Whitney & Nick Reimer---Head Cheer Coach
Alexis & Chipper Shillingstad ---8th VB Coach
Taner Sporrer & Guest – Asst. Football Coach
M/M Rick Waldner---Clean Up Crew
Matt Watson & guest---Radio Announcer
Mason Wheeler & Guest – Asst. Wrestling Coach
Connie Winegar & guest---Athletic Vendor
Kent & Jacqueline Vlieger---Cross Country/Track Volunteer

**Huron School District
Complimentary Ticket**

Issued To:

For: 2024-2025 School Activities

Authorized By: *Kraig Steinfeld*

Not transferable | Valid only for whom the ticket is issued



Kraig Steinhoff Ed.D

Superintendent

150 5th St. SW

Huron, SD 57350

P: (605) 353-6990

C: (701) 210-2325

kraig.steinhoff@k12.sd.us

It is the policy of the Huron School District to issue lifetime passes to staff members who have reached retirement age while still employed by the District and School Board Members who have completed their service to the District.

In appreciation for their years of service, the following employees are this year's recipients of a lifetime pass:

Debbie Henning

Peggy Podhradsky

Mike Postma

Terry Rotert

Cindi Williams



In appreciation for the years of service to the
Huron Public Schools

This

LIFETIME PASS

is issued to

*This will admit you to events such as athletics, drama, and
music - except special fundraising events.*

Supt. Of Schools

President/Bd. of Education

**Huron School District Employee
Complimentary Pass**

Issued To:

For: 2024-2025 School Activities

Authorized By: *Kraig Steinfeld*

*Not Transferable/Family Members Living at Home Admitted
When Accompanied by Employee*



Student Fees, Textbook Fines, and Charges

Instrumental Music Rental Fees

Listed below are the semester rental fees for the various school-owned instruments:

Piccolo	None	Concert Tuba	\$10
Oboe	\$10	Marching Sousaphone	None
Bassoon	\$10	Percussion	\$10*
Alto Clarinet	\$10	Viola	\$10
Bass Clarinet	\$10	Violin	\$10
Baritone Sax	\$10	Cello	\$10
French Horn	\$10	(1/2, 3/4 and full)	
Bass Trombone	None	Bass	\$10
Baritone	\$10	(1/4, 3/4, Cello Bass)	
Flugel Horn	None		

* None for elementary students

Student Use of Textbooks

It is expected that each student will exhibit care in using the textbooks which are checked out to him/her.

No book deposits of any kind are required, but when the student withdraws from school, or at the end of the school year, damages may be assessed for excessive book abuse.

Textbook Fines/High School and Middle School

Fines will be assessed as follows:

1. 100% of the replacement cost for a new book
 - a. for a book lost in the year in which it is purchased
 - b. for a book suffering such extreme abuse that it is useless
2. 50% of the cost of a new book for a used book that is lost.
3. \$15 for a book suffering unusual damage
4. \$10 for a book suffering minor damage

Textbook Fines/Elementary Schools

Fines will be assessed as follows:

1. 100% of the cost for a new book
 - a. for a book lost in the year in which it is purchased
 - b. for a book suffering such extreme abuse that it is useless



Huron School District #2-2

Policies and Regulations

Code:
JN Student Fees, Textbook Fines,
and Charges

2. 50% of the cost of a new book for a used book that is lost.
3. \$10 for a book suffering unusual damage
4. \$ 5 for a book suffering minor damage

Certified Salaries for Publication July 8, 2024

Last Name	First Name	Total Contract
Abelseth	Ralyna	\$111,092
Ahlers	Roger	\$94,767
Ahlers	April	\$73,120
Aker	Alyssa	\$57,515
Albrecht	Tracy	\$56,526
Allum	Breanne	\$60,135
Alves	Lindsey	\$56,526
Anderson	Brice	\$66,683
Anderson-Schlader	Terri	\$67,036
Anglin	Lisa	\$58,020
Ashbaugh	Kate	\$66,883
Axtmann	Robin	\$65,174
Azar	Michelle	\$65,726
Azure	Carrie	\$66,781
Babcock	Alex	\$57,728
Barnes	Tamera	\$63,726
Bartholow	Bonnie	\$69,467
Baszler Lanners	Rita	\$68,331
Beck	Laura	\$74,093
Berger	Julie	\$69,428
Bergeson	Joel	\$72,144
Bergquist-McClanahan	Brittany	\$63,519
Berkenpas	Lauren	\$63,403
Blue	Heidi	\$66,923
Blue	Sarah	\$59,110
Blum	Samantha	\$57,875
Boomsma	Erica	\$70,677
Boomsma	Morgan	\$58,020
Bostrom	Kathie	\$83,415
Branaugh	Leah	\$76,778
Brewer	Lindsey	\$69,585
Britzman	Carson	\$70,720
Brooks	Sabrena	\$64,402
Buddenhagen	Tim	\$96,685
Busch	Matthew	\$75,561

Carabantes	Kira	\$65,567
Carda	Michael	\$81,536
Carda	Charlotte	\$77,239
Carr	Lisa	\$69,561
Chase	Michelle	\$82,516
Christensen	Kristle	\$76,522
Christopherson	Kelly	\$161,285
Clark	Kristie	\$63,298
Clarke	Courtney	\$64,024
Cook	Rita	\$61,729
Crain	Cassandra	\$56,898
Cunard	Brooke	\$66,610
Cundy	Holly	\$67,027
Cutshaw Sr	James	\$105,000
Cypher	Kimberly	\$77,701
DeBoer	Scott	\$110,000
DeBoer	Heather	\$105,000
Decker	Akina	\$63,812
Decker	Donald	\$57,724
DeJong	Amanda	\$75,741
DesLauriers	Staci	\$74,865
Dickson	Michelle	\$64,835
Dupris	Brittini	\$65,142
Eddy	Lilia	\$58,021
Eggleston	Lori	\$86,277
Eichstadt	Amber	\$61,088
Engelhart	Sharon	\$71,155
Fitzgerald	Brandi	\$70,005
Fryberger	Lacey	\$67,210
Fuchs	Jennifer	\$70,399
Fuller	Shelly	\$65,726
Gaffer	Mitchel	\$89,580
Gilbert	Claire	\$56,898
Gill	McKenzie	\$58,020
Glanzer	Desiree	\$62,111
Goehner	Heather	\$48,686
Goth	Mathew	\$67,852
Guy	Laci	\$66,245

Halbkat	Benjamin	\$69,418
Halbkat	John	\$90,504
Halter	Linda	\$62,235
Harvey	Tisha	\$61,321
Heagley	Adam	\$56,898
Hedblom	Timothy	\$70,604
Hein	Megan	\$66,006
Heinz	Lexi	\$63,111
Hennrich	Kelly	\$79,658
Hinker	Kari	\$119,541
Hoier	Brian	\$65,036
Holforty	Heidi	\$76,890
Holforty	Jamie	\$56,526
Holtrop	Myranda	\$64,176
Holtrop	Schuyler	\$75,455
Horsley	Nicole	\$59,941
Hotchkiss	Michelle	\$64,414
Hovde	Angel	\$62,653
Hudson	Lyndi	\$96,045
Iverson	Laura	\$72,141
Janssen	Juliana	\$90,105
Jenc	Samantha	\$55,965
Johnson	Jeffrey	\$75,146
Johnson	Michelle	\$74,540
Johnson	Kyle	\$73,800
Johnson	Abby	\$76,771
Johnson	Kelby	\$64,301
Johnson	Josey	\$56,774
Jones	Craig	\$92,941
Joy	Alanna	\$66,238
Kaderabek	Zachary	\$57,321
Kary	Rachel	\$75,385
Kattner	Kristine	\$61,350
Katz	Sydney	\$60,494
Katzenberger	Amanda	\$66,172
Kaufman	Amy	\$66,927
Keizer	Susan	\$76,398
Kevan	Taylor	\$62,561

King	Julie	\$92,752
Kissner	Lisa	\$81,065
Knight	Mark	\$65,036
Knippling	Brandi	\$65,712
Koch	April	\$56,898
Konechne	Jolene	\$111,092
Kopfmann	Megan	\$57,515
Korkow	Krissa	\$64,906
Krekelberg	Marisa	\$58,487
Krekelberg	Ian	\$61,730
Kruse	Samantha	\$67,199
Lampe	Paige	\$63,843
Larson	Anne	\$65,912
Larson	Raleigh	\$59,109
Lavallee	Mackenzie	\$57,728
Lavallee	Kris	\$64,183
Lien	Joshua	\$76,747
Lindblad	Sierra	\$57,728
Lowe	Dania	\$57,515
Luce	Tamara	\$64,570
Malley	Sonia	\$62,781
Marcus	Lynne	\$64,065
Marshall	Dawn	\$60,089
McCloud	Kayla	\$58,082
McFarland	Megan	\$74,695
McWhorter	Jimae	\$64,051
Meador	Esther	\$57,321
Miner	Sarah	\$65,945
Mittelstedt	Rodney	\$135,000
Moeding	Rebecca	\$65,136
Moring	Abbie	\$57,875
Mudge	Nicholle	\$63,727
Mullen	Jordan	\$57,516
Munce	Vanya	\$82,377
Neitzert	Beth	\$85,983
Ness	Allison	\$59,110
Neugebauer	Rebecca	\$57,874
Nicholas	Barbara	\$82,008

Nihart	Tim	\$71,172
Noyes	Jeremy	\$72,029
Olson	Andrea	\$29,290
Perry	Molly	\$75,059
Peterson	Susan	\$75,036
Peterson	Melissa	\$68,514
Pietz	Linda	\$111,092
Preston	Todd	\$70,863
Radke	Michael	\$81,364
Raml	Elizabeth	\$69,786
Raml	Andrew	\$63,334
Reilly	Amanda	\$83,415
Rodacker	Jessica	\$60,867
Romig	Camryn	\$56,526
Rozell	Heather	\$119,541
Rozell	Chris	\$82,381
Rubish	Sarah	\$47,439
Salinas	Emily	\$58,023
Sarvis	Ashley	\$63,021
Savery	Nadine	\$71,632
Savery	Truman	\$66,832
Schaefers	Derek	\$57,515
Schinderling	Janet	\$65,014
Schmitz	Joselyn	\$64,069
Schoenfelder	Amy	\$76,450
Schroder	Karissa	\$61,231
Schwartz	Alyssa	\$56,898
Scott	Alexis	\$58,488
Scott	Michael	\$64,332
Sein	Nyo Nyo	\$56,267
Shoultz	Samantha	\$56,267
Small	Kelsey	\$63,334
Small	Christian	\$63,322
Smith	Megan	\$65,082
Smith	Kristi	\$64,186
Sonne	Sara	\$64,415
Soward	Lynn	\$76,264
Stahly	Chris	\$92,243

Steffen	Allen	\$85,332
Steinhoff	Kraig	\$198,540
Sternhagen	Macy	\$29,458
Stobbs	Wade	\$74,113
Strand	Dru	\$79,437
Stuart	Taylor	\$56,267
Stueckrath	James	\$74,669
Styer	Gail	\$74,075
Swenson	Jerald	\$75,561
Thomas	Angela	\$87,895
Thomas	Tony	\$91,566
Thompson	Bailey	\$56,526
Trandall	Marianne	\$71,899
Tschetter	Brook	\$60,135
Ulmer	TyAnn	\$68,045
Unruh	Tabitha	\$63,330
Urzabia	Ma. Christina F.	\$64,915
VanWyhe	Tyler	\$59,019
VanWyhe	Annie	\$57,321
Velthoff	Amy	\$73,407
Vissia	Michelle	\$65,818
Wahlstrom	Clayton	\$71,464
Weeks	Cory	\$67,207
Westby	Stacey	\$64,176
Westby	David	\$68,693
Westby	Carolyn	\$73,710
Wheeler	Kristin	\$68,974
White	Tori	\$64,176
Wilde	Lacey	\$68,612
Willemsen	Laura	\$127,652
Williams	Rebekah	\$56,898
Wilson	Kathleen	\$78,029
Winegar	Kristi	\$70,241
Witte-Trowbridge	Melody	\$72,245

Classified Salaries for Publication July 8, 2024

Last Name	First Name	Hourly Rate	Yearly Rate
Adauto	Nayeli	\$26.92	
Adauto	Moses	\$26.92	
Aldan	Nacrina	\$22.40	
Almond	Cindie	\$22.73	
Anderson	Jessica	\$23.14	
Arenas Avila	Nallely	\$22.08	
Arnold	Michael		\$56,109
Athey	Alicia	\$21.00	
Barnes	Eva	\$22.61	
Bartel	Tully		\$54,568
Bateman	Emily	\$22.38	
Beck	Jared		\$71,128
Beck	Chad		\$59,843
Berg	Darren	\$22.69	
Bergquist	Wade		\$55,172
Bergquist	Roni	\$22.90	
Bergquist	Roni	\$31.59	
Bich	Janice	\$22.90	
Bindert	Asia	\$21.58	
Bishop	Lisa	\$23.59	
Boetel	Angie	\$25.97	
Boomsma	Sally	\$21.21	
Borah	Grace	\$22.54	
Bradley	Juletta	\$23.05	
Brake	Ginger	\$23.84	
Brenner	Brent	\$21.95	
Brown	Nathaniel	\$22.84	
Brueske	Sandra	\$23.37	
Buckmaster	Heather	\$22.37	
Bultje	Jeanie	\$23.59	
Bwe	Lu Doh	\$22.04	
Cardona	Vanessa	\$22.21	
Clark	Ariel	\$21.95	
Clark	Jaycee	\$22.21	
Corcoran	Dave	\$35.00	

Croucher	Emily	\$36.79	
Cruz valenzuela	Regla	\$21.38	
Davis	Vicky	\$25.46	
Day	Paw They	\$21.58	
DeBoer	Steve		\$56,828+\$160/mo
Dello Rocco	Angelina	\$21.58	
Deutsch	Pamela	\$22.03	
DeVries	Ellie	\$23.06	
Doll	Leonard	\$23.07	
Dornacher	Kayleen	\$23.02	
Dramstad	Michael		\$78,322
Eckmann	Tiffany		\$57,373
Eddy	Leia	\$24.83	
Erickson	Lynn	\$23.07	
Fenske	Ann		\$58,311
Ford	Karen	\$24.16	
Forrest	Russell		\$56,632
Frank	Donna	\$24.00	
Fransen	Ada	\$39.84	
Freese	Donald	\$22.27	
Freese	Denise	\$22.51	
Freideman	Kimberly	\$23.66	
Friedrichsen	Brenda	\$23.14	
Gabriel	Gina		\$63,106
Gangwish	Connie	\$22.98	
Gibson	Linda	\$23.63	
Goettsch	Phillip	\$35.00	
Halbkat	Darla		\$58,703
Hanson	Duane	\$35.00	
Harkness	Peggy	\$23.36	
Harman	Jonalyn		\$53,892+\$160/mo
Harmon	Mark		\$56,719
Harris (Reilly)	Rebecca	\$23.14	
Hart	Jonathan	\$22.44	
Heffner	Haley	\$22.04	
Hirschhorn	Dean		\$57,526
Hofer	Amy	\$23.97	
Hofer	Richard	\$35.00	

