

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 - SPECIAL MEETING
Instructional Planning Center/Huron Arena
November 25, 2024
5:30 p.m.



1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**

November 27	Early Release
Nov 28, 29	Holiday Break - No School
December 9	Board of Education Meeting - 5:30p.m. - IPC
December 11	Early Release
December 23-31	Holiday Break - No School
January 1	Happy New Year 2025 - Holiday Break
January 2	Inservice
January 2	Holiday Break for Students
January 3	Classes Resume
6. **Community Input on Items Not on the Agenda**
 - o See Policy BFB - **Public Participation at Board Meetings** - for more information
7. **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)
8. **CONSENT AGENDA**

The superintendent recommends approval of the following:

 - a) **Consideration and Approval of the Bills**
 - b) **New Hires to the District**

Classified personnel and substitute teachers must be approved in order to be covered by our workmen's compensation plan.

 - 1) Macy Sternhagen/Substitute Teacher- \$160 per day/Substitute Para Educator - \$21.58 per hour
 - 2) Glenda Oakley/Volunteer - District
 - 3) Sally Stansfield/Artist - District
 - 4) Georgi Lackey/ Substitute Teacher- \$160 per day/Substitute Para Educator - \$21.58 per hour
 - 5) Vickie Rice/Food Service, Head Salad Person, High School - \$21.56 per hour
 - c) **Resignations for Board Approval**
 - 1)
 - d) **Contracts for Board Approval**
 - 1)
 - e) **Permission to bid for one new school bus to be paid for with the 2024-2025 Capital Outlay budget; 65 passenger school bus seated 30 plus 3 wheelchairs with wheelchair lift**

(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.)

9. **CELEBRATE SUCCESSES IN THE DISTRICT**

Congratulations to:

- **the businesses & individuals who have donated to the winter clothing fund**
- **Allison (SLPA Buchanan) & CJ Slepikas** on their recent marriage
- **Hylton Heinz (11 gr)** was recently named to the **ESD All-Conference Volleyball Team**
- **Kolby Hofer (12 gr)** was recently named to the **ESD All-Conference Football Team**
- the following HS Students who were recently selected to participate in the **American Choral Directors Association Junior Honor Choir: Emmersyn McGillvrey (9 gr), Claire Davis (9 gr), & Avelia Colon-Rathjen (9 gr)**
- **Julie King (teacher, MS)** recently was named the **Area 4/West - Cross Country Assistant Coach Of The Year**

Thank You to:

- **Special Education Day – December 2nd**
- the **Center for Independence & the High School Cross Country Team** for coming to Buchanan for Friendly Friday
- all of our **local officials** who helped make our Fall seasons successful
- **Rita Cook (teacher, HS)** for organizing the **HHS Veteran’s Day program** on November 8 and thank you to all who participated in the program.
- the **CTE teachers** who participated in the CTE Connect meetings held earlier this fall in Huron, and for all who helped showcase our CTE program and facilities to participants in the CTE Connect meetings
- The **HS Football team** would like to thank the following for their donations:
Jimmy John's for the donation of sandwiches for our playoff game, **McDonald's & Dairy Queen** for the ice cream coupons

10. **REPORTS TO THE BOARD**

- a) **Classified Employee of the Month – Presented by Heather DeBoer Ellie DeVries, SPED Para Educator, Buchanan K-1 Center, has been selected as Classified Employee of the Month for November 2024.** Nomination comments are included in this packet. Congratulations Ellie!
- b) **Good News Report – Buchanan K-1 Center Principal Heather DeBoer**
- c) **ASBSD Delegate Assembly**
- d) **Superintendent’s Report**

11. **OLD BUSINESS**

- a) **Policy JFCJ Weapons in the School – current policy**
Policy AF Dangerous Weapons in the School (replacing JFCJ) – second reading
Strategic Plan Initiative #5) Learning Environment

12. **NEW BUSINESS**

- a) **Select Legislative Action Network Representative**
- b) **Policy IIAC Selection And Adoption of Library Materials – introduction**
Strategic Plan Initiative #5) Learning Environment
- c) **High School Library Handbook – introduction**
Strategic Plan Initiative #5) Learning Environment
- d) **Project Fee Proposal for MS Boiler Project**

- e) **Section C: General School Administration – introduction**
Strategic Plan Initiative #3) Community Outreach & Communication
 - 1. **Current Section C Policies**
 - 2. **CA - Administration Goals – updated format**
 - CB - Code Of Ethics Public Office And Public Employment- updated format
 - CBA - Superintendent Job Description- adopt new policy replacing original CC policy
 - CCA - Recruitment And Appointment Of Superintendent- retire policy, adopt CBB
 - CBB - Recruitment And Appointment Of Superintendent – new policy replacing CCA
 - CCB - Superintendents Contract Compensation And Benefits – retire policy, adopt CBC
 - CBC - Superintendent Contract Compensation And Benefits – new policy replacing CCB
 - CBG - Superintendent Evaluation – new policy
 - CC - Administrative Organization Plan – new policy, old CC policy recoded to CBA
 - CCB - Lines Of Authority And Staff Relations -adopt new policy replacing CDA
 - CCC - Superintendent Evaluation – retire policy, adopt CBG
 - CDA - Lines Of Authority And Staff Relations – retire policy, adopt CCB
 - CD - Management Team – new policy
 - CDB - Organizational Chart – no change
 - CDC - School Building Administration – retire policy, adopt CF
 - CE - Administrative Councils, Cabinets, And Committees – new policy
 - CEA - School Resource Officer – update format, change code
 - CF - School Building Administration – adopt new policy replacing CDC
 - CGC - Title I Comparability Assurances – update format and revised date
 - CG - Policy Implementation – retire policy, adopt CH
 - CH - Policy And Regulation Implementation – adopt new policy replacing CG
 - CHA - Regulations And Policy Dissemination – update format
 - CHD - Administration In Absence Of Policy Or Regulation – new policy
 - CI - Student Handbooks And Directories – update format
 - CK - Program Consultants – new policy
 - CM - School District Annual Report – new policy