Hoffman	Nakita	\$37.85	
Hotchkiss	Richard	\$21.83	
Hser	Htee	\$21.83	
Huber	Erv	\$35.00	
Jacobs	Amber	\$23.07	
Johnsen	Janet		\$55,745
Johnson	Kelly	\$20.81	
Kaw	Nei	\$35.00	
Kempf	Nancy	\$23.86	
Khin	Sher	\$21.68	
Kjellerson	Tasha	\$22.59	
Kleinsasser	Jamie	\$23.14	
Knouse	Sarah		\$54,568
Knouse	Brenda	\$22.08	
Kremer	Chantelle	\$37.48	
Kut	Lu		\$54,743 +160/mo
Larson	Jevon	\$22.94	
Larson	Janet	\$22.50	
Leiferman	Tanya	\$23.20	
Lepp	Erin	\$39.84	
Li	Lin Lin	\$22.08	
Lien	Crystal	\$21.36	
Lindhorst-Dennis	Angela	\$23.31	
Lisowski	Peggy	\$23.05	
Lorenz	Jeannie	\$23.97	
Mahowald	Charles	\$35.00	
Mahowald	Charles	\$23.07	
Mahrt	Margaret	\$35.00	
Mammenga	Megan	\$37.48	
Maras	Joyce	\$23.41	
Marquardt	Charles	\$24.42	
Martens	Chrystal	\$35.00	
McFarland	Kelli	\$23.39	
McLaury	Ann	\$23.66	
Mills	Kathy	\$45.26	
Mitchell	Brooke	\$21.58	
Moo	Hezekiah	\$23.34	
Moo	Ethan		\$58,158

Moo	Htoo	\$21.35	
Moser	Lona	\$25.59	
Mudge	Joel	\$35.00	
Mulder	Tanya	\$22.41	
Nelson	Tiffany		\$56,741
Nelson	Amy	\$23.86	
Nelson	Jeff	\$24.00	
Nelson	Brenda	\$21.15	
Neuharth	Ashley		\$57,788
Neuharth	Brittney	\$24.05	
Ness	Mandy	\$22.35	
Noding	Jeannette	\$22.90	
Noyes	Julie	\$22.25	
Ochsner	Cassidee	\$23.45	
Olivo	Romana		\$58,245
Olsen	Breanne	\$23.52	
Olson	Jeanne	\$45.26	
Overweg	Fayleen	\$36.23	
Owen	Hayden	\$21.83	
Owen	Sarah		\$55,680
Packard	Joni		\$57,657
Palmquist	Drew	\$23.34	
Palmquist	Danyell	\$22.69	
Palmquist	Callie	\$22.99	
Paw	Lar Eh	\$22.04	
Paw	Yoe Kaw	\$22.44	
Paw	Eh Myee	\$23.59	
Paw	His Hsa	\$21.83	
Pearl	Deb	\$22.41	
Peck	Merry	\$21.42	
Perez	Malainy	\$24.87	
Peterson	Kendra		\$54,322
Peterson	Travis	\$35.00	
Picek	Montana	\$23.14	
Picek	Carla		\$53,631
Plooster	Cassandra		\$54,568
Polsean	Charlene	\$23.52	
Pomerico	Mark		\$55,412+\$160/mo

Radke	Danielle		\$56,850
Ramirez	Samuel		\$56,421
Ramirez	Liliana	\$22.69	
Ramirez-Garcia	Jose		\$52,839+\$160/mo
Range	Kelsey	\$37.92	
Ransom	Rhonda	\$23.36	
Raschke	Allison	\$37.79	
Regnier	Terry		\$57,766
Regnier	Taylor	\$21.89	
Reilly	Quinn	\$37.60	
Rennich	Wesley	\$35.00	
Retzer	Zachary		\$62,888
Rotert	Kelly	\$45.26	
Sanchez De Chajchal	Veronica	\$26.92	
Sawvell	Karla	\$22.01	
Say	Wah Ku	\$21.83	
Schell	Kelly	\$23.34	
Schmidt	Mary	\$22.20	
Schnabel	Kerry	\$22.53	
Schneider	Lisa	\$23.97	
Schwartzrock	Hannah	\$22.61	
Shoemaker	Dale		\$57,003
Shoultz	Nancy	\$23.18	
Sibson	Cheryl	\$23.34	
Sibson	Brad	\$35.00	
Skorheim	Joseph	\$22.80	
Smith	Roxana	\$20.67	
Snyder	Brenda	\$24.42	
Stahly	Spencer	\$22.54	
Steilen	Nikki		\$53,668
Sterett	Roberta	\$23.01	
Styer	Cheryl	\$35.00	
Sudbeck-Malsom	Ann	\$21.15	
Sutherland	Katie	\$21.58	
Swenson	Sandy		\$58,812
Thaw	Thamee	\$22.73	
Tomczak	Tarryn		\$55,309
Trowbridge	Casey	\$23.04	

Tschetter	Sierra	\$22.23	
Tschetter	Stephanie		\$56,072
Urena	Jessica	\$23.19	
Van Berkum	Suzie		\$56,894
Van Zee	Adele	\$24.16	
Vaudrin	Madison	\$23.12	
Vega	Derick		\$54,649+\$160/mo
Waagen	Teri	\$21.20	
Wallace	Licia	\$23.36	
Wallenstein	Ken	\$35.00	
Warner	Charles		\$56,654
Wehrmann	Patricia	\$24.41	
Wendel	Cheryl		\$56,698
Wenzel	Emily	\$22.99	
Westerberg	William	\$35.00	
Westerberg	William	\$22.94	
Whites	Ron	\$35.00	
Whitney	Crystal	\$35.00	
Will	Kyle	\$23.19	
Williams	MiKayla	\$37.51	
Williams	Wilber	\$35.00	
Wilson	Wayne	\$22.54	
Winter	Dayna	\$24.41	
Wipf	Shawna	\$23.02	
Wipf	DoraJean	\$23.06	
Wipf	Dean	\$35.00	
Wipf	Dana	\$23.07	
Witte	Rod		\$59,074
Wollman	Marlana	\$22.85	
York	Lenore	\$22.92	
Zutter	Katelyn	\$22.59	



EMPLOYMENT CONTRACT

Huron School District No. 2-2, Huron, South Dakota

07/01/2024

Tim Hedblom

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$73,104** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **08/15/2024** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

Your election is subject to the school laws of the State of South Dakota and to the salary schedule and contractual elements rules and regulations of the Board of Education of the Huron School District No. 2-2, which are hereby by reference, incorporated in and made a part of this contract as though set forth herein at length, subject to the right of said Board to terminate the contract for cause, to be determined upon by the Board, and subject to your right to resign upon giving thirty (30) days notice thereof, in writing to said Board within 15 days of issuance of contract.

It is further contracted and agreed that your failure to complete the term of employment prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. **THEREFORE**, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring May 15 through May 31 for the ensuing year, damages shall be assessed at \$250.00. For breaking a contract June 1 through June 10, damages shall be assessed at \$500.00, for breaking of a contract June 11 through June 20, \$750.00 and for breaking of a contract June 21 through June 30, \$1000.00. For breaking a contract July 1 through July 31, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Employees who are not full-time employees of the district shall be assessed damages at a percentage which matches their percent of employment.

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold

or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

This agreement becomes a binding contract when signed by the employee and the Board of Education.

BS+15 earned Spring 2024, \$2500 added to base.

BS+15

Base Contract: \$66,307

Tennis Varsity \$6,797 Step 10

***CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY 07/03/2024

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2

CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

I hereby accept the position mentioned in the foregoing contract of hiring in the Public Schools of Huron, South Dakota, at the salary and upon and under the terms and conditions of the above and foregoing contract and have carefully read said contract and am fully informed as to the contents. I agree to attend such pre-school planning days as are scheduled exclusive of the designated number of contract days. "I clearly understand that it is my responsibility to be fully certified with the State of South Dakota for the duration of this contract. I accept that my pay will cease on October 1, and my employment may be terminated or suspended without pay until such time that I meet the certification requirements of the job."

Employee Signature <i>Timothy Hedblom</i>	Date 07/01/2024 10:18 am
Chairman of School District Board Signature <i>Garret Bischoff</i>	Date 07/01/2024 11:22 am
Business Manager of School District Signature <i>Kelly Christopherson</i>	Date 07/02/2024 07:31 am

Huron School District 2-2
 Adoption of Supplemental Budget
 Resolution 2024-07-08-01
 July 8, 2024 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the General Fund:

Appropriation	Means of Finance	Amount
Middle School (10-1121-925)	ESSER/LSS Grant Funds	175,000
High School (10-1131-925)	ESSER/CTE Equipment Grant	390,000
Preschool Services (10-1141)	Title III Grant and Donations	6,500
Preschool Services (10-1142)	Title III Grant and Donations	500
Culturally Different/ESL - (10-1250-991)	Title III Grant	120,000
Title I Part A, C, and D Attendance (10-2116)	Title I Part A, C, and D Grant	103,000
Title I Part A (10-2128)	Title I Grant	8,000
School Improvement (10-2214)	Title I 1003A and Part C Grant	85,000
Library (10-2222)	Fund Balance	6,000
School Board (10-2311)	Fund Balance	7,000
Legal Services (10-2315)	Fund Balance	6,000
Audit Services (10-2317)	Fund Balance	2,000
Office of the Principals (10-2410)	Fund Balance	18,000
Other Support Services (10-2490)	Fund Balance	45,000
Operation and Maintenance (10-2549)	Fund Balance	175,000
Pupil Transportation Director (10-2551)	Fund Balance	3,000
Vehicle Operations (10-2552)	Fund Balance	30,000
Title I Student Transportation (10-2556-935)	Title I 1003A Grant	6,000
Fresh Fruits and Vegetables (10-2569)	Fresh Fruits and Vegetables Grant	20,000
Non-public School Instruction (10-3711)	Title I and III Grant	50,000
Non-public School Instruction (10-3719)	Title II Grant	12,000
Male Activities (10-6100)	Fund Balance	31,000
Boys Basketball (10-6121)	Fund Balance	100
Boys Tennis (10-6161)	Fund Balance	500
Female Activities (10-6200)	Fund Balance	54,000
Girls Volleyball (10-6292)	Fund Balance	1,500
Combined Co-Curr Activities (10-6910)	Fund Balance	11,000
High School Band (10-6935)	Fund Balance	1,700
Middle School Band (10-6936)	Fund Balance	200
	Total	1,368,000

Presiding Officer

Business Manager

Huron School District 2-2
Adoption of Supplemental Budget
Resolution 2024-07-08-02
July 8, 2024 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the Capital Outlay Fund:

Appropriation	Means of Finance	Amount
Elementary Schools (21-1111)	Fund Balance	8,000
Construction (21-2535)	Fund Balance	326,000
Vehicle Operations (21-2552)	Fund Balance	35,000
	Total	369,000

Presiding Officer

Business Manager

Huron School District 2-2
Adoption of Supplemental Budget
Resolution 2024-07-08-03
July 8, 2024 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the Special Education Fund:

Appropriation	Means of Finance	Amount
Mild to Moderate (22-1221)	Fund Balance	13,000
Early Childhood (22-1226)	Fund Balance	9,000
Nurse Services (22-2134)	Fund Balance	34,000
Psychological Testing (22-2142)	Fund Balance	29,000
Speech (22-2159)	Fund Balance	14,000
Physical Therapy (22-2171)	Fund Balance	6,000
Occupational Therapy (22-2172)	Fund Balance	13,000
Other Orientation (22-2189)	Fund Balance	44,000
Office of Principals (22-2710)	Fund Balance	9,000
Vehicle Operations (22-2730)	Fund Balance	13,000
	Total	184,000

Presiding Officer

Business Manager

**Huron School District 2-2
Adoption of Supplemental Budget
Resolution 2024-07-08-04
July 8, 2024 Board Meeting**

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the Bond Redemption Fund:

Appropriation	Means of Finance	Amount
Refunding Bonds (32-5000)	Bond Proceeds	15,000,000
	Total	15,000,000

Presiding Officer

Business Manager

District Commitment and Memorandum of Understanding

Printed name of the School District and Representative: Huron School District 02-2
Kraig Steinhoff

The school district must complete the recommendation form to be provided to the district following the closing of the applications.

A representative from the school district needs to initial each of the following statements to indicate agreement and understanding:

The school district understands that its positive recommendation for an applicant indicates that the district is supportive of the applicant’s pursuit of the apprenticeship and indicates that the district considers the applicant a quality candidate for consideration for this opportunity to earn a bachelor’s degree in education with the intention to become a certified South Dakota educator. KS

The school district understands and agrees that the applicant has passed the required background check completed at the local level. KS

The school district understands and agrees that, if the applicant is selected, said applicant will continue to serve in the district as a paraprofessional and will be given incremental wage increases reflecting education and skills gained through this program. KS

The school district understands and agrees that, if the applicant is selected, upon said applicant’s move to student teaching status, said applicant will no longer be able to continue to work as a paraprofessional but would continue to be paid throughout the student teaching period. KS

The school district understands and agrees that, if the applicant is selected, the school district will provide access to a laptop or similar technology and/or access to the facility to use the internet in pursuit of the educational courses if necessary or needed. KS

The school district understands and agrees that, if the applicant is selected, it will provide a local primary mentor who is a certified teacher for the apprentice, with the local mentor stipend to be paid by the district at a rate of \$500/semester (fall and spring) for a total of up to \$1,000/year/participant. This is the district’s financial support associated with participation in the SD Teacher Apprenticeship Pathway. KS

The school district understands and agrees that, if the applicant is selected and successfully completes his/her education to earn a bachelor’s degree in education, the district is not obligated to hire the apprentice as a certified teacher. KS

The school district understands and agrees that it will provide the required documents (invoice, mentor log, and proof of payment to the local mentor) to the SD Department of Education by the specified date according to the contract provided following acceptance of the district’s paraprofessional(s) into the program. KS

DocuSigned by:
Signature: Kraig Steinhoff Superintendent Title 7/1/2024 Date
15C1E69AC4DB43F
Superintendent or Business Manager Title Date

TIGER STADIUM ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 25th day of June, 2024, by and among VISION CARE ASSOCIATES ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement for Tiger Stadium dated May 14, 2010 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

WHEREAS, the parties desire to extend and modify the Advertising Agreement as set forth herein.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after August 1, 2024, and ending on July 31, 2025.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$1,500 (one thousand five hundred dollars) per year, payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial _____

Owner Initial _____

PAYMENT SCHEDULE

Agreement year 2024-2025: For services rendered August 1, 2024 to July 31, 2025.

Please select a renewal option:

_____Renewing Tiger Stadium for 2024-2025 for \$1,500 per year

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

ADVERTISER: Vision Care Associates

By _____
[authorized signature only]

Carlene Brown
[print or type name clearly]


Title Manager
Dated 06/05/2024

Address: 310 8th Ave NW Ste 503
City, State, Zip: Aberdeen SD 57401

OWNER: Huron School District 2-2

By _____
- Huron Board of Education

Board Approved _____

	Huron School District #2-2	Code:
	Policies and Regulations	KL Complaint Against School Employee

Complaint Against School Employee

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.


The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee's conduct, performance, or an employee's administration of a curricular, co-curricular or extra-curricular program. *Complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.*

When a complaint against a school employee is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

COMPLAINT PROCEDURE

STEP 1: Initial Complaint

- A. The person having a complaint ("Complainant") must initiate the complaint procedure within thirty (30) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint related to a school employee must initiate the complaint procedure in one of the following ways:
- meet and discuss the concern with the Employee involved; OR
 - meet and discuss the concern with the Employee's Principal.
1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee's Principal within ten (10) calendar days of the meeting with the Employee. The **Principal Complainant** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
 2. If the Complainant initiates the complaint by meeting the Principal, the **Principal Complainant** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.
- B. Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a

	Huron School District #2-2	Code:
	Policies and Regulations	KL Complaint Against School Employee

resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.

- C. If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. The Principal shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal's determination/resolution.
- D. The Principal's decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Principal's written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.


Should the complaint be against a Principal, the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

Should the complaint be against the Superintendent (or the Principal who also is the Superintendent) the Complaint Form, Exhibit KL-E(1), shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision made in Step 1, or if the Principal failed to render a decision in the required time frame:

- A. The appeal shall be in writing using Exhibit KL-E(2). The appealing party must attach the Complaint and the Principal's written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.

	Huron School District #2-2	Code:
	Policies and Regulations	KL Complaint Against School Employee

- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
- E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.
- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.


STEP 3: Complainant's Appeal to the School Board

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:


- A. An appeal to the School Board shall be in writing using Exhibit KL-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.
- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall determine if a formal hearing is necessary or if the matter can be decided on the record before the Board. If the Board determines a hearing is necessary, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.

If the Board determines to adjudicate the complaint on the record, the Board shall at its next meeting deliberate and render its decision pursuant to step 3 E, paragraph 14 of this policy.

- E. The following procedure shall be applicable at the appeal hearing before the School Board:
 - 1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.

	Huron School District #2-2	Code:
	Policies and Regulations	KL Complaint Against School Employee

2. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.
6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
7. The Complainant shall present his or her case first, and the Employee 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 school board members may ask questions of any witness.
8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.
9. 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/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
10. 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) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.").
11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and

	Huron School District #2-2	Code: KL Complaint Against School Employee
	Policies and Regulations	

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.

13. Within twenty (20) calendar days of the hearing, the School Board shall render its decision, and ~~issue its written~~ Findings of Fact, Conclusions of Law and Decision **may be issued by the Board if, in its sole discretion, the Board believes the same are necessary.** The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
14. 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 reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the Complaint in the absence of a Superintendent's decision. **If deemed necessary by the Board,** Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.
15. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

	Huron School District #2-2	Code: BA
	Policies and Regulations	Priority Objectives of Board Operations

Priority Objectives of Board Operations

The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program.

It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed.

In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions. They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education.

	Huron School District #2-2	Code: BB
	Policies and Regulations	School Board Powers and Duties

School Board Powers and Duties

1. The Board of Education is the publicly designated steward at the local level for the education of children and youth. It is charged with the educational welfare of all students irrespective of age, sex, race, ethnicity or ability to learn. It recognizes the essential link between educational excellence and the economic and social health of the community.
2. The Board of Education is responsible for formulating policies for the general management of the schools in the district. Although the Board shall designate authority to the superintendent and his/her staff, the Board is responsible to district patrons for the results produced.
3. The Board of Education shall select a superintendent to fulfill administrative responsibilities as per board policy and statute.
4. The Board of Education shall select a business manager to fulfill administrative responsibilities as per board policy and statute.
5. The Board of Education shall elect, promote and/or dismiss all employees as per board policy and statute.
6. The Board of Education may accept, modify and/or reject the recommendations of the superintendent and may call for new recommendations.
7. The Board of Education shall approve salary schedules, employment policies, transportation contracts and agreements involving school business upon the recommendations of the superintendent.
8. The Board of Education shall provide educational programs that reflect the educational philosophy, goals, and needs of the community.
9. The Board of Education shall approve school philosophy, changes in the curriculum, and materials of instruction as per board policy.
10. The Board of Education shall evaluate the superintendent.
11. The Board of Education shall approve a school calendar for each school year.

	Huron School District #2-2	Code: BB
	Policies and Regulations	School Board Powers and Duties

School Board Powers and Duties (continued)

12. The Board of Education shall provide finances for efficient management of the schools, including the adoption of the amount of the tax levy.
13. The Board of Education shall develop plans regarding capital outlay and maintenance expenditures including building alterations and additions, new equipment, improvement of grounds, repair and replacement of buildings and equipment.
14. The Board of Education shall adopt a final budget upon the recommendations of the superintendent and the business manager.
15. The Board of Education shall designate depositories for schools.
16. The Board of Education shall approve for payment all bills and other disbursements upon the recommendation of the superintendent and the business manager.
17. The Board of Education shall approve the annual audited financial reports of the business manager.
18. The Board of Education shall conduct all school elections in accordance with the general election laws of the state.
19. The Board of Education shall perform such other functions and duties as required by law.

	Huron School District #2-2	Code: BB
	Policies and Regulations	School Board Powers and Duties

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	Huron School District #2-2	Code: BC
	Policies and Regulations	Board Member Code of Ethics

Board Member Code of Ethics

Members of the District's Board of Education recognize that they are state officials of local government, elected to provide public education to the children in their communities. Members understand that alone, they have no authority – but convened as a Board at a legal meeting, they provide governance to the district and strive to improve student achievement.

In working to do so, the following standards of conduct will serve as a guide for the official conduct of board members:

1. I will consider myself a trustee of public education and will do my best to provide children in my community with high-quality educational opportunities.
2. I will recognize that the responsibility of the school board is to govern the District and forward its visions and goals by establishing effective policies, planning and appraisal.
3. I will practice good stewardship of the District's resources.
4. I will encourage community stakeholders to be engaged in public education and supportive of their students and schools.
5. I will leave the daily administration of schools to the superintendent.
6. I will respect the privileged communications from executive sessions and other administrative sources, and will not discuss confidential business of the Board at home, on the street or at work.
7. I will keep myself informed about education issues, through individual study and professional development, in an effort to become a more effective Board member.
8. I will express my honest and thoughtful opinions at Board meetings and will listen to the opinions of other Board Members.
9. I will make no disparaging remarks, in or out of the Board meeting, against Board members or their opinions.
10. I will refuse to use my position as a Board member for personal gain or the gain of special interests or partisan politics.
11. I will render decisions only after I have discussed matters with Board members, reviewed applicable data, and considered recommendations from the superintendent and

	Huron School District #2-2	Code: BC
	Policies and Regulations	Board Member Code of Ethics

Board Member Code of Ethics (continued)

community members – once a majority vote has been reached, I will support Board decisions.

12. I will vote for the most competent and best-trained personnel recommended by the superintendent, and will support them in the performance of their duties.
13. I will refer complaints, including personal criticism, to the superintendent, and only after the failure of an administrative solution will I discuss the matter at a Board meeting.
14. I will observe and enforce school district, state and federal laws, policies and regulations.
15. I will remember that my first and greatest concern is the educational welfare of all students attending the District's schools.



Board Member Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. As public officials holding the respect and trust of the community, board members will not use the office for personal advantage.

A board member will not have any direct pecuniary interest in a contract with the school district; nor furnish directly any labor, equipment or supplies to the district; unless the amount involved is less than three thousand dollars (\$3000).

Each member shall decide if any potential conflict of interest requires disqualification from participation in board discussion or action. No board member may participate in discussion or vote on any issue in which the member has a conflict of interest if the following circumstances apply:

1. The member has a direct pecuniary interest in the matter before the Board; or
2. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.




Huron School District #2-2

Policies and Regulations

Code: BEA
Duties of the Board of
Education President

Duties of the Board of Education President

1. The president shall preside at all meetings of the Board of Education when he/she is present. During his/her absence, the vice-president shall perform all functions normally carried out by the president.
2. He/She shall counter-sign all payments approved by the Board.
3. He/She shall sign all contracts or agreements approved by the Board.
4. He/She shall represent the district where such is deemed appropriate and/or necessary.
5. He/She shall appoint all special committees.
6. He/She shall confer with the superintendent regarding school-related matters when it is necessary. The president and the superintendent shall keep all Board members uniformly informed on relevant matters.
7. He/She shall call special meetings of the Board of Education, provided legal notice is given to all members. Legal notice may be written or oral, but must be received by all members.

	Huron School District #2-2	Code: BEB
	Policies and Regulations	Committees of the Board of Education

Committees of the Board of Education

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action. The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment. The Board shall have no standing committees.

All committees will be appointed by the Board president. The superintendent will serve as an advisor to all committees and may attend any committee meeting.


As required by open records laws, any final recommendations, findings, or reports that result from a meeting of a committee established by the Board shall be reported in an open meeting of the Board. The Board shall delay taking any official action on the recommendation, findings, or reports until the next meeting of the Board.

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	Huron School District #2-2	Code: BEC
	Policies and Regulations	Advisory Committees to the Board

Advisory Committees to the Board

The Board will, when it deems appropriate, appoint citizen committees to counsel and assist the district in planning programs and projects. The Board will have the power to dissolve any advisory committee and will reserve the right to exercise this power at any time during the life of any committee.

Committee Appointment and Function

The following policies will govern the appointment and functioning of citizens committees:

1. The composition of a citizens committee will be broadly representative and will take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to such committees as members or consultants, as found desirable.
2. All appointments will be made by the Board, which may name a community selection committee to make nominations for the purpose of obtaining broader community presentation. The appointment of any staff members to such committees will be made by the Board upon recommendation of the superintendent.
3. Each committee will be clearly instructed as to:
 - The length of time each member is being asked to serve;
 - The service the Board wishes the committee to render, and the extent and limitations of the its responsibility
 - The resources the Board will provide;
 - The approximate dates on which the Board wishes to receive major reports;
 - Board policies governing citizen committees and relationship of these committees to the Board as a whole, to individual Board members, to the superintendent, and other members of the professional staff;
 - Responsibilities for the release of information to the press.
4. Recommendations of citizens' committees will be based on research and fact.
5. A school board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of a citizens' committee much be submitted to the Board for official action.



Huron School District #2-2

Policies and Regulations

Code: BED
Compensation for School
Board Members

Compensation for School Board Members


Compensation for all members of the Board of Education shall be up to \$75 per meeting (regular or special). When on school business, school Board members may receive the mileage, meals, and lodging allowance authorized by state regulations.

	Huron School District #2-2	Code: BEE
	Policies and Regulations	Electronic Communication by Board Members

Electronic Communication by Board Members

Use of electronic mail (e-mail) by members of the Board of Education shall conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.
2. Board members shall be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of risk of improper disclosure. Board members shall comply with the same standards as school employees with regards to confidential information.

	Huron School District #2-2	Code: BEF
	Policies and Regulations	School Board and Superintendent Relationship

School Board and Superintendent Relationship

The Board of Education believes the success of its mission to create a high-quality environment where all children can learn depends on the cooperation between the Board of Education and the superintendent.

To achieve this common goal of student achievement, the Board of Education-superintendent governance leadership team will make every possible effort to develop a mutual understanding of their respective roles, create clear expectations and transparency, build professional trust and respect, and communicate openly and honestly with each other.

The Board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the superintendent.

The superintendent will be responsible for the administrative and advisory functions of the Board. Strategic planning, policy making and superintendent evaluations are the functions of the Board. The Board retains final authority within the district, as charged by the South Dakota Legislature.

Together, the Board and the superintendent are a team, each playing a well-defined position.

	Huron School District #2-2	Code: BE
	Policies and Regulations	Organization of the Board of Education

Organization of the Board of Education

Composition, Terms and Election of School Board Members

The school board shall consist of five (5) members. Each regularly elected member shall serve three (3) years. The annual election date will be the second Tuesday in April (general municipal election). Newly elected members shall take office at the annual organizational meeting which shall be held on the second Monday in July.

Vacancies

A vacancy on the Board shall be filled by the Board, by appointment, at any legal meeting thereof until such vacancy can be filled by election at the next annual election. All elections to fill vacancies shall be for the balance of the unexpired term.

Appointments

At the organizational meeting, the Board of Education shall appoint the following: 1) business manager, for a one-year appointment. 2) school district attorney, and 3) truant officer.

Student Representation

One high school student shall be elected annually, and they shall participate in all Board meetings for a one-year term from July 1 to June 30. The student shall not attend executive sessions of the Board. The student will be non-voting member. The high school principal will have the responsibility of formulating specific procedures for conducting student elections and shall coordinate with the superintendent to provide training to the student elected to the Board. One student will be elected from grades 11 and 12. If a candidate is not elected from grades 11 and 12 the principal may take nominations from students in grade 10. Students will serve one-year terms and will be eligible to run for re-election.