13. EXECUTIVE SESSION

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

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

14. ADJOURNMENT

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 10 GENERAL FUND	
ALC CHRISTIAN LEARNING CENTER PRESCHOOL		PROF SVC	125.00
AMAZON CAPITAL SERVICES		SUPPLIES	88.66
BECK ACE HARDWARE		SUPPLIES	30.96
BOB'S PIANO SERVICE, INC.		REPAIRS	880.00
CDW GOVERNMENT, INC.		SUPPLIES	440.00
CHROMEBOOKPARTS.COM		COMPUTER EQUIPMENT	559.60
COBORNS INC		SUPPLIES	920.40
COLE PAPERS, INC.		SUPPLIES	3,272.38
CON BRIO STUDIO		SUPPLIES	35.00
DJ'S TRAVEL CENTER		SUPPLIES	2,014.33
DRAMSTAD REFRIGERATION		REPAIRS	523.01
ELO PROF., LLC		PROF SVC	12,560.75
FREEMAN, JR., RODNEY		LEGAL SERVICES	1,100.00
GOVCONNECTION, INC.		SUPPLIES	448.08
GRAINGER		SUPPLIES	307.66
GRAYSON AUTO PARTS		SUPPLIES	702.30
HOLFORTY, JAMIE		INCENTIVE	125.00
HURON AMBULANCE SERVICE		PROF SVC	90.00
HURON AREA CENTER FOR INDEPENDENCE, INC.		PROF SVC	835.36
HURON EVENT CENTER		EVENT	240.20
IMAGINE LEARNING LLC		SUPPLIES	1,650.00
INNOVATIVE OFFICE SOLUTION		SUPPLIES	525.12
J.W. PEPPER & SON, INC.		SUPPLIES	1,199.14
KRANZ'S SMALL ENGINE REPAIR		REPAIRS	270.98
LAKESHORE LEARNING MATERIALS, LLC		SUPPLIES	142.19
LIBRARY STORE, INC., THE		SUPPLIES	536.02
MACK METAL SALES INC		SUPPLIES	181.52
MATHESON TRI-GAS INC		SUPPLIES	441.22
MIDWEST FIRE AND SAFETY		FIRE SAFETY SERVICE	129.50
MUTH ELECTRIC, INC.		SUPPLIES	2,106.15
NAPA CENTRAL		SUPPLIES	34.16
NORTHWEST PIPE FITTINGS, INC.		SUPPLIES	479.68
NORTHWESTERN ENERGY		UTILITIES	171.35
OFFICE EQUIPMENT SERVICE		SUPPLIES	625.98
OFFICE PEEPS		SUPPLIES	3,073.57
PLANK ROAD PUBLISHING		SUPPLIES	31.45
POPLERS MUSIC INC.		SUPPLIES	150.00
PRORATE SERVICES		PROF SVC	100.00
R & L SANITARY SERVICES, LLC		SUPPLIES	1,625.00
REGION 3 AREA PRINCIPALS		DUES	75.00
SADDLEBACK EDUCATIONAL INC.		SUPPLIES	239.00
SCHOOL SPECIALTY LLC		SUPPLIES	1,131.44
SPECIALIST ID, INC.		SUPPLIES	228.00
STAPLES		SUPPLIES	261.26
STERN		FUEL	12,561.00

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
TIGER ROAR	DONATION	150.00
US BANK VOYAGER FLEET SYSTEMS	SUPPLIES	979.82
VENTURE COMMUNICATIONS	LINE CHARGES	39.58
Fund Total:		54,436.82

Checking			1	Fund: 21	CAPITAL OUTLAY FUND	
AMAZON CAPITAL SERVICES	SUPPLIES	69.97				
INNOVATIVE OFFICE SOLUTION	SUPPLIES	984.92				
MUTH ELECTRIC, INC.	SUPPLIES	18,780.67				
PUETZ DESIGN + BUILD	REPAIRS	15,000.00				
SOUTHWEST STRINGS	SUPPLIES	1,804.05				
Fund Total:		36,639.61				

Checking			1	Fund: 22	SPECIAL EDUCATION FUND	
AMAZON CAPITAL SERVICES	SUPPLIES	145.07				
CORE EDUCATIONAL COOPERATIVE	PROF SVC	6,238.03				
DILLON, INDIRA	PROF SVC	1,631.76				
HURON EVENT CENTER	EVENT	150.00				
NCS PEARSON, INC.	SUPPLIES	77.20				
PUBLIC CONSULTING GROUP, INC.	PROF SVC	2,549.88				
RIVERSIDE INSIGHTS	SUPPLIES	701.03				
Fund Total:		11,492.97				

Checking Account Total: 102,569.40

Checking			4	Fund: 51	SCHOOL NUTRITION FUND	
BEVERIDGE, COLIN	FOOD	16,569.48				
DECKER'S PEST CONTROL	PROF SVC	540.00				
FRANK, DONNA	IN DIST TRAVEL	53.02				
HAROLDSON FARMS	FOOD	160.00				
KOEHN, KYLE	FOOD	948.46				
LARSON, ALEX	REFUND	51.30				
NELSON, JEFF	IN DIST TRAVEL	48.20				
STERN	FUEL	176.44				
Fund Total:		18,546.90				

Checking Account Total: 18,546.90

Classified Employee of the Month

Name	Ellie DeVries
Position	SPED Para Educator
Date	November 25, 2024

Ellie gives her all and then some for the students here at Buchanan. She has an abundance of patience and always remains calm. She cares a great deal about the student's educational goals and does whatever she can to help them reach those goals. She works well with the classroom teachers and her fellow paras. Ellie is dependable, reliable, and helps out in all areas of the school. She has great skills working with students and adapts her skillset from working one-on-one with a child to helping at lunch and recess with many children. She shows up every day with a smile and ready to make a positive difference for kids.

JFCJ

WEAPONS IN THE SCHOOL

Schools must be an example of what is taught regarding the observance of and respect for law. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

Board policy forbids the bringing of weapons to school or school-sponsored activities. Parents will be informed when weapons are taken from pupils. Confiscation of weapons may be reported to the police. The intent of the actions of the student will be considered in any report to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

A weapon is defined as any firearm, knife, device, instrument, material, or substance, whether animate or inanimate, which is calculated, designed, or capable of threatening bodily harm or inflicting death.

No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, in any school building, or other building or premises used for school functions. Exceptions would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms, or air guns at the firing ranges, gun shows, supervised school training sessions for the use of firearms, or when a National Guard Armory is being used for school activities.



Huron School District #2-2
Policies and Regulations

Section: AF
DANGEROUS WEAPONS IN
THE SCHOOL

Dangerous Weapons in the School

School districts should be an example of what is required regarding observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

Various state and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Notwithstanding SDCL 13-32-7, it is the policy of the District not to allow individuals with enhanced conceal carry permits to have firearms on school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. Under state law, a school district may not keep or cause to be kept any list, record, or registry of holders of permits to carry a concealed firearm. (SDCL 23-7-8.6) Due to the safety of the students, staff, and visitors, a record of who has been granted permission to possess a firearm on school grounds is necessary. It is not practical for the District to allow possession of firearms by enhanced conceal carry permit holders while still providing for safety of students, because the District cannot collect any request and verify or keep on record those individuals proven to the District to have a valid enhanced conceal carry permit. Under SDCL 13-32-7, the District has the discretion to grant permission for certain individuals to have a firearm, but in the event the District allows it, the law requires such permission to be in writing. But because state law prohibits the District from keeping any written record regarding a concealed carry permit holder, giving written permission and keeping any documentation related to such process makes the District in violation of SDCL 23-7-8.6. Therefore, the District will not grant permission for enhanced conceal carry permit holders to possess firearms.

~~Any weapon taken from a student shall be reported to the student's parents. Confiscation of weapons will be reported to law enforcement. Appropriate disciplinary action shall be pursued by the building principal or superintendent.~~

A dangerous weapon is defined as any firearm, stun gun, or air-gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm.

For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.



Huron School District #2-2

Policies and Regulations

Section: AF DANGEROUS WEAPONS IN THE SCHOOL

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions, except for:

1. Firearms under the control of law enforcement personnel.
2. Starting guns while in use at athletic events.
3. Firearms or air-guns at firing ranges, gun shows, or authorized supervised school training sessions for the use of firearms.
4. The ceremonial presence of unloaded weapons at color guard ceremonies.

Any employee violating this policy will be disciplined consistent with district policy, state law, and any applicable negotiated agreement. Any visitor violating this policy may be banned from future entrance onto District property. In addition, violations shall be reported to local law enforcement authorities.

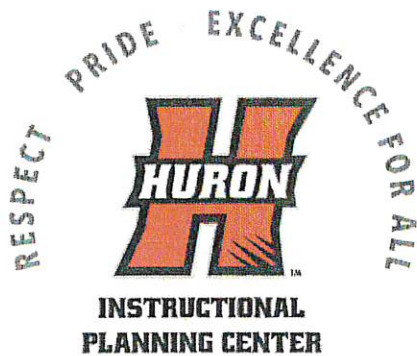
Any student who carries, possesses, stores, keeps, leaves, places, or puts into the possession of another person, any dangerous weapon as defined herein, except as provided by law, will be disciplined consistent with district policy and state law.

~~Any student bringing a firearm to school, except as provided by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities.~~ Any student who carries, possesses, stores, keeps, leaves, places, or puts into the possession of another person, a firearm as described herein, except as provided by law, shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.



SELECTION AND ADOPTION OF LIBRARY MATERIALS

1. The library should contain materials with the following qualities:
 - a. enrich and support the curriculum, taking into consideration the varied interests, needs, abilities, and maturity levels of the pupils served;
 - b. stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
 - c. provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
 - d. present opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media;
 - e. represent many religious, ethnic, and cultural groups and their contributions to our American heritage; and,
 - f. establish principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
 - g. The school library does not check out obscene materials to individuals under the age of 18 without parental permission.
 - i. The definition is in Codified Law 22-24-27 (11). For something to be obscene it must meet all three of the following requirements:
 1. The “dominant theme of which, taken as a whole, appeals to the prurient interest.” The definition of prurient interests is in 22-24-27 (12). Prurient interests are 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. If it appears from the character of the material or the circumstances of its dissemination that the subject matter is designed for a specially susceptible audience or clearly defined deviant sexual group, the appeal of the subject matter shall be judged with reference to such audience or group.” So, the first requirement is that the whole work appeals to prurient interests as defined above.
 2. The work is “patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct.”
 3. The work “lacks serious literary, artistic, political, or scientific value.”



Linda Pietz
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Instruction & Assessment
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Huron School District Library Handbook Proposed Changes for 2024-25

December 2024

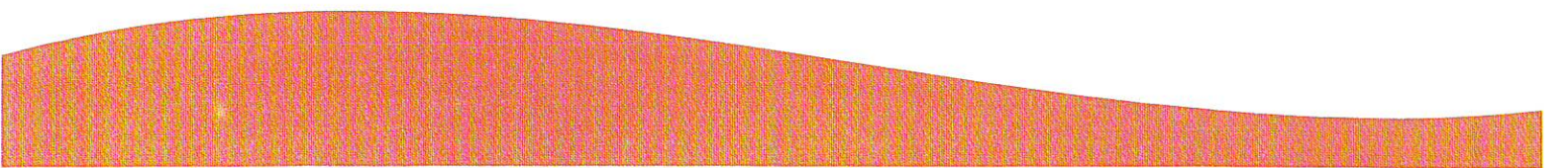
The Library Administrator has reviewed and revised the Library Handbook and is submitting the document to the Huron School District Board of Education for approval.