Organizational Duties

At the organizational meeting, the Board of Education shall also:

- 1) select a president and a vice-president;
- 2) designate depositories of school funds;
- 3) authorize custodians for all accounts;
- 4) designate newspaper(s) for publishing legal minutes; and
- 5) take any other action deemed necessary.



School Board Meetings/Procedures

- 1) The regular monthly meeting days shall be set or established at the organizational meeting. Members of the Board and the media must be legally notified of any change in time or place for regular meetings as well as for special meetings.
- 2) An agenda for each regular meeting, prepared by the superintendent with the Board president and/or vice-president, will be distributed to each Board member at least two school days prior to the regular meeting. Board members, through the superintendent's office, may place an item of business on the agenda.
- 3) Special meetings may be held upon call of the president or the superintendent. Public notice of the meeting shall be given to members of the Board and the media either by personal communication or in written form. This notice should be given as far in advance of the meeting as possible.
- 4) All regular and special meetings are open to the public.
- 5) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the Board may adopt. In order to facilitate the work of the Board, the President has the authority to use less formal procedures at any time unless any board member objects.



School Board Meetings/Order of Business

The order of business is to be determined by the Board of Education as it may deem necessary. The following is a suggested order for a regular meeting.

- 1) Call to Order
- 2) Roll Call
- 3) Adoption of the Agenda
- 4) Consent Agenda
 - a) Approval and/or correction of minutes of previous meeting
 - b) Approval and/or corrections of the financial report
 - c) Consideration and approval of the bills

Board members may remove items from the consent agenda for discussion and action. The consent agenda may contain more items than the three items listed above.

- 5) Celebrate Successes in the District
- 6) Reports to the Board (school department reports, etc.)
- 7) Old Business (consideration of tabled items, committee reports, etc.)
- 8) New Business
- 9) Executive Session (if necessary)
- 10) Community Input
- 11) Adjournment




School Board Meetings/Executive Session

Meetings of public boards shall be open to the public except as provided by law, which allows for executive or closed meetings to be held for the sole purposes of:

- a) 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 an independent contractor,
- b) discussing the expulsion, suspension, discipline, assignment, or the education program of a student,
- c) consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters,
- d) preparing for contract negotiations or negotiating with employees or employee representatives, and
- e) discussing marketing or pricing strategies by a board or commission of a business owned by the state or any political subdivisions, when public discussions may be harmful to the competitive position of the business.

Prior to entering an executive session or closed meeting, the reason for the executive session must be stated on the record and approved by the Board following a motion and second. Any official action concerning such matters (considered in executive session) shall be made at an open official meeting.

	Huron School District #2-2	Code: BFD
	Policies and Regulations	School Board Meetings Quorum

School Board Meetings/Quorum

Three members of the Board of Education shall constitute a quorum for transacting official business of the district. Board action—approval or rejection--requires three like votes.

In the event that two or more board members are excused from discussion and consideration of a matter pursuant to SDCL ch. 3-23 for a conflict of interest, the vote of a majority of the remaining board members present and voting shall be sufficient to take action.

13-8-10. Meetings of board—Election of officers—Designation of depository and newspaper—Quorum. The annual meeting shall be held on the second Monday of July unless otherwise designated by the board at the prior regular meeting. Regular meetings shall be on the second Monday of each month unless otherwise designated by the board at the annual meeting. At the annual meeting the school board shall organize by the election of a president and a vice president from its membership, and such officers shall serve until the next annual meeting. The board shall designate the depository or depositories as provided in § 13-16-15, and the custodians of all accounts; and designate the legal newspaper to be used for publishing all official notices and proceedings. A majority of the members of the school board constitutes a quorum for the purpose of conducting business. Any board action may be taken if it is approved by the majority of the members voting.

Special meetings may be held upon call of the president or in the president's absence by the vice-president, or a majority of the board members. Notice of such meeting shall be given by the business manager to the board members either orally or in writing in sufficient time to permit their presence.



Board of Education/Planning Efforts

Because the school board is ultimately responsible for all facets of school operations and programs, it is imperative that planning efforts be carried out regularly. The planning efforts include, but are not limited to those listed below:

- Individual Board members and the Board as a whole will be involved in available in-service activities. Such activities will include state conventions, in-district opportunities, statewide and regional legislative area meetings/workshops, national conventions, etc.
- The Board of Education will develop a strategic plan for the district and will outline goals and a timeline for implementation of those goals. This plan will be reviewed on an annual basis and be modified or added as necessary.
- At the beginning of each school year, the school board and administrators will meet to establish goals for the upcoming school year. Board members and administrators will also meet in the spring of the year to discuss outcomes of the goals. Board members will receive written reports regarding both meetings.
- Board members will periodically – e.g., once every five years – review the Board policy handbook as a whole, section by section. The purpose of the review will be to examine, discuss, clarify, and revise policies if necessary.
- The Board will cooperate with private and public agencies in the community in an effort to maintain open lines of communication with the agencies.

Because attainment of school goals requires mutual understanding and cooperation among the Board of Education, superintendent, administrators, certified and classified staff, and community patrons, a free and open exchange of views is desirable, proper, and necessary. This exchange will be encouraged by the school board.




Evaluation of Board Operational Procedures

The Board of Education shall, at the end of a specified length of time (5 years), measure its performance against stated objectives and/or functions and duties through a self-evaluation process.

The following areas of Board operations and relationships are representative of those for which objectives may be set and progress appraised:

- 1) Board member orientation and continuing development
- 2) Board meetings
- 3) Fiscal management/Facilities management
- 4) Board-community relations and communications
- 5) Board-superintendent relations
- 6) Student achievement/Instructional management
- 7) Planning and goal setting
- 8) Board-staff relations
- 9) Legislative leadership
- 10) Policymaking

	Huron School District #2-2	Code: BGB Board
	Policies and Regulations	Member Development Opportunities

Board Member Development Opportunities

Board members shall be encouraged to participate in meetings and activities of area, state, and national school board associations, as well as other educational groups, and to study, examine, and share the materials received from these organizations.

To advance their development as school board members, upon Board approval, travel and convention expenses shall be provided individual members as per established rates.

To help members develop understanding of the educational program, the superintendent shall request members of the professional staff to appear before the Board from time to time to present, discuss, and/or approve new developments in various areas of curriculum and instruction.

	Huron School District #2-2	Code: BGC
	Policies and Regulations	School Board Study Sessions and Work Retreats

School Board Study Sessions and Work Retreats

The Board of Education is tasked with a constant flow of governance issues that require action and is determined to expedite the business of the District. The Board of Education is also mindful of the importance of planning, brainstorming and thoughtful discussion.

At its discretion, the Board of Education may schedule study sessions or working retreats in order to provide the governance team an opportunity to deliberate without taking action. All study sessions or work retreats shall be open to the public and comply with state open meetings and public record laws.

Generally, study sessions and work retreats are not open to public input. However, the Board of Education may solicit input at the discretion of the Board Chair.



Policy Review and Evaluation

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

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

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

	Huron School District #2-2	Code: BHA
	Policies and Regulations	Board Review of Regulations

Board Review of Regulations

The Board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.

	Huron School District #2-2	Code: BHB
	Policies and Regulations	Suspension of Policies

Suspension of Policies

Board policies may be suspended only upon an affirmative vote of two-thirds of the members present, or, if only three members are present, only upon a unanimous vote.

	Huron School District #2-2	Code: BH
	Policies and Regulations	Board Policy Development .. Adoption

Board Policy Development/Adoption

The formulation and adoption of written district policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the district.

Policy issues may be presented by any Board member or by the superintendent, but all proposed policies shall be referred to the superintendent for review and analysis by the appropriate staff members before being considered by the Board. The superintendent shall formulate the proposed policy statement and present it to the Board for consideration.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item – distribution with agenda (this may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions).
2. Discussion item (First reading) – first reading of proposed policy or policies; response from superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
3. Action item (Second reading) – discussion, adoption or rejection.

It is intended that the Board and/or the superintendent shall inform affected persons of a proposed policy following its presentation as an information item. Any testimony received by the superintendent or individual Board members shall be presented to the Board at the time of the first or second reading on a policy.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs. When necessary, the Board may dispense with the above sequence to meet emergency conditions.

Policies adopted by the Board shall become effective immediately, unless specified otherwise in the motion for adoption. Once adopted, policies of the Board shall be distributed to the community, staff and students.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

	Huron School District #2-2	Code: BFB Public Participation at Board Meetings
	Policies and Regulations	

Public Participation at Board Meetings


Regular, special, and emergency meetings of the Board are open to the public. Executive sessions are not open to the public. The Board, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in public. The purpose of Board meetings is to discuss, deliberate, and, when appropriate, take actions on the issues presented to the Board by the Superintendent or other Board members.

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the schools.

In order to ensure that citizens who wish to appear before the Board, and, at the same time, conduct its meeting properly and efficiently, the following procedures have been adopted:

1. Any individual who desires to speak about an item on the agenda must notify the superintendent or the Board president prior to the beginning of the meeting. The request to speak may be communicated orally or in written form. The individual may speak on the item when the agenda item is called. The person addressing the Board may not engage in a debate with the Board about the items. Each person is to state their position in a clear, concise manner. The person may ask for clarification on an item. As appropriate, the Board president may authorize a Board member or the administration to clarify the issue.
2. Persons who wish to speak about an item that is not on the agenda must notify the superintendent or the Board president prior to the beginning of the meeting. Persons who present such a request will be allowed to speak about the topic before the meeting is adjourned during community input. However, no response will be made by the Board or superintendent without further study of the issue presented. Community input is not designed as a forum to discuss personnel or specific students. Patrons are encouraged to use our grievance procedure to address such concerns.
3. Citizens who wish to have an item included on an agenda for a future board meeting shall submit the item to the superintendent's office at least ten (10) days prior to the meeting of the Board at which they desire for the item to be included. The superintendent shall refer the citizen to the appropriate party if the item is confidential, concerns personnel in the district, or is more appropriate to be handled by the Board's grievance policy prior to inclusion as an agenda item. The citizen bringing the item may present to the Board why he/she brought the item to the Board. Agenda items may or may not be addressed by the board at that initial meeting or any subsequent meetings. The board may ask questions as necessary to clarify the issue or item of concern, but may or may not take further action. Emergency items may be considered at the discretion of the Board.
4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five (5) minutes or to such limitations as imposed by the Board president. Total time for

	Huron School District #2-2	Code: BFB Public Participation at Board Meetings
	Policies and Regulations	

testimony on a topic will be limited to fifteen (15) minutes per side. Any additional time is at the discretion of the Board president. Any comments or questions for the Board outside of these parameters during the meeting must be demonstrated by a raising of the hand and may be allowed at the discretion of the Board president. The Board encourages public input, but must also conduct business before the Board in a timely manner.

The Board vests in its president or other presiding officer authority to:

- Terminate the remarks of any individual when he/she does not adhere to the rules established above;
- Prohibit public comments which are frivolous, repetitive, or harassing;
- Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
- Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.



SECTION B – School Board Governance & Operations POLICY REVIEW 2024

CHANGE LOG

1. BA –Operational Goals - Updated Letterhead, no change to policy
2. BB –Legal Status - Updated letterhead, changed policy name and contents, New policy
3. BBA – Powers and Duties – Coded differently same policy as BB
4. BBAA – Board Member Authority – New policy
5. BBB – School Board Elections – New Policy
6. BBBA – Qualifications – New Policy
7. BBBB – Oath to Office – New Policy
8. BC – Board Member Code of Ethics Delete entire policy and adopt new policy BBF
9. BBC – Resignation / Removal from Office – New Policy
10. BBE – School Board Member Vacancy – New Policy
11. BBEA – Unexpired Term Fulfillment Procedure – New Policy
12. BBF – Board Member Code of Ethics – New policy replacing BC
13. BD – Board Member Conflict of Interest - Delete entire policy and adopt new policy BBFA
14. BBFA – Board Member Conflict of Interest – new policy replacing BD
15. BCA – Annual Board Organizational Meeting – New Policy
16. BEA – Duties of the Board of Education President – Retire policy and adopt BCB
17. BCB – Board Officers – New Policy, replacing BEA
18. BEF – School Board & Superintendent Relationship – Retire policy, adopt BCD
19. BCD- School Board & Superintendent Relationship – new policy replacing BEF
20. BEB – Committees of the Board of Education – Retire policy adopt BCE
21. BCE – Board Committees – New policy replaying BEB
22. BEC – Advisory Committees to the Board – Retire policy adopt BCF
23. BCF - Advisory Committees to the Board – New Policy replacing BEC
24. BCG – School Attorney – New Policy
25. Retire BF – School board meetings – procedures and BFA – School Board Meetings – order of business and adopt BD
26. BD – School Board Meetings – new policy replaying BF and BFA
27. BEE – Electronic Communications by Board Members – Retire and adopt BDA
28. BDA – - Electronic Communications by Board Members - New policy replacing BEE
29. BGC – School Board Study Session and Work Retreats – Retire and adopt BDB
30. BDB - School Board Study Session and Work Retreats – new policy replacing BGC
31. BFC – Executive Sessions – retire and adopt BDC
32. BDC – Executive Sessions – New Policy replacing BFC




Huron School District #2-2

Policies and Regulations

Section B
School Board Governance &
Operations

33. BDDA – Notification of school board meetings – New Policy
34. BDDB – Board Meeting Agendas and format – New Policy
35. BDDC – Agenda Preparation and Dissemination – New Policy
36. BFD – School Board Meetings Quorum – retire code and adopt BDDD code combine policy
37. BDDD – Quorum – New policy code replacing BFD
38. BDDE – Parliamentary Procedure – New Policy
39. BDDF – Voting Method – New Policy
40. BDDG – Minutes – New Policy
41. BDDH - Public Participation at Board Meetings – New policy replacing BFB
42. BE -Organization of the Board of Education – New letterhead no policy changes
43. BED – Compensation for School Board Members – Retire and adopt BHD
44. BFB – Public Participation at Board Meetings – Retire and adopt BDDH
45. BFC- Board Policy Development and Adoption – New policy replacing BH
46. BFCA – Board Regulations and Handbooks – New policy
47. BFF – Suspension of Policies and Regulations – New policy replacing BHB
48. BG – Board of Education Planning Efforts – New letterhead no policy changes
49. BGA – Evaluation of Board of Operational Procedures – Retire and adopt BK
50. BGB – Board Member Development Opportunities – update letterhead no policy change
51. BH – Board policy development adoption – Retire and replace with BFC
52. BHA – Board Review of Regulations – update letterhead no policy changes
53. BHAA – Board Member Education – New Policy
54. BHB – Suspension of Policies – Retire and adopt BFF (Code used for new policy)
55. BHD – Board Member Compensation and Expenses – New Policy replacing BED
56. BJ – School Board Memberships – New Policy
57. BK – Evaluation of Board of Operational Procedures – New Policy Replacing BGA

	Huron School District #2-2	CODE: BA Objectives of Board Operations
	Policies and Regulations	

Priority Objectives of Board Operations

The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program. It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed. In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions.

They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education

	Huron School District #2-2	CODE: BB School Board Legal Status
	Policies and Regulations	

School Board Legal Status

The School Board derives its authority from the Constitution of the State of South Dakota, from the acts of the State Legislature, the electorate of the district and the regulations of the South Dakota Board of Education Standards and State Board of Technical Education.

As expressed in the law, the Board is the governing board of a school district, and is created. ". . . for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all citizens residing within the school district."

The Board will consist of 5 members, elected at large by the registered voters of the district. Except as otherwise provided by law, Board members will hold office for terms of three years.



School Board Powers and Duties

1. The Board of Education is the publicly designated steward at the local level for the education of children and youth. It is charged with the educational welfare of all students irrespective of age, sex, race, ethnicity or ability to learn. It recognizes the essential link between educational excellence and the economic and social health of the community.
2. The Board of Education is responsible for formulating policies for the general management of the schools in the district. Although the Board shall designate authority to the superintendent and his/her staff, the Board is responsible to district patrons for the results produced.
3. The Board of Education shall select a superintendent to fulfill administrative responsibilities as per board policy and statute.
4. The Board of Education shall select a business manager to fulfill administrative responsibilities as per board policy and statute.
5. The Board of Education shall elect, promote and/or dismiss all employees as per board policy and statute.
6. The Board of Education may accept, modify and/or reject the recommendations of the superintendent and may call for new recommendations.
7. The Board of Education shall approve salary schedules, employment policies, transportation contracts and agreements involving school business upon the recommendations of the superintendent.
8. The Board of Education shall provide educational programs that reflect the educational philosophy, goals, and needs of the community.
9. The Board of Education shall approve school philosophy, changes in the curriculum, and materials of instruction as per board policy.
10. The Board of Education shall evaluate the superintendent.
11. The Board of Education shall approve a school calendar for each school year
12. The Board of Education shall provide finances for efficient management of the schools, including the adoption of the amount of the tax levy.



Huron School District #2-2

Policies and Regulations

CODE: BBA
School Board Powers and Duties

13. The Board of Education shall develop plans regarding capital outlay and maintenance expenditures including building alterations and additions, new equipment, improvement of grounds, repair and replacement of buildings and equipment.
14. The Board of Education shall adopt a final budget upon the recommendations of the superintendent and the business manager.
15. The Board of Education shall designate depositories for schools.
16. The Board of Education shall approve for payment all bills and other disbursements upon the recommendation of the superintendent and the business manager.
17. The Board of Education shall approve the annual audited financial reports of the business manager.
18. The Board of Education shall conduct all school elections in accordance with the general election laws of the state.
19. The Board of Education shall perform such other functions and duties as required by law.



The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program.

It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed.

In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions. They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education.



Huron School District #2-2

Policies and Regulations

CODE: BBAA
Board Member Authority

Board Member Authority

The powers delegated to a School Board by the state are delegated to the Board as a whole. No authority is granted Board members acting as individuals.

The Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the Board, the decision, and actions of a single member of the Board are not binding on the entire Board.



Huron School District #2-2

Policies and Regulations

CODE: BBB
School Board Elections


School Board Elections

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

The school district and the municipality have the option of holding combined school district-municipal elections. Subject to approval of the governing bodies, the combined election may be held on the date set by the school district or the general municipal election (second Tuesday in April). Expenses and all other governmental responsibilities of a combined election are to be shared in an agreed upon manner by the governing bodies of the school district and the municipality.

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

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

	Huron School District #2-2	CODE: BBBA
	Policies and Regulations	Board Member Qualifications

Board Member Qualifications

A person is legally qualified to become a member of a school board if he or she is a United States citizen, complies with the provisions of law relating to the registration of voters and is a qualified elector, at least 18 years of age and not otherwise disqualified.

In accordance with state law, no elective county, municipal, or state officer or holder of any other office, whose duties are incompatible or inconsistent with the duties of the school board member will be eligible for such membership. This includes the elected offices of legislator, county commissioner and the municipality.

	Huron School District #2-2	CODE: BBBB
	Policies and Regulations	Board Member Oath of Office

Board Member Oath of Office

Before taking office, all Board members will take an oath of office as required by law. Newly elected members will take and subscribe to the oath on the second Monday in July at the annual meeting, at which time they also assume their duties of office. Appointed members will take and subscribe to the oath at the meeting following their appointment. All oaths will be filed in the office of the business manager.

	Huron School District #2-2	CODE: BBC
	Policies and Regulations	Board Member Resignation/Removal from Office

Board Member Resignation/Removal from Office

According to the provisions of state law, a vacancy occurs on the School Board when an incumbent:

1. Dies.
2. Is removed from office;
3. Fails to qualify as provided by law;
4. Ceases to be a resident of the district, or representation area, where elected;
5. Is convicted of an infamous crime or of any offense involving a violation of the official oath of office;
6. Has a judgment obtained against him for breach of official bond;
7. Becomes incapable of attending to the duties of a board member;
8. Assumes the duties of an office incompatible with the duties of the board member;
9. Resigns and a successor is appointed and qualified as prescribed by law.
10. The resigning member will continue to serve in his or her official capacity as a Board member until the successor is appointed and qualified as prescribed by law.



Huron School District #2-2

Policies and Regulations

CODE: BBE
School Board Member Vacancy

School Board Member Vacancy

When a vacancy occurs on the board due to the failure to elect a person to succeed a school board member whose term has expired, or an elected school board member's failure to qualify, or a school board member's resignation, the vacancy shall be filled by all school board members, including the vacating member.

When a vacancy occurs on the board due to death of a board members, is removed from the board pursuant to law, ceases to be a resident of the school district or representation area where elected**, is convicted of any infamous crime or of any offense involving a violation of the member's official oath, has a judgment obtained against the member for breach of the member's official bond, is incapacitated and is unable to attend to the duties of the position, or assumes the duties of an office incompatible with the duties of a school board member, the remaining board members are responsible for the appointment of a new board member.

The new appointee will qualify as if elected, at or before the next school board meeting. The appointee will serve until the next succeeding election, at which time a successor will be elected to serve the unexpired term.

** A school board member who is displaced from the district by flood, tornado, fire, or other natural disaster may continue to serve until the expiration of the member's term



Huron School District #2-2

Policies and Regulations

CODE: BBEA
Unexpired Term Fulfillment
Procedure

Unexpired Term Fulfillment Procedure

Appointments to unexpired terms will be made by the board as follows:

1. An announcement of the vacancy will be published in the official newspaper.
2. The announcements will invite individuals to submit applications or nominations to the Board by a date set by the Board.
3. The Board will meet in executive session to discuss qualifications, interests, attitudes, and goals of the potential candidate.
4. The Board will interview potential appointees in executive session.
5. The appointment of the new member will be made by a majority of the Board members at an open meeting.
6. Action on the appointment will be included on the published agenda for the meeting.



Board Member Code of Ethics

Members of the District’s Board of Education are elected or appointed officials of local government, and are responsible for governing the educational system of the public school district. Each Board of Education governing board member shall:

1. adhere to the principle that the responsibility of the school board is to govern the District, which includes but is not limited to establishing goals, planning, developing effective policies, and evaluation;
2. practice good stewardship of the District’s resources;
3. leave the daily administration of schools to the Superintendent;
4. participate in professional development;
5. recognize and follow the legal principles that (a) the authority vests with the majority of the members of the governing board when assembled in meetings as authorized by law, (b) no individual school board member has, or a minority of school board members have, the legal right to bind the District, and (c) no individual school board member may make decisions on behalf of the District unless upon approval of a majority of school board members.
6. make informed decisions on matters brought before the school board;
7. recognize and adhere to the policy that it is the responsibility of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school board or school board members to run the day-to-day operations of the District;
8. observe and enforce federal and state laws and regulations;
9. respect the limited intent and scope of executive sessions as set forth in statute;



Huron School District #2-2

Policies and Regulations

CODE: BBF
Board Member Code of Ethics

10. respect confidential communications made during executive sessions held pursuant to SDCL 1-25-2 and shall not divulge privileged communications made during executive session held pursuant to SDCL 1-25-2 unless required by law, and shall respect confidential communications related to students and employees, and shall not discuss such confidential information at home, at work or in public;
11. distinguish between personal views and those of the school board when making public comments regarding school district matters;
12. present information to the school board without distortion and accurately represent facts concerning school district matters in direct or indirect public statements;
13. maintain professional relationships in a manner which are free of vindictiveness, recrimination and harassment;
14. refer persons having complaints to the applicable complaint policy and appropriate school administrator; refrain from giving an opinion on the merits of the complaint unless, following the complaint procedure required in the school board complaint policy, the matter is before the school board;
15. respect the legitimacy of the goals and interests of other school board members and respect the rights of other school board members to pursue goals and policies different from their own;
16. respect, require and contribute to the maintenance of order and decorum in proceedings before the school board;
17. be honest, patient, dignified, and courteous to those with whom he/she deals with in his/her official capacity;
18. diligently discharge responsibilities and dispose promptly of the business of the school district for which he/she is responsible;



Huron School District #2-2

Policies and Regulations

CODE: BBF
Board Member Code of Ethics

19. inform the school board president or school district business manager as soon as possible upon learning that he/she will not be in attendance at a school board meeting;
20. refrain from personal, professional, business and financial dealings that interfere with or are in conflict with, or give the appearance of interfering with or being in conflict with, the performance of official duties;
21. not use the office of a school board member to promote political candidates or partisan political activities;
22. not accept nor offer any gratuities, gifts, services, or things of value that (a) impair professional judgment, (b) offer special advantage or benefit to any person or organization, or (c) provide a direct or indirect personal benefit.
23. not commit any act of moral turpitude or gross immorality;
24. render a decision as a school board member only after having discussed the matter with other board members in a legal school board meeting, after having reviewed applicable information and data, and after having considered recommendations including but not limited to recommendations from school administration;
25. support Board decisions made by the majority of governing board members, subject to a board member's right to formally make a motion at a school board meeting to have the decision reconsidered or rescinded;
26. not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).
27. not participate in discussion or vote on any issue in which I have an actual or the potential of a conflict of interest in the following circumstances:
 - a. a "direct pecuniary interest, (a matter benefiting the board member's own property or affording a direct financial gain);



Huron School District #2-2

Policies and Regulations

CODE: BBF
Board Member Code of Ethics

- b. an “indirect pecuniary interest” (a matter that financially benefits one closely tied to the board member, such as an immediate family member or an employer);
 - c. a “direct personal interest” (a matter that benefits a blood relative or close friend in a non-financial way); and
 - d. an “indirect personal interest” (a matter in which the board member individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies); or
 - e. when at least two-thirds of the governing board members vote that there is an identifiable conflict of interest that should prohibit the member from voting on a specific matter.
28. Pursuant to SDCL 1-25-2(1), the Board of Education may enter into executive session to discuss the performance of an elected school board member, which may include discussing a perceived or alleged violation of this policy. Should the majority of school board members determine that a school board member has violated one or more provisions of this policy, the school board may, in open session, reprimand the school board member for a violation of the School Board Member Code of Ethics.



Board Member Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. As public officials holding the respect and trust of the community, board members will not use the office for personal advantage.

A board member will not have any direct pecuniary interest in a contract with the school district or furnish directly any, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).

Each member shall decide if any potential conflict of interest requires disqualification from participation in board discussion or action. No board member may participate in discussion or vote on any issue in which the member has a conflict of interest if the following circumstances apply:

1. "Direct pecuniary interests," when a school board member votes on a matter benefiting the board member's own property or affording a direct financial gain;
2. "Indirect pecuniary interests," when a school board member votes on a matter that financially benefits one closely tied to the official, such as an employer, or family member;
3. "Direct personal interest," when a school board member votes on a matter that benefits a blood relative or close friend in a non-financial way; and
4. "Indirect Personal Interest," when a school board member votes on a matter in which an individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies; or
5. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.



Annual Board Organizational Meeting

The annual organizational meeting of the Board will be held on the second Monday of July, unless otherwise designated by the Board at the previous regular meeting.

The meeting will be called to order by the business manager and the oath of office will be given by the business manager to all newly elected Board members. The business manager will conduct the election for the School Board President. The Board President will assume office and will conduct the election for the Vice-President. The persons elected as President and Vice President shall serve in the positions until the next annual meeting.

BUSINESS ITEMS

Items of business to come before the annual meeting may include but are not limited to:

1. Setting of date, time and place for regular meetings (required);
2. Designation of official depository or depositories (required);
3. Designation of the custodians of all accounts (required);
4. Authorize business manager to electronically transfer funds for specifically authorized purposes;
5. Designation of official legal newspaper (required);
6. Designation of school board member(s) who in addition to the school board president have the authority to countersign checks drawn by the business manager (required);
7. Authorization of continuation of existing funds or accounts and the establishment of any new accounts;
8. Establishment of school board committees (such as finance, curriculum, negotiations, facility, transportation, policy review and development and such other committees as determined by the school board) and school board representatives to serve on other boards as applicable (i.e., educational cooperative board, equalization board, ASBSD Delegate Assembly, etc.);
9. Setting bond for school business manager (required), and in discretion of school board, set bonds for school board members and other employees;
10. Appointment of truancy officer;
11. Appointment of Title IX compliance officer;



Huron School District #2-2

Policies and Regulations

CODE: BCA
Annual Board Organizational
Meeting

12. Appointment of Rehabilitation Act Section 504 compliance officer;
13. Appointment of Americans with Disabilities Act compliance officer;
14. Appointment of Age Discrimination Act compliance officer;
15. Appointment of Asbestos compliance officer;
16. Designation of parliamentary procedure guidelines for Board meetings;
17. Authorization of business manager to invest and reinvest funds in institution, which serves greatest advantage to school district;
18. Selecting date of annual school election;
19. Setting school activities admission fees;
20. Authorization of superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent;
21. Establish Board of Education compensation;
22. Designation of School District Attorney(s);
23. Authorize participation in associations (i.e., ASBSD, SDHAA, etc.).