The following changes were made:

- Page 14 - Update to Criteria for Selection

Thank you.

Rachel Kary - HS Librarian
Linda Pietz - Administrator



Criteria for Selection:

Selection of media center materials is a continuous process, based on the needs of a constantly changing and evolving curriculum and the ever-changing and diverse interests and needs of patrons served. The educational goals of the school district, learning and teaching styles, and existing materials must be considered in the selection of media center resources.

Media center materials shall:

- support and contribute to the educational goals of the school, district and state.
- be appropriate for the subject area and age of the intended patron.
- represent differing viewpoints on controversial issues.
- have artistic, historic, and/or literary qualities or scientific accuracy.
- be current and up to date. Materials must be relevant to today's world—reflecting problems, aspirations, attitudes and ideals of a pluralistic society.
- have a physical format and appearance that is appropriate for intended use.
- meet the educational and recreational interests of all patrons.
- be selected for their strengths rather than rejected for their weaknesses.

Literary excellence may be the sole criterion for selection of some materials.

Meeting requirements of individuals with limited reading ability or limited vision may support the addition to the collection.

Books should have durable bindings and be physically attractive to the respective interest level.

eBooks should be available in a format and on hardware that is available to all students in particular schools.

Databases purchased for student use shall meet selection criteria.

The school library does not check out obscene materials to individuals under the age of 18 without parental permission.

The definition is in Codified Law 22-24-27 (11). For something to be obscene it must meet all three of the following requirements:

1. The "dominant theme of which, taken as a whole, appeals to the prurient interest." The definition of prurient interests is in 22-24-27 (12). Prurient interests are 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. If it appears from the character of the material or the circumstances of its dissemination that the subject matter is designed for a specially susceptible audience or clearly defined deviant sexual group, the appeal of the subject matter shall be judged with reference to such audience or group." So, the first requirement is that the whole work appeals to prurient interests as defined above.

2. The work is "patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct."

3. The work "lacks serious literary, artistic, political, or scientific value."



Associated Consulting Engineering, Inc.

340 South Phillips Avenue • Sioux Falls, SD 57104-6319 • Tel: 605.335.3720 • FAX: 605.335.6220

PROJECT FEE PROPOSAL

To: Kelly Christopherson
Company: Huron School District
Project Name: Huron Middle School Boiler Replacement
Location: Huron, SD
Proposal Number: P124-83

Date: November 5, 2024

Project Description: Owner plans to replace the existing four (4) boilers in the facility and remove an existing fuel oil tank and associated piping.

Consultant's Proposed Responsibilities:

Mechanical Systems:
 Plumbing
 Heating
 Automatic Temperature Control/ Building
 Automation System

Electrical Systems:
 Electrical Power

Proposed Fee:

Total Fee: \$35,000.00

Conceptual Budgets:

Mechanical: \$463,800.00
 Electrical: \$14,000.00
 Contingency: 10%
 Total: \$525,580.00

Basis for Proposal: The proposed fee is for basic Mechanical/Electrical design services to provide Construction Documents and Construction Administration services, including Services required to manage the Contractor/Owner agreements.

If all terms are mutually acceptable by both parties, acknowledge by signing below. An Architect/Engineer Agreement will be prepared based upon the provisions of this proposal.

Associated Consulting Engineering, Inc.

Huron School District

Jordan deWit
Signature

November 5, 2024
Date

Signature

Date



Kelly Christopherson
Business Manager
150 5th St. SW
Huron, SD 57350
P: (605) 353-6995
F: (605) 353-6994
kelly.christopherson@k12.sd.us

Date: November 19, 2024

To: School Board Members
Dr. Kraig Steinhoff, Superintendent

From: Kelly Christopherson

RE: Middle School Boiler Replacement

We have discussed at prior school board meetings the need to replace the Middle School Boilers. The funds to finance this project are included in the \$11.5 million Capital Outlay Certificate issuance.

There are State laws that come into play regarding the boiler replacement. Mainly there is a bid limit law that schools must follow that states any public improvement costing \$100,000 or more must be formally bid and we must have plans and specifications prepared by a licensed design professional. We estimate the cost of the boiler project to be \$500,000 - \$600,000. To be able to fairly bid the boiler replacement we need a set of drawings from the engineer to specify the work to be performed. This is the reason we are requesting to contract with an engineer. Our plan is to replace these boilers from the 1990's with high efficiency boilers that operate at 96% efficiency compared to the existing boilers that are at 83% efficiency. The engineer has told us that the higher efficiency will pay for itself over the years. We believe the higher efficiency boilers will add about \$40,000 to the cost of the boiler replacement.

Below are some of the applicable laws. I believe the laws require us to bid the project with a set of plans developed by a licensed professional engineer. My recommendation is to approve the Project Fee Proposal submitted by Associated Consulting Engineering in the amount of \$35,000.

5-18A-14. Public improvement contracts--Supplies and services contracts--Advertisement for bids or proposals.