Huron School District #2-2

Policies and Regulations

CODE: BCB
Board Officers

Board Officers

PRESIDENT

The president will preside at all meetings of the Board and will perform other duties as directed by law, state regulations and by this Board. In carrying out these responsibilities the president will:

1. Countersign all orders drawn by the business manager for claims approved by the Board;
2. Appoint or provide for the election of all committees, of which he or she will be an ex-officio member;
3. Confer with the superintendent as may be necessary and desirable on school or related matters;
4. Call special meetings of the Board;
5. Be entitled to vote and discuss on all matters before the Board; and
6. Perform such other duties as may be prescribed by the Board.

VICE-PRESIDENT

The Vice-President of the Board will assume the duties and responsibilities of the President in his or her absence. He or she will also perform such other duties as may be assigned by the Board.



Huron School District #2-2

Policies and Regulations

CODE: BCD
School Board & Superintendent
Relationship

School Board & Superintendent Relationship


The board believes the success of its mission to create a high-quality learning environment where all children can learn depends upon the cooperation between the board and the superintendent.

To achieve this common goal of student achievement, the board-superintendent governance leadership team will make every possible effort to develop a mutual understanding of their respective roles, create clear expectations and transparency, build professional trust and respect, and communicate openly and honestly with each other.

The board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the superintendent.

The Superintendent will be responsible for the administrative and advisory functions of the board. Strategic planning, policy making and superintendent evaluation are the functions of the board. The board retains final authority within the district, as charged by the South Dakota Legislature.

Together, the Board and the Superintendent are a team, each playing a well-defined position.

	Huron School District #2-2	CODE: BCE Board Committees
	Policies and Regulations	

Board Committees

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

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

The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment.



Advisory Committees to the Board

The Board will, when it deems appropriate, appoint citizens committees to counsel and assist the district in planning programs and projects. The Board will have the power to dissolve any advisory committee and will reserve the right to exercise this power at any time during the life of any committee.

COMMITTEE APPOINTMENT AND FUNCTIONS

The following policies will govern the appointment and functioning of citizens committees:

1. The composition of a citizens committee will be broadly representative and will take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to such committee as members or consultants, as found desirable.
2. All appointments will be made by the Board, which may name a community selection committee to make nominations for the purpose of obtaining broader community presentation. The appointment of any staff members to such committees will be made by the Board upon recommendation of the Superintendent.
3. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve;
 - b. The service the Board wishes the committee to render, and the extent and limitations of its responsibility;
 - c. The resources the Board will provide;
 - d. The approximate dates on which the Board wishes to receive major reports;
 - e. Board policies governing citizens committees and the relationship of these committees to the Board as a whole, to individual Board members, to the Superintendent, and other members of the professional staff;
 - f. Responsibilities for the release of information to the press.
4. Recommendations of citizens committees will be based on research and fact.
5. A school board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of a citizens committee must be submitted to the Board for official action.

	Huron School District #2-2	CODE: BCG School Attorney
	Policies and Regulations	

School Attorney

The Board may appoint an attorney at its discretion to advise and represent the district.

It will be the duty of the school attorney to advise the Board and the Superintendent on the specific legal problems submitted to him or her. The school attorney will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code to enable him or her to offer the necessary legal advice.



School Board Meetings

REGULAR MEETINGS

All regular official School Board meetings will be held on the second Monday of each month, unless otherwise designated at the annual organizational meeting of the Board.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person's intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.

The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public's right to be informed of school board meeting proceedings, but only where these rules have been violated.

Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.

Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.

Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

The School Board shall reserve at every official meeting a period for public comment, limited at the Board'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 School Board.



SPECIAL MEETINGS

Special meetings may be called by the President of the Board, or in his or her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call will be given to each Board member and the Superintendent by the Business Manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

TELECONFERENCE

Any official meeting, including executive meetings, may be conducted by teleconference. A teleconference is an exchange of information by audio, video, or electronic medium, including the internet. 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. Teleconferences may be used to conduct a hearing. If the school board conducts an official meeting by teleconference, the school board shall provide a place at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of school board members 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. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive meeting.



Huron School District #2-2


Policies and Regulations

CODE: BDA
Electronic Communication by
Board Members

Electronic Communication by Board Members

An exchange of information by audio, video, or electronic medium, including the internet, by a quorum of the school board and when official business of the school district is discussed or decided, or public policy is formulated, is subject to school district policies BD and BDDA and open meetings laws.

1. Board members shall not use electronic communication as a substitute for discussion or decision-making at regular or special board meetings open to the public.
2. School board members shall not use electronic communication to discuss or reach a consensus, majority opinion or unofficial decision, related to school district business.

	Huron School District #2-2	CODE: BDB
	Policies and Regulations	School Board Study Session and Work Retreats

School Board Study Session and Work Retreats

The Board is tasked with a constant flow of governance issues that require action and is determined to expedite the business of the District. The Board is also mindful of the importance of planning, brainstorming and thoughtful discussion.

At its discretion, the board may schedule study sessions or working retreats in order to provide the governance team an opportunity to deliberate without taking action. All study sessions or work retreats shall be open to the public and comply with state open meetings and public records laws.

Generally, study sessions and work retreats are not open to public input. However, the Board may solicit input as the discretion of the Board Chair.



Executive Sessions

All official meetings of the school board are open to the public unless SDCL 1-25-2 and the appropriate subdivision of that statute is cited in a motion to close the meeting to the public.

As permitted by law, the school board may discuss some matters in executive (closed) session. An executive or closed meeting may be held only for the 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;
3. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters, or pertaining to matters to which the attorney-client privilege attaches;
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;
6. Discussing information related to emergency or disaster response plans or protocols, safety or security audits or review as set forth in SDCL 1-27-1.5(8) and SDCL 1-27-1.5(17).

An executive or closed session may be held only upon a majority vote of the members of the Board present and voting. Discussion during the executive/closed session is limited to the purpose(s) specified in the closure motion(s). Nothing in state law or this policy prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it.

All official actions concerning the matters discussed will be made only at an open official meeting.




Huron School District #2-2

Policies and Regulations

CODE: BDC
Executive Sessions

By the very nature of the matter discussed in executive/closed session, the matters discussed shall be kept confidential by the Board and individual Board members (and the administration, as agents of the Board) unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law.

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of District employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during executive/closed sessions unless authorized or required by law to disclose the information.

	Huron School District #2-2	CODE: BDDA
	Policies and Regulations	Notification of School Board Meetings

Notification of School Board Meetings

Notice of all regular meetings of the Board will be given to the press, the public and all Board members. Dates of regular meetings of the Board will be provided in annual announcements made available in printed form to the news media and the public, following the setting of the dates, times and place of Board meetings at the annual meeting.

Public notice shall be given by posting the proposed agenda on the schools website and in a place that is visible, readable and accessible at least 24 hours prior to any meeting. The notice shall be posted at the building in which the school board holds its meeting. Local news media that have requested notice will be notified in person, by mail, email or telephone. Meetings conducted via telephone conference call are subject to the public notice law.

Except in rare emergencies, notification for all special, rescheduled meetings will be sent to the media in time for the public to be notified at least 24 hours in advance. When 24 hours printed notice of a special meeting cannot be given to the public, the Superintendent will make every effort to make the meeting known to the public through other channels.

All Board members will be personally notified by the Superintendent of special meetings in sufficient time to allow each member's presence.



Board Meeting Agendas and Format

The school board is committed to conducting the public's business in public and providing community members an opportunity to observe and participate in school board meetings. In keeping with those commitments, and to provide for the orderly conduct of the district's business, the superintendent, in cooperation with the board president, will prepare board meeting agendas that outline matters to be brought to the school board's attention at meetings.

The district will attempt to accommodate anyone who may request to have an item placed on a board meeting agenda, provided the request is reasonable, timely and made in a manner consistent with board policy and board meeting procedures. Each agenda will reflect that the board reserves suitable time at each meeting to allow citizens to address the board.

The board will follow the order of business established by the agenda unless the order is altered or items amended by a vote of the board.

CONSENT AGENDA

To encourage efficiency during school board meetings, the school board may elect to use a consent agenda for items which usually do not require discussion or explanation. A consent agenda allows the board to consider and vote on certain items as a group with a single motion.

Any school board member may request to remove any item from the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will be discussed and acted upon immediately following the consideration of the consent agenda.

AGENDA FORMAT

At regular meetings, the following will be the order of business; however, the particular order may vary from meeting to meeting in keeping with the business at hand:

1. Call to order
2. Roll call
3. Establishment of a quorum
4. Adoption of the agenda
5. Community Input
6. Conflict Disclosure and Consideration of Waivers
7. Consent agenda
8. Superintendent's report



Huron School District #2-2

Policies and Regulations

CODE: BDDDB
Board Meeting Agendas and
Format

9. Old business

- a. ____
- b. ____


10. New business

- a. ____
- b. ____

11. * Executive Session(s)

- a. SDCL 1-25-2 (__ ** __)
- b. SDCL 1-25-2 (__ ** __)

12. Adjournment

	Huron School District #2-2	CODE: BDDC Agenda Preparation and Dissemination
	Policies and Regulations	

Agenda Preparation and Dissemination

The proposed agenda for all meetings of the Board will be prepared by the Superintendent in consultation with the Board President.

Items of business may be suggested by any Board member, staff member or citizen of the district. The agenda for official school board meetings, other than official meetings held solely for the purpose of meeting in executive session, will allow time for remarks from the public who wish to speak briefly before the Board.

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items not on the posted proposed agenda may be discussed and acted upon only if a majority of the Board agrees to consider the item at the time the Board members adopt an amended agenda at the time of agenda adoption.

To ensure the board has the information necessary to make informed decisions, the superintendent may prepare and disseminate information to supplement items on the boards meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting and with ample time to review the material.

The proposed agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to regularly scheduled Board meetings to permit them time to give items of business careful consideration.

The supporting material shall either be posted on the school district's website or made available at the business office at least twenty-four hours prior to the meeting, or at the time the material is distributed to the school board, whichever is later. If the material is not posted on the school district's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the school board is considering the printed material. However, the public's right to access printed information does not apply to any material or record that is legally exempt from disclosure.

The Board 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 meeting, by posting a copy of the notice, visible to the public, at the building in which the Superintendent's office is located. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body's website upon dissemination of the notice. For special or rescheduled meetings, 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.

	Huron School District #2-2	CODE: BDDD Quorum
	Policies and Regulations	

Quorum

A majority of the school board membership constitutes a quorum for the transaction of school business.

Three members of the Board of Education shall constitute a quorum for transacting official business of the district. Board action—approval or rejection--requires three like votes. In the event that two or more board members are excused from discussion and consideration of a matter pursuant to SDCL ch. 3-23 for a conflict of interest, the vote of a majority of the remaining board members present and voting shall be sufficient to take action.



Parliamentary Procedure

The Board of Education shall utilize Robert’s Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert’s Rules of Order for Parliamentary Procedure as a guide it is not intended nor is it required that there be strict compliance with Robert’s Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

1. to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
3. to insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
4. to insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

	Huron School District #2-2	CODE: BDDF Voting Method
	Policies and Regulations	

Voting Method

As the elected officials responsible for the governance of the school district, the board sets the direction for the school district through the establishment of policies and by taking other official actions.

Any board action may be taken if it is approved by the majority of members voting.

Votes on all motions and resolutions will be by “ayes” and “nays.” No secret ballots will be used.

At the discretion of the president or on the request of a member, a show of hand vote will be made and the vote of members will be recorded. Any member may request a roll call vote.



Minutes

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

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BDDG
Minutes

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

Public Participation at Board Meetings

The School Board recognizes and respects the input which may be provided by the public on school district matters. The Board also recognizes and respects the distinction between a school board meeting that is open to the public and a public hearing held by the school board.

- At a school board meeting which is open to the public, members of the public may be present, observe and listen to the school board conduct its business and may speak during the school board meeting consistent with this policy.
- At a public hearing held by the school board, there is usually one topic presented by the District and discussed. The public is given the opportunity to speak and be heard on the topic which is the reason for the public hearing. This type of meeting allows for public participation under the rules designed specifically for that meeting and is not subject to this policy.

This Policy applies only to school board meetings held in open session. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Complaints against school employees or students, and complaints related to sexual harassment or bullying, must be addressed according to specific School District policies before being addressed by the School Board.

When a complaint against a school employee or a student is brought to the Board during the public forum, the Board President/Chairperson will direct the person bringing the complaint to the applicable complaint procedure. The complaint procedures are designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. The Board will address the complaint only if the matter has been appealed to the Board pursuant to the applicable complaint policy.

Persons making references about a specific school employee or employees, or a specific student or students during the public forum should be mindful that based upon what the person says during the public forum the employee(s) or student(s) about whom the comments are made may have legal recourse against the person voicing the complaint.



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative, or threatening, shall not make comments which are disrespectful to one or more persons, and shall not use profanity.

In order to assure that the Board may conduct its meetings in a respectful and efficient manner, the procedure for public participation at regularly scheduled monthly school board meetings is as follows:

1. Agenda and Non-Agenda Items:

Before the meeting is called to order, an individual who desires to speak at a school board meeting must verbally or in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed.

During the time designated for Public Forum the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy.

A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.

Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

2. Adding an Item to the School Board Meeting Agenda in Order to Request Specific School Board Action:

Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.

The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.

The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.

If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.

In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be: deferred until the next regular meeting or a special school board meeting, or added to the meeting agenda for discussion purposes only, or added to the agenda for discussion and possible action.



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

3. Authority of Presiding Officer:

The Board vests in its presiding officer the authority to terminate the right of any person to speak at the end of the time granted pursuant to provision 1.d, provision 1.e. or provision 2.d. as set forth in this policy. The presiding officer may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity.

If deemed necessary by the presiding officer, the presiding officer may contact local law enforcement to have a person removed from the school board meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.



Huron School District #2-2

Policies and Regulations

CODE: BE
Organization of the Board of
Education

Organization of the Board of Education

Composition, Terms and Election of School Board Members

The school board shall consist of five (5) members. Each regularly elected member shall serve three (3) years. The annual election date will be the second Tuesday in April (general municipal election). Newly elected members shall take office at the annual organizational meeting which shall be held on the second Monday in July.

Vacancies

A vacancy on the Board shall be filled by the Board, by appointment, at any legal meeting thereof until such vacancy can be filled by election at the next annual election. All elections to fill vacancies shall be for the balance of the unexpired term.