If the purchasing agency intends to enter into a contract for any public improvement that involves the expenditure of one hundred thousand dollars or more, or a contract for the purchase

of supplies or services, other than professional services, that involves the expenditure of fifty thousand dollars or more, the purchasing agency shall advertise for bids or proposals. The advertisement shall appear as a legal notice in the appointed legal newspaper. The advertisement shall be printed at least twice, with the first publication at least ten days before opening of bids or the deadline for the submission of proposals. The first publication shall be in each official newspaper of the purchasing agency, and the second publication may be in any legal newspaper of the state chosen by the purchasing agency. If the purchasing agency has no official newspaper, the first publication shall be made in a legal newspaper with general circulation in the jurisdiction of the purchasing agency to be selected by the purchasing agency. The advertisement shall state the time and place where the bids will be opened or the deadline for the submission of proposals. In each notice, the purchasing agency shall reserve the right to reject any or all bids or proposals. **Source:** SL 2010, ch 31, § 15; SL 2020, ch 22, § 1; SL 2023, ch 17, § 3.

5-18B-1. Plans and specifications--Advertisement--Availability.

If a contract is for the construction of a public improvement, the required advertisement shall state where the plans and specifications may be examined. The plans and specifications for the construction of any public improvement shall be and remain on file in the office of the purchasing agency at all times from the beginning of the publication of the advertisement for bids until the completion of the public improvement. The purchasing agency shall, upon request, furnish at least one copy of the plans and specifications, without charge, to each contractor resident in South Dakota who intends, in good faith, to bid upon the public improvement. The copy shall be available at the date of the first publication of the advertisement for bids. The purchasing agency may require the return of the copy at the time of the opening of the bids.

Source: SL 2010, ch 31, § 40.

5-18B-45. Active involvement of licensed design professional required.

Each contract for a public improvement shall have a licensed design professional actively involved in the project from the start of design through final completion as required by chapter 36-18A.

Source: SL 2010, ch 31, § 84.

Chapter 36-18A – Technical Professions

36-18A-1. Definition of terms.

Terms used in this chapter mean:

- (1) "Alteration," for the purpose of determining exemptions, any remodeling, renovation, or reconstruction to a building which changes the use, occupancy classification, or occupant load, or the exiting, structural, mechanical, or electrical systems of a building as defined by the building code;
- (2) "Architect," any person licensed in good standing and legally authorized to practice architecture in this state;
- (3) "Architectural intern," any person who has successfully completed an accredited education program in architecture acceptable to the board and is enrolled in the intern development program administered by the National Council of Architectural Registration Boards;

- (4) "Board," the Board of Technical Professions;
- (5) "Building," any structure used or intended to support or shelter any occupancy;
- (6) "Building or floor area," the sum of the areas of all of the floors of a building, including basements, mezzanine, and intermediate tiers, and penthouses of headroom height, measured from the exterior faces of exterior walls or from the center line of the wall separating buildings. The building area does not include such features as pipe trenches, exterior terraces or steps, chimneys, vent shafts, courts, and roof overhangs. The floor area of enlargements shall be added to the existing building area. A fire or area separation wall is not an exterior wall for the purposes of this definition;
- (7) "Building official," the officer or other designated authority charged with the administration and enforcement of the adopted code;
- (8) "Business entity," any corporation, partnership, limited liability corporation, limited liability partnership, or sole proprietorship that practices or offers to practice engineering, architecture, land surveying, landscape architecture, petroleum release assessment, or petroleum release remediation services to the public through its licensed personnel who are either employees, officers, directors, partners, members, managers, or owners and that have been issued a certificate of authorization by the board;
- (9) "Construction administration," the interpretation of drawings and specifications, the establishment of standards of acceptable workmanship, and the site observation of construction, by a licensed professional, for the purpose of determining whether the work is in general accordance with the construction contract documents. Shop drawing review, coordination of a construction project among the owner, architect, engineer, contractor, and subcontractors, and inspection of construction by contractors, subcontractors, owner's agents, building officials, or other unlicensed professionals does not constitute construction administration;
- (10) "Corrective action," an action taken to minimize, contain, eliminate, remediate, mitigate, or clean up a petroleum release, excluding removal of a petroleum tank of less than one thousand one hundred gallons;
- (11) "Design-build," a delivery approach in which a project team of design professionals and builders perform design and construction services under contract with a client;
- (12) "Engineer," a person who is qualified to practice engineering by reason of special knowledge and use of the mathematical, physical, and engineering sciences and the principles and methods of engineering analysis and design, acquired by engineering education and engineering experience;
- (13) "Engineering intern" or "engineer-in-training" or "EI" or "EIT," a person enrolled by the board as an engineering intern and who has successfully passed the fundamentals of engineering examination;
- (14) "Enlargement," for the purpose of determining exemptions, is any addition to a building which changes the use, occupancy classification, or occupant load, or the existing, structural, mechanical, or electrical systems of a building as defined by the building code adopted by the board;
- (15) "Land surveyor," a person licensed in good standing and legally authorized to practice land surveying in this state;
- (16) "Land surveying intern" or "land surveyor-in-training" or "LSI" or "LSIT," a person enrolled by the board as a land surveying intern who has successfully passed the fundamentals of land surveying examination;

- (17) "Landscape architect," a person licensed in good standing and legally authorized to practice landscape architecture in this state;
- (18) "Landscape architectural intern," a person who has successfully completed an accredited education program in landscape architecture adopted by the board;
- (19) "License," a certificate indicating authority to practice and use titles within a profession;
- (20) "Licensee," a person or business entity whose license is in good standing;
- (21) "Petroleum," gasoline, alcohol-blended fuels, diesel fuels, aviation gasoline, jet fuel, fuel oil, kerosene, burner oil, naphtha, lubricating oils, motor oil, automatic transmission fluid, waste oil, or alcohols that have been denatured with gasoline and stored to be used as blended fuel-grade ethanol;
- (22) "Petroleum release assessor," a person licensed in good standing and legally authorized to practice petroleum release assessment in this state;
- (23) "Petroleum release remediator," a person licensed in good standing and legally authorized to practice petroleum release remediation in this state;
- (24) "Professional engineer," a person licensed in good standing and legally authorized to practice engineering in this state;
- (25) "Release," the spilling, leaking, emitting, discharging, escaping, leaching, or disposing of a reportable quantity of petroleum;
- (26) "Remedial investigation," an action to identify the corrective action to be taken to protect the public health, safety, and environment and to contain a release of petroleum into the environment;
- (27) "Responsible charge," the immediate and responsible direction by a licensed professional who has exercised personal direction, guidance, and control over the design, preparation of documents, construction administration, and other professional services and has exercised professional judgment in all matters relating to those services;
- (28) "Retired licensee," a person who is retired and is no longer licensed to practice that person's profession may use the appropriate honorific title or combination of titles of Architect, Retired; Professional Engineer, Retired; Land Surveyor, Retired; or Landscape Architect, Retired;
- (29) "Site assessment," an action to identify the existence, source, nature, and extent of a release and the extent of any danger to public health, safety, and welfare of the public or environment;
- (30) "Site observation," the visual observation of a construction project for general compliance with submitted plans and specifications at significant stages and at project completion.

Source: SL 1999, ch 195, § 1; SL 2007, ch 219, §§ 1, 2.

36-18A-3. Practice of engineering, design coordination, and engineering studies defined.

For the purposes of this chapter, the term, practice of engineering, means the practice or offering to practice of any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to such services or creative work. Such service or work includes consultation; investigation; evaluation; planning; design; and design coordination of engineering works and systems; planning the use of land and water; land-use studies; teaching

of advanced engineering design subjects; performing engineering studies; and the review or observation of construction for the purpose to determine whether the work is in general accordance with drawings, specifications, and other technical submissions. Any such service or work, either public or private, may be in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products, or equipment of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, insofar as they involve safeguarding life, health, or property, and including such other professional services as are necessary to the planning, progress, and completion of any engineering services.

For the purposes of this section, the term, design coordination, includes the review and coordination of those technical submissions prepared by others, including consulting engineers, architects, landscape architects, land surveyors, and other professionals working under the direction of the engineer. The term, engineering studies, includes all activities required to support the sound conception, planning, design, construction, maintenance, and operation of engineered projects, but excludes the surveying of real property for the establishment of land boundaries, rights-of-way, easement exhibits relating to land boundaries, and the dependent or independent surveys or resurveys of the public land survey system.

A person is construed to practice or offer to practice engineering if the person practices any branch of the profession of engineering, if the person, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents himself or herself to be a professional engineer, or if the person through the use of some other title implies that the person is a professional engineer or that the person is licensed under these provisions, or if the person holds himself or herself out as able to perform or does perform any engineering service or work or any other service designated by the practitioner which is recognized as engineering.

Source: SL 1999, ch 195, § 3; SL 2007, ch 219, § 5.

36-18A-45. Seal, signature, and date as certification that work done by licensee--Documents on which seal required.

The application of the licensee's seal and signature and the date constitutes certification that the work on which it was applied was done by the licensee or under the licensee's responsible charge. The seal, signature, and date shall be placed in such a manner that can be legibly reproduced on the following:

- (1) All originals, copies, tracings, electronic submittals, or other reproductions of all final drawings, specifications, reports, plats, plans, land surveys, design information, and calculations prepared by the licensee or under the licensee's responsible charge when presented to a client or any public or governmental agency. A licensee may not review or check technical submissions of another licensed professional or unlicensed person and seal the documents as the licensee's own work;
- (2) Preliminary work shall contain a note that the submittal is Not for Construction, Preliminary, or other such explanation that it is not final; and
- (3) In the case of documents for projects which involve multiple licensees of more than one technical profession, the title or index sheet shall be sealed, signed, and dated by the prime professional in responsible charge of coordinating the various technical professions involved in the project. In addition, each sheet shall be sealed, signed, and dated by the licensee or licensees who prepared or who are in responsible charge of that sheet.

Source: SL 1999, ch 195, § 45; SL 2007, ch 219, § 14; SL 2016, ch 196, § 2.

36-18A-46. Construction administration services to be provided by architect or engineer.

No person other than an architect may provide construction administration services on an architecture portion of a project that is not exempt pursuant to § 36-18A-2. No person other than a professional engineer may provide construction administration services on an engineering portion of a project that is not exempt pursuant to § 36-18A-3. The architect or professional engineer of record, or another designated architect or professional engineer without conflict of interest, shall provide a written report of observed deficiencies or variations from the submitted plans and specifications to the building official, owner, and builder before project completion. The board may promulgate rules pursuant to chapter 1-26 to establish construction administration services criteria including coordinating and prime professional criteria for persons licensed by the board.

Source: SL 1999, ch 195, § 46; SL 2016, ch 195, § 5.

CURRENT
SECTION C
POLICIES

	Huron School District #2-2	Code: CA
	Policies and Regulations	Administration Goals

ADMINISTRATION GOALS

The purpose of school administration is to help create and foster an environment in which students can achieve educational excellence in a safe and caring environment. All administrative duties and functions will be appraised in terms of the contributions they make to improve instruction and to increase student motivation and achievement.

The Board will rely on its Superintendent to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization will be such that all schools are part of a single educational system subject to the policies set forth by the Board and implemented through the Superintendent. Within district policies and regulations, principals will be responsible and accountable for the administration of their respective schools.

Major goals of administration in the district will be:

1. To manage the district's various units and programs effectively.
2. To provide professional advice and counsel to the Board and to any advisory groups established by Board action.
3. To implement the management function through a team management approach so as to assure the best and most effective learning programs through achieving such sub-goals as:
 - Providing leadership in keeping abreast of current educational developments;
 - Arranging for the staff development necessary for the establishment and operation of learning programs that meet learner needs;
 - Coordinating cooperative efforts for improvement of learning programs, facilities, equipment, and materials; and,
 - Providing access to the decision-making process for the ideas of staff, students, parents and others.