Appointments

At the organizational meeting, the Board of Education shall appoint the following: 1) business manager, for a one-year appointment. 2) school district attorney, and 3) truant officer.

Student Representation

One high school student shall be elected annually, and they shall participate in all Board meetings for a one-year term from July 1 to June 30. The student shall not attend executive sessions of the Board. The student will be non-voting member. The high school principal will have the responsibility of formulating specific procedures for conducting student elections and shall coordinate with the superintendent to provide training to the student elected to the Board. One student will be elected from grades 11 and 12. If a candidate is not elected from grades 11 and 12 the principal may take nominations from students in grade 10. Students will serve one-year terms and will be eligible to run for re-election.

Organizational Duties

At the organizational meeting, the Board of Education shall also:

- 1) select a president and a vice-president;
- 2) designate depositories of school funds;
- 3) authorize custodians for all accounts;
- 4) designate newspaper(s) for publishing legal minutes; and
- 5) take any other action deemed necessary.



Huron School District #2-2

Policies and Regulations

CODE: BFC
Board Policy Development and
Adoption

Board Policy Development and Adoption

School District policies approved by the Board have the full force and effect of law, and legally bind the school district.

Adoption of new policies or changing existing policies is solely the responsibility of the Board. It is through the adoption of written policies that the Board exercises its legal responsibility for the operation of the School District. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board.

Proposals regarding new and amended school district policies may originate at any of several sources including but not limited to: a parent, a student, a school district patron, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

The Board may:

- approve the new policy or policy amendment,
- amend the new policy or policy amendment and then approve as amended,
- reject the new policy or policy amendment, or
- defer action on the new policy or policy amendment until a later date.

Policies will be effective upon adoption by the Board. The Board will review School District policies on a continuing basis.

The Board's policies are a public record. Policies are available for reviewing and copying in the administrative offices of the school district during regular office hours. Policies may also be viewed on the District's website.



Huron School District #2-2

Policies and Regulations

CODE: BFCA
Board Regulations and Handbooks

Board Regulations and Handbooks

Regulations:

School board regulations are rules necessary to carry out the intent of school board policies. All regulations must have board approval. Regulations must be consistent with, and not contrary to, policies adopted by the Board.

Unless the regulation is proposed by the Board, all proposed new regulations shall be submitted by the Superintendent to the Board for approval prior to implementation.

Regulations become effective upon adoption by the Board. The Board will review its regulations on a continuing basis.

Principals may establish procedures for conducting activities in their attendance centers consistent with board policies and regulations.

The Board's regulations are a public record. Regulations are available for reviewing and copying in the administrative offices of the school district during regular office hours. They may also be viewed on the District's website.

Handbooks:

Staff and student handbooks must conform with district policies and regulations. Prior to the commencement of each academic year, all staff and student handbooks will be presented by the Superintendent to the Board for approval. Staff and student handbooks shall be effective upon Board approval.

Handbooks published specifically for a particular group of employees will be distributed to all of the employees affected. Handbooks published for students will be distributed to all affected students.

Staff and student handbooks are a public record. The handbooks are available for reviewing and copying in the administrative offices of the school district during regular office hours. Handbooks may also be viewed on the District's website.



Huron School District #2-2

Policies and Regulations

CODE: BFF
Suspension of Policies and
Regulations

Suspension of Policies and Regulations

Board policies and regulations may be suspended only upon an affirmative vote by at least two-thirds of the members of the School Board.

	Huron School District #2-2	CODE: BG
	Policies and Regulations	Board of Education Planning Efforts

Board of Education Planning Efforts

Board of Education/Planning Efforts

Because the school board is ultimately responsible for all facets of school operations and programs, it is imperative that planning efforts be carried out regularly. The planning efforts include, but are not limited to those listed below:

- Individual Board members and the Board as a whole will be involved in available in-service activities. Such activities will include state conventions, in-district opportunities, statewide and regional legislative area meetings/workshops, national conventions, etc.
- The Board of Education will develop a strategic plan for the district and will outline goals, and a timeline for implementation of those goals. This plan will be reviewed on an annual basis and be modified or added as necessary.
- At the beginning of each school year, the school board and administrators will meet to establish goals for the upcoming school year. Board members and administrators will also meet in the spring of the year to discuss outcomes of the goals. Board members will receive written reports regarding both meetings.
- Board members will periodically – e.g., once every five years – review the Board policy handbook as a whole, section by section. The purpose of the review will be to examine, discuss, clarify, and revise policies if necessary.
- The Board will cooperate with private and public agencies in the community in an effort to maintain open lines of communication with the agencies.

Because attainment of school goals requires mutual understanding and cooperation among the Board of Education, superintendent, administrators, certified and classified staff, and community patrons, a free and open exchange of views is desirable, proper, and necessary. This exchange will be encouraged by the school board.



Huron School District #2-2

Policies and Regulations

CODE: BGB
Board Member Development
Opportunities

Board Member Development Opportunities

Board members shall be encouraged to participate in meetings and activities of area, state, and national school board associations, as well as other educational groups, and to study, examine, and share the materials received from these organizations.

To advance their development as school board members, upon Board approval, travel and convention expenses shall be provided individual members as per established rates.

To help members develop understanding of the educational program, the superintendent shall request members of the professional staff to appear before the Board from time to time to present, discuss, and/or approve new developments in various areas of curriculum and instruction.



Huron School District #2-2

Policies and Regulations

CODE: BHA
Board Review of Regulations

Board Review of Regulations

The Board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to the subject and in conformance with the codification system selected by the Board.

Those officially approved by the Board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.



Huron School District #2-2

Policies and Regulations

CODE: BHAA
Board Member Education

Board Member Education

It is the policy of the District that Board members become and remain knowledgeable about their roles and the issues with which they deal. The Board Chair and the Superintendent are responsible for assuring that information on leadership development opportunities is available to all members.

Each Board member shall regularly receive training on Board member roles and responsibilities, conflict of interest, school board governance, open meetings laws, school finance, state aid and budget, school programs, State Department of Education functions, legislative activities, laws related to public employees, Board policies, teaching materials, facilities, school services, needs of community, interested public service organizations, techniques of good public relations, and education issues in general.

New members shall participate in the new board member orientation which covers all of the topics addressed in the preceding paragraph to familiarize themselves with all aspects of Board operation.

The Board President and Superintendent will hold at least two conferences with the new Board member, one which will be held with the Board member-elect and the second within thirty (30) days of the Board member taking the oath of office. The conferences shall include, but are not limited to:

1. Discussion of the Board's work, objectives and purposes;
2. Discussion on the legislative function of the Board and the administrative functions of the Superintendent;
3. Information provided to the new Board member related to School Board Policies, District curriculum and content standards, bussing and meal services, facilities, school finances and funding, collective bargaining, and other pertinent matters;
4. Tour of the school facilities.

All Board members shall regularly participate in meetings and activities of area, state and national school boards associations, other educational groups, and review materials received from these organizations.

Board members will be reimbursed for travel and other expenses related to participation in training activities offered by Associated School Boards of South Dakota and other organizations. Funds will be budgeted for school board member training.



Huron School District #2-2

Policies and Regulations

CODE: BHD
Board Member Compensation
and Expenses

Board Member Compensation and Expenses

For attendance at regular and special board meetings, board members shall receive a per diem as determined by the School Board at the annual reorganization meeting. The per diem may not exceed seventy-five dollars (\$75.00) for attending a meeting. A board member shall also receive the per diem for each day the member was actually engaged in the service of the Board when authorized by the Board.

In addition to the per diem, Board members will receive a travel allowance as authorized by the State Board of Finance.



Huron School District #2-2

Policies and Regulations

CODE: BJ
School Board Memberships

School Board Memberships

The Board will maintain membership in the Associated School Boards of South Dakota and in other state, regional and national educational organizations for the benefits that can be derived for the district.

The materials and other benefits of institutional memberships will be distributed and used to the best advantage of the district.



Huron School District #2-2

Policies and Regulations

CODE: BK
Evaluation of School Board
Operational Procedures


Evaluation of School Board Operational Procedures

The Board will annually review its own performance in terms of generally accepted principles of successful board operations and in relation to its goals and objectives. The Board self-evaluation shall address performance in the key functions of vision, structure, accountability, conduct, ethics and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year. Evaluation will indicate the strengths of the Board and the areas of needed improvement.

To help the Board meet this goal, the following elements will be included in the self-evaluation process.

1. Board members will be involved in the development of an evaluation instrument and procedures by which they will evaluate themselves.
2. The Board evaluation instrument will be completed by individual board members on a confidential basis and submitted to the Board Chair, or the designee, for compilation.
3. The Board will meet, with no other items on the agenda, at a study or executive session and with all members present, to review and discuss the composite results.
4. Each conclusion will be supported by objective evidence.

Upon final discussion of the results, the Board will develop both short and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen weak areas, and to improve the efficiency of the Board.

	Huron School District #2-2	Code: GCDB Criminal Background Checks
	Policies and Regulations	

BACKGROUND CHECKS

Definitions

Authorized Persons: Individuals determined by the superintendent or designee to need access to or need to view criminal history record information in their official capacity with the district.

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SDDCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual as well as the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information.

Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state-of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

Local Agency Security Officer (LASO): liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall (1) maintain a list of users who have access to CHRI, (2) Identify and maintain a list of persons who are authorized to use the approved hardware, software and firmware to access CHRI and ensure no unauthorized individuals have access to this technology, (3) identify and document how the equipment is connected to the state system, (4) ensure that personnel security screening procedures are being followed, (5) ensure that approved and appropriate security measures are in place and working as expected, (6) promptly notify the **MSHP South Dakota Division of Criminal Investigation** of any security incidents, and (7) support any district security audits.

Noncriminal Agency Coordinator (NAC): primary contact person for the District who serves as the liaison between the District and SD Division of Criminal Investigation, responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current and such other duties as required.

Point of Contact (POC): District's contact person when SDDCI sends out Audit information, the contact person when an onsite Audit is scheduled.

Security Incident: An act of violating an explicit or implied security policy regarding CHRI including, but not limited to (1) attempts (either failed or successful) to gain unauthorized access to a system or its data, (2) unwanted disruption or denial of service, (3) the unauthorized use of a system for the processing or storage of data, and (4) changes to system hardware, firmware or software characteristics without the district's knowledge, instruction or consent.



Huron School District #2-2

Policies and Regulations

Code: GCDB
Criminal Background Checks

Policy Statement

The District is committed to providing a safe learning and working environment. As part of this effort, and in accordance with state and federal law, regulations, and policies, the district will require each person over eighteen years of age hired by the district, who is a ~~regularly scheduled~~ **volunteer two or more times** during the school year, or is a volunteer chaperoning an overnight trip, or is employed by an entity which provides the District ~~direct or indirect~~ **with** student services shall be required to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The district and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the district.

In accordance with law and to protect the district's students, criminal background checks on persons who are employed in the district, who is a ~~regularly scheduled~~ **volunteer two or more times** during the school year, or is a volunteer chaperoning an overnight trip, or are employed by an entity which provides the District ~~direct or indirect~~ **with** student services shall be required. **Examples of non-school entities which provide student services include but are not limited to food service and bus service contractors.** The criminal background investigation shall be done by means of fingerprint checks by the Division of Criminal Investigation. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. The district and district employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.

Designations

1. The Superintendent, as the Agency Representative, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District.
2. The Superintendent's Administrative Assistant shall be the District's Point of Contact(POC) and Noncriminal Agency Coordinator (NAC) to act as the primary contact person for the District, shall serve as the liaison between the District and SD Division of Criminal Investigation, and will fulfill all responsibilities of the POC/NAC, including but not limited to being the contact person when SDDCI sends out Audit information, shall be the contact person when an onsite Audit is scheduled, and responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current.
3. The Business Manager is designated to be the Local Agency Security Officer (LASO) to act as liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall be knowledgeable in CHRI, policies and mandated rules and regulations as well as knowledge of IT security procedures. The LASO shall actively represent the District in all matters pertaining to information security, dissemination of information security alerts and other material within the District, and responsible for contacting SDDCI if there has been misuse of CHRI.



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Policies and Regulations

Code: GCDB
Criminal Background Checks

Criminal Background Checks

1. Each person over eighteen years of age hired by the district, who is a regularly scheduled volunteer two or more times during the school year, or is a volunteer chaperoning an overnight trip, or is employed by an entity which provides the District direct or indirect with student services shall be required to submit to a criminal background investigation.
2. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee or volunteer enters into service.
3. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
4. The District shall not pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment with the District is subject to the requirements of this section. The District shall pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose status as a volunteer is subject to the requirements of this section.
5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
7. The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the district. Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District.
8. No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a




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person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution or trafficking in controlled substances or distribution of marijuana.

- a. The District may also refuse to employ a person who has been convicted of a crime involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.
 - b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
 - c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) in this state or any other state.
9. The District's employment application form shall inform applicants that if no SD statutorily disqualifying conviction is identified at the state level the fingerprints will be forwarded by the S.D. Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
10. The application form shall also inform applicants that if the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's [record](#) to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.
11. Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI).
12. Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person, and inform the person of his or her right to appeal the accuracy or completeness of the CHRI to the SDDCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.

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13. All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.
14. The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense. The district reserves the right to require any employee of an entity which provides the District ~~direct or indirect~~ with student services to submit to additional criminal background checks which shall be at the entity's or person's expense.
15. As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the school board suspends an employee without pay, or an employee resigns, or an employee is terminated, the superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the S.D. Department of Education.

Training

The District will ensure that all employees who have access to CHRI shall be trained by SDDCI on the rules and responsibilities for the confidentiality, receipt, use and dissemination of the CHRI.

Confidentiality

1. Before requesting CHRI on any individual, the district will give the individual written notification that his or her fingerprints will be used to obtain the CHRI of the individual, and the district will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDB-E(1).
2. Information received by the district pursuant to a criminal background check is confidential. Only authorized persons within the district may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, or other worker on district property. The district will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.
4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior

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Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

Access and Retention

1. The District may print or electronically share records when necessary to determine whether the person is authorized to work for the district. In those situations, the physical or electronic copy will be destroyed immediately after the decision is made.
2. If the District runs a background check on employees of a contractor that does business with the district, the district will not provide the CHRI to the contractor. Instead, the district will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the district.
3. The District will not disseminate CHRI across state lines.
4. Upon request the district will provide a copy of the SDDCI CHRI to the person who is the subject of the background check. The SDDCI CHRI will only be released to the individual and not to relatives, spouses or friends. The District will note in the dissemination log that a copy was provided to the individual.
5. ~~FBI rules prohibit the District from providing a~~ A copy of the FBI CHRI ~~may be given~~ to the person who is the subject of the criminal background check ~~as long as they provide a valid picture identification.~~
6. The results of the background investigation done by the District ~~may~~ shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail or encrypted email.
7. The District will retain CHRI records during the period of the individual's employment or service to the District, and will retain for 5 years after the end of the employment or service.