Huron School District #2-2

Policies and Regulations

Code: CB
Code of Ethics Public
Office & Public
Employment

CODE OF ETHICS

The following is the Code of Ethics for Professional Administrators. SDCL 24:11:03:01

- (1) Make the well-being of the students the basis of decision making and action;
- (2) Enforce and obey local, state, and national rules and laws in the performance of duties;
- (3) Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, gross immorality, illegal drugs, or use of misleading or false statements;
- (4) Respect the civil rights of those with whom the administrator has contact in the performance of duties;
- (5) Interpret, accurately represent, and implement the policies and administrative regulations of the appropriate educational governing board;
- (6) Distinguish personal politics, attitudes, and opinions from stated policies of the appropriate educational governing board;
- (7) Fulfill professional responsibilities with honesty and integrity;
- (8) Maintain professional relationships which are free from vindictiveness, willful intimidation, and disparagement;
- (9) Safeguard confidential information;
- (10) Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors, and services made or withheld;
- (11) Avoid preferential treatment and conflicts of interest;
- (12) Honor all contracts until fulfillment, release, or dissolution by mutual agreement of all parties;
- (13) Apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications;
- (14) Accurately represent personal qualifications and the evaluations and recommendations of others;
- (15) Cooperate with authorities regarding violations of the codes of ethics of the South Dakota Professional Administrators Practices and Standards Commission and the South Dakota Professional Teachers Practices and Standards Commission.

	Huron School District #2-2	Code: CB
	Policies and Regulations	Code of Ethics Public Office & Public Employment

CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:01 **Obligations to students.** In fulfilling their obligations to the students, educators shall act as follows:

- (1) Not, without just cause, restrain students from independent action in their pursuit of learning;
- (2) Not, without just cause, deny to the students access to varying points of view in the classroom;
- (3) Present subject matter for which they bear responsibility without deliberate suppression or distortion;
- (4) Make a reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, physical and emotional well-being, health, and safety;
- (5) Conduct professional business in such a way that they do not expose the students to unnecessary intimidation, embarrassment, or disparagement;
- (6) Accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping condition, national origin, or ethnic background;
- (7) Maintain professional relationships with students without exploitation of a student for personal gain or advantage;
- (8) Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- (9) Maintain professional relationships with students in a manner which is free of vindictiveness, recrimination, and harassment.



Huron School District #2-2


Policies and Regulations

Code: CB
Code of Ethics Public
Office & Public
Employment

CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:02
Obligations to the public. In fulfilling their obligations to the public, educators shall act as follows:

- (1) Take precautions to distinguish between their personal views and those of the local school district or governing body;
- (2) Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
- (3) Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
- (4) Not exploit the local school district or governing body for public or personal gain;
- (5) Not exploit the local school district or governing body to promote political candidates or partisan political activities;
- (6) Neither accept nor offer any gratuities, gifts, services, or things of value that impair professional judgment, offer special advantage, or provide personal benefit;
- (7) Engage in no act that results in a conviction;
- (8) Commit no act of moral turpitude or gross immorality; and
- (9) Not misuse or abuse school equipment or property.

	Huron School District #2-2	Code: CB
	Policies and Regulations	Code of Ethics Public Office & Public Employment

CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:03

Obligations to the profession. In fulfilling their obligations to the profession, educators shall act as follows:


- (1) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- (2) Maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
- (3) Discuss professional matters concerning colleagues in a professional manner;
- (4) Accept a position or responsibility only on the basis of professional preparation and legal qualifications;
- (5) Adhere to the terms of a contract or appointment unless the contract has been altered without the consent of the affected parties, except as provided by law, legally terminated, or legally voided;
- (6) Use sound professional judgment in delegating professional responsibilities to others;
- (7) Not interfere with the free participation of colleagues in the affairs of their associations;
- (8) Not use coercive or threatening means in order to influence professional decisions of colleagues;
- (9) Not knowingly misrepresent their professional qualifications;
- (10) Not knowingly distort evaluation of colleagues;
- (11) Not criticize a colleague before students, except as unavoidably related to an administrative or judicial proceeding;
- (12) Cooperate with authorities and the commissions regarding violations of the codes of ethics of the South Dakota Professional Teachers Practices and Standards Commission and the Professional Administrators Practices and Standards Commission;
- (13) Perform duties in accordance with local, state, and federal rules and laws.

**Qualifications and Duties of the Superintendent****Appointment**

1. The Superintendent has a contract which is in effect until terminated by the Board of Education or by resignation of the Superintendent. His/her annual period of service shall be 260 days with paid vacation as determined by the employee vacation policy of the school district and/or contract as agreed to by the Board and Superintendent.

Duties

1. He/she shall serve as the chief executive officer of the Huron Board of Education.
2. He/she shall serve as the instructional leader for the administrative staff and shall supervise, guide, direct, evaluate and be responsible for their work.
3. He/she shall develop administrative principles, regulations, and procedures for implementing Board policies.
4. He/she shall have the responsibility to submit, for Board approval, school policies, plans and programs.
5. He/she shall communicate all directives of the Board affecting students, parents, or employees.
6. He/she shall seek the advice and decision of the president or vice-president concerning important school business for which there is no policy to follow, but which requires a decision before the next regular meeting of the Board. In the absence of the president, he/she shall consult with the vice-president.
7. He/she may delegate responsibilities to staff members, but shall be held responsible for the carrying out of assignments made.
8. He/she shall recommend to the Board the appointment of all personnel required for services necessary for the operation of the schools.
9. He/she shall prepare, in consultation with the Board president and or vice-president, the agenda for each meeting, shall attend all meetings except during the time when his/her contract is under consideration, and shall participate in all deliberations of the Board.
10. He/she shall, in conjunction with the director of instruction, recommend to the Board a balanced curriculum and co-curricular program.
11. He/she shall recommend for consideration by the Board changes as may be deemed necessary in the salary and wage schedules for regular and substitute employees, as well as major changes in work schedules.

	Huron School District #2-2	Code: CC
	Policies and Regulations	Qualifications & Duties of the Superintendent

Qualifications and Duties of the Superintendent (Continued)

10. He/she shall, in conjunction with the Director of Instruction, recommend to the Board a balanced curriculum and co-curricular program.
11. He/she shall recommend for consideration by the Board changes as may be deemed necessary in the salary and wage schedules for regular and substitute employees, as well as major changes in work schedules.
12. He/she shall, with the assistance of the Business Manager, prepare an annual detailed budget which will be presented to the Board.
13. He/she shall make final recommendations to the Board relative to purchasing equipment and supplies and any other matters vital to the successful operation of the district's schools.
14. He/she shall make final recommendations to the Board for improvements, alterations, renovations, and additions to all facilities and grounds.
15. He/she shall have authority to make expenditures within the approved tentative and final budgets. He/she or the Business Manager must sign all requisitions authorizing expenditures of school funds.
16. He/she shall represent the district at appropriate public and private functions, such as the legislature, business and fraternal groups, meetings of area school districts, conventions, the South Dakota Department of Education and the South Dakota High School Activities Association.
17. He/she shall supervise the completion of reports required by the State of South Dakota, United States of America and other governmental agencies.
18. He/she shall initiate and maintain contact with other agencies and individuals, including legislators representing the district and other governmental agencies at the municipal, county, state, and federal levels.
19. He/she shall keep abreast of current educational trends including but not limited to reading, attendance at workshops and/or summer school, conventions, short courses, school visitations and other appropriate staff development activities.
20. He/she shall notify the president of the Board when it is necessary during the school year for him/her to be absent from the city for more than one week at a time.
21. He/she shall delegate, in case of his/her absence, emergency administrative duties and responsibilities to a responsible administrator.
22. He/she shall have the authority to suspend employees with or without pay pending Board action.

	Huron School District #2-2	Code: CCA
	Policies and Regulations	Recruitment and Appointment of Superintendent

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

The appointment of a Superintendent is a function of the Board. The Board will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will provide prospective applicants with a written list of the qualifications candidates should have before making application for the position.

Following the screening of applicant credentials, the Board will invite the most desirable applicants for a personal interview.


A majority vote of the Board at a properly noticed meeting is required for the appointment of the Superintendent.

	Huron School District #2-2	Code: CCB
	Policies and Regulations	Superintendent's Contract .. Compensation & Benefits

SUPERINTENDENT CONTRACT .. COMPENSATION AND BENEFITS

The appointment of the Superintendent will be secured through an explicit contractual agreement which shall state the term of the contract, compensation, and other benefits, including vacation period and other conditions of employment. The contract will meet all state requirements and will protect the rights of both the Board and the Superintendent.

The salary of the Superintendent, additional benefits, including group life and health insurance, participation in tax-sheltered annuity programs, retirement programs, as well as vacation entitlement, and other leave will be determined at the time of his or her appointment (or reappointment) and shall be part of the Superintendent's written contract.

	Huron School District #2-2	Code: CCC
	Policies and Regulations	Superintendent Evaluation .. Operating Principles

SUPERINTENDENT EVALUATION – OPERATING PRINCIPLES

A comprehensive superintendent evaluation must ensure that the superintendent is providing district-wide leadership to improve teaching and learning that increases achievement and promotes success for all students.

Evaluations will be completed at least 2 times per year for the first three years within the district and then may be less frequently as determined by the Board.

The District evaluation plan requires the superintendent to set professional goals. All professional goals are to align with the domains described in this policy.

Domain 1. Shared Vision

The Superintendent is the educational leader who promotes the academic, social and emotional growth of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the Board, the schools and the community. Functions include:

- Develop and implement a shared vision and mission
- Collect and use multiple sources of data to determine accountability for the district while identifying goals, assessing organizational effectiveness and promoting organizational learning
- Create and implement plans to achieve goals
- Promote and demonstrate continuous and sustainable improvement
- Monitor and evaluate progress and revise plans

Domain 2. Culture of Learning

The Superintendent is an educational leader who promotes the growth of all students by advocating, nurturing, sustaining a school culture and strong community while maintaining and instructional program that is conducive to student learning and staff professional and personal growth. Functions include:

- Nurture and sustain a culture of collaboration, trust, learning and high expectations
- Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program
- Create a personalized and motivating learning environment for all students
- Use data to determine needs and oversee provision of quality professional development to meet district needs
- Develop the instructional and leadership capacity of staff
- Promote the use of the most effective and appropriate technologies to support teaching and learning
- Monitor and evaluate the impact of the instructions program

Domain 3. Leadership/Management

The Superintendent is an educational leader who promotes the growth of all students by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- Manage district budget, facilities and staff
- Monitor and evaluate the management and operational systems
- Obtain, allocate, align and efficiently utilize human, fiscal, and technological resources
- Promote and protect the welfare and safety of students and staff
- Develop the capacity for distributed leadership
- Ensure teacher and organizational time is focused to support quality instruction and student learning using research based criteria supported by multiple measureable data sources

	Huron School District #2-2	Code: CCC
	Policies and Regulations	Superintendent Evaluation .. Operating Principles

Domain 4. Family and Community

The superintendent is an educational leader who promotes the growth of all students by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources. Functions include:

- Collect and analyze data and information pertinent to the educational environment
- Promote understanding, appreciation, and use of the community’s diverse cultural, social and intellectual resources
- Build and sustain positive relationships with families and caregivers
- Build and sustain productive relationships with community partners
- Provide opportunities for personal and professional growth for those involved in the educational system
- Develop district goals that reflect