Recordkeeping

A Secondary Dissemination Log shall be maintained in which all authorized disseminations of FBI and State DCI criminal background check results are recorded. The following shall be recorded in the District's Secondary Dissemination Log:

1. name of District;
2. name of person subject to the criminal background check review;
3. date of birth of person subject to the criminal background check review;



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4. SD public school district requesting FBI and DCI criminal background check results and person/title requesting on behalf of the SD public school district;
5. written request signed by person subject to the criminal background check review for a copy of the SDDCI criminal background check results, attached to the Secondary Dissemination Log; **NOTE: FBI CHRI cannot be released to the person who is the subject of the criminal background check.**
6. date of release of criminal background check results;
7. description of the record that was shared;
8. how the record was sent or received
9. person to whom criminal background check results were disseminated;
10. signature of District employee disseminating the criminal background check review pursuant to a valid request.

The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes.

Security

The district will provide for the security of any CHRI received, including the appropriate administrative, technical and physical safeguards to provide for the security and confidentiality of the information. This includes, but is not limited to, the following:

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked cabinet in a room that is free from public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.
3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the district has electronic copies of CHRI, the district will restrict access to authorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is

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not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.

5. The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the district contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

All District employees will immediately report to the LASO information security incidents such as the theft or loss of physical records or the hacking or failure of electronic systems or suspicions that an incident has or will take place. The LASO will document receipt of all reports, investigate incidents and report incidents to SDDCI. LASO documentation will include (1) date of security incident, (2) location of security incident, (3) systems affected, (4) method of detection, (5) nature of security incident, (6) description of security incident, (7) actions taken/resolution, (8) current date, and (9) contact information for LASO.

Consequences

Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion of CHRI may also result in criminal prosecution.

Use of Technology Resources Policy

Huron School District

IIBG

Purpose

The Huron School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Huron School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Huron School District.

Definition – Technology Resources

The Huron School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Huron School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Huron School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Huron School District's Uniform Code of Behavior shall be applied to student infractions.

Education, Supervision, and Monitoring

The Huron School District believes that educating students in the proper use of technology resources is important. Therefore, it shall be the responsibility of the Huron School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

All schools in the district will provide age-appropriate yearly training for students who use the district's internet facilities. The training provided will be designed to promote the district's commitment to:

Use of Technology Resources Policy

IIBG
(Cont.)

The standards of acceptable use of technology resources as described in this policy.
Student safety on the internet.
Appropriate behavior while online.
Awareness of and response to cyberbullying.

During each school year, building principals will document that training was delivered to students in their respective buildings.

General User Terms and Conditions

The use of Huron School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Huron School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes him/her feel uncomfortable.
4. Prohibited technology resources activities include, but are not limited to, the following:
 - a. Computer Violations:
 - 1) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - 2) Downloading or transmitting multi-player game, music, or video files using the school network.
 - 3) Vandalizing, damaging, or disabling property of the school or another individual or organization.
 - 4) Accessing another individual's materials, information, or files without permission.
 - 5) Using the network or Internet for commercial, political campaign, or financial gain purposes.
 - 6) Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
 - 7) Promoting or soliciting for illegal activities (e.g., arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening or intimidating others, etc.)

IIBG
(Cont.)

- 8) Students will not post false or defamatory information about a person or organization.
- 9) Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- 10) Violating copyright or other protected material laws.
- 11) Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- 12) Meeting with individuals who have been met on-line.
- 13) Intentionally wasting school resources.
- b. Computer Network Violations:
 - 1) Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
 - 2) Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
 - 3) Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
 - 4) Creating, uploading, or transmitting computer viruses.
 - 5) Attempting to defeat computer or network security.
- c. All of the above violations may result in disciplinary action.
5. Huron School District does not guarantee that its technology resources 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 Internet.
6. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
7. Any security or equipment problems arising from the use of technology resources must be reported to the technology department.
8. Guidelines for individuals using district resources for communication include but are not limited to:
 - a. Users must maintain high integrity with regard to e-mail and web site content.
 - b. Always use appropriate language.
 - c. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
 - d. Do not send mass e-mails, chain letters or spam.
 - e. E-mail and web sites are subject to inspection by the school and state at any time.
 - f. Violation of these guidelines may result in suspension or loss of e-mail account web space.

User Terms and Conditions Specific to High School iPad Usage


1. High school students will be held responsible for maintaining their individual iPads and keeping them in good working order as described in the iPad Student Handbook.
2. Guidelines for student iPad use include but are not limited to:
 - a. iPad batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by the Huron School District may be applied to the iPad and/or case.
 - c. Cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
 - d. iPads that malfunction or are damaged must first be reported to the Help Desk located in the room B-201. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from normal use or accidentally will be repaired with costs charged to the students as designated in the high school student iPad handbook.
 - e. iPads that are stolen must be reported immediately to the principal's office and the police department.
 - f. Individual school iPads and accessories must be returned to the Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Huron High School for any other reason must return their individual school iPad on the date of termination.
 - g. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Huron High School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad or, if applicable, any insurance deductible. Failure to return the iPad will result in a grand theft report being filed with the Huron Police Department. Furthermore, the student will be responsible for any damage to the iPad, with fees assessed as described in the high school student iPad handbook. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the iPad.
3. In order for students to access the network and internet, students and their parents must sign the Acceptable Use policy upon enrollment in the Huron School District. A copy of this will remain in the students' cumulative file.

Plagiarism and Copyright Infringement

Student will not plagiarize the work of others. (Plagiarism is taking the ideas or writings of others and presenting the ideas/writings as if they were yours.) Student will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, student should follow the expressed requirements. If a student is unsure as to whether a particular work can be used, he/she should request permission from the copyright owner.

Students' Rights

1. A student's right to free speech applies to use of district resources for communication purposes. However, this is considered a limited forum, similar to the school newspaper, and therefore, the district may restrict student speech for valid educational reasons.
2. Parents/guardians should instruct their children if there is additional resources or material that they think would be inappropriate for their child(ren). The district fully expects that the student will follow the instructions of parents/guardians in this matter.
3. Student should expect only limited privacy regarding the contents of his/her personal files and records of his/her on-line activity on the district system.
 - a. Routine maintenance and monitoring of district technology resources may lead to discovery that students have violated this policy or the law.
 - b. Individual searches will be conducted if there is reasonable suspicion that students have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
 - c. Parents/guardians have the right at any time to request to see the contents of their students' files.
4. Due process
 - a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the use of district technology resources.
 - b. In the event there is a claim that a student has violated this policy in his/her use of district technology resources, the student will be provided with notice and opportunity to be heard in the manner set forth in district policy.

	Huron School District #2-2	Code: IIBG
	Policies and Regulations	Use of Computers and Networks

Use of Computers and Networks

Access to the internet is available to students and teachers of the school district to use for educational and administrative purposes. The goal of the district through online resources is to promote educational teaching and learning by facilitating resource sharing, innovation and communication within our own community, our nation and worldwide. The use of all technology resources is a privilege, not a right.

With the access of online resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. The district shall make every effort to restrict access by adults and minors to inappropriate materials, yet it is impossible to control all materials and an industrious user may discover controversial information. The district will maintain a technology protection measure by way of web content filters or blocks to limit minors' ability to access obscene matter or materials on the Internet when using the District's network or device.

For the purposes of this policy, obscene matter or materials is defined as material:

- The dominant theme of which, taken as a whole, appeals to the prurient interest, which is a shameful or morbid interest in nudity, sex, or excretion, which goes substantially beyond customary limits of candor in description or representation of such matters; and
- Patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and
- Lacks serious literary, artistic, political, or scientific value.

Internet users, like traditional library users, are responsible for their actions in accessing online resources.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur. The regulations shall insure proper use of district networks and the Internet by students, staff members, and members of the community.

This policy will be published on the district's website and/or annually published in the district's designated newspaper.



HURON PUBLIC SCHOOL DISTRICT WELLNESS POLICY

Based on the SOUTH DAKOTA MODEL WELLNESS POLICY and the ALLIANCE FOR A HEALTHIER GENERATION MODEL WELLNESS POLICY

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Preamble

Huron Public School District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. 1,2,3,4,5,6,7

Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. 8,9,10

In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. 11,12,13,14

Finally, there is evidence that adequate hydration is associated with better cognitive performance. 15, 16, 17

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives. This policy applies to all students, staff and schools in the District. Specific measurable goals and outcomes are identified within each section below.

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I. School Wellness Committee

Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the local wellness committee or work within an existing school health committee) periodically to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”). The local wellness committee membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. The name(s), title(s), and contact information (email address is sufficient) of this/these individual(s) is (are): (Wellness Policy Committee).

Wellness Policy Committee Name	Title / Relationship to the School or District	Email address	Role on Committee
Dr. Kraig Steinhoff	Superintendent of Schools	kraig.steinhoff@k12.sd.us	Assists in the evaluation of the district wellness policy and implementation
Garret Bischoff	Board of Education Member	g_bisch@hotmail.com	
Rodney Mittelstedt	High School Principal	Rodney.Mittelstedt@k12.sd.us	
James Cutshaw	Asst. High School Principal	James.Cutshaw@k12.sd.us	
Laura Willemsen	Middle School Principal	Laura.Willemsen@k12.sd.us	
Lyndi Hudson	Asst. Middle School Principal	Lyndi.Hudson@k12.sd.us	
Heather DeBoer	Buchanan K-1 Center Principal	Heather.DeBoer@k12.sd.us	
Heather Rozell	Madison 2-3 Center Principal	Heather.Rozell@k12.sd.us	
Kari Hinker	Washington 4-5 Center Principal	Kari.Hinker@k12.sd.us	
Linda Pietz	Director of Curriculum	Linda.Pietz@k12.sd.us	
Jolene Konechne	Director ESL Program	Jolene.Konechne@k12.sd.us	
Kathie Bostrom	Transportation Director	Kathie.Bostrom@k12.sd.us	
Amanda Reilly	Nutrition Director	Amanda.Reilly@k12.sd.us	
Tisha Harvey	School Nurse	Tisha.Harvey@k12.sd.us	
Quinn Reilly	Occupational Therapy Assistant	Quinn.Reilly@k12.sd.us	
Chantelle Kremer	Physical Therapy Assistant	Chantelle.Kremer@k12.sd.us	
Karla Sawvell	Farm to School Coordinator	Karla.Sawvell@k12.sd.us	
Ashley Curnow	Registered Dietitian	ashleyr@midconetwork.com	

Leadership

The Superintendent or designee(s) will convene the local wellness committee and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. Designated official for oversight Amanda Reilly, Nutrition Director, Amanda.Reilly@k12.sd.us

Each school will designate a school wellness policy coordinator, who ensures compliance with the policy.

- Buchanan K-1 Center – Raleigh Larson, School Nurse, Raleigh.Larson@k12.sd.us
- Madison 2-3 Center – Tisha Harvey, School Nurse, Tisha.Harvey@k12.sd.us
- Washington 4-5 Center – Sarah Blue, School Nurse, Sarah.Blue@k12.sd.us
- Middle School – Rita Baszler-Lanners, School Nurse, Rita.BaszlerLanners@k12.sd.us
- High School – Raleigh Larson, School Nurse, Raleigh.Larson@k12.sd.us

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II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about responsibilities, specific goals, and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report. This wellness policy and the progress reports can be found at: www.huron.k12.sd.us/ Look under the Food and Nutrition tab for wellness policy progress reports.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at Nutrition Office and the District website for three years past the current year. Documentation maintained in location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the local wellness committee;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District’s (or schools’) events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District’s wellness policy compares to a model policy (like the Alliance for a Healthier Generation’s model wellness policy or the State Model Wellness Policy); and
- A description of the progress made in attaining the goals of the District’s wellness policy.

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The position/person responsible for managing the triennial assessment and contact information is Amanda Reilly, Nutrition Director. Email address Amanda.Reilly@k12.sd.us

The local wellness committee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy. The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The local wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of local wellness committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

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III. Nutrition

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs. All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), and the Summer Food service Program (SFSP).

All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.
- Promote healthy food and beverage choices, such as one or more of the following:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA’s Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

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Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks> . The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org . To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community. The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/> .



Nutrition Education

The District will model, encourage and support healthy eating by all students. Schools will engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;

Essential Healthy Eating Topics in Health Education

The District supports a health education curriculum; examples of topics below:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

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Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student’s health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District’s wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.¹⁵

This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

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IV. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students’ physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All schools in the district will be encouraged to participate in *Let’s Move! Active Schools* (www.letsmoveschools.org) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason [*This does not include participation on sports teams that have specific academic requirements*]. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education for at least 70 minutes per week throughout the school year.

Buchanan K-1 Center - Students will receive physical education 2 days a week for 35 minutes each day.


Madison 2-3 Center - Students will receive physical education 2 days a week for 35 minutes each day.

Washington 4-5 Center - Students will receive physical education 2 days a week for 35 minutes each day.

All Huron Public School District secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

Middle School-Students will receive 24 weeks of physical education for 40 minutes each day.

High School - Students will receive 18 weeks of physical education for 40 minutes each day.

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Examples of Physical Activity Topics in Health Education

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

V. Other Activities that Promote Student Wellness

The District encourages integration of wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District encourages coordination and integration of other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District’s curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the local wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

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Glossary:

Extended School Day – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

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Appendix A:

School Level Contacts

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Below are the updates to the Strategic Plan:

- Under Student Achievement, replace “Establish integrated early childhood program” with “Continue to develop programming”

- Under Community Outreach & Communication, remove “Explore opportunities and partnerships to provide after-school programming for students”
 - Board reports shall be tied back to goals and the Strategic Plan by cross-referencing and including a brief narrative on the agenda
 - Strive to improve positive information sharing via social media, ex. good news reports, testimonials, student success stories

- Under Growth & Development Planning, replace “Promote” with “Support” and delete “Follow the anticipated Career & Technical Education expansion timeline”

- On the first page, change the date to: Updated July 8th, 2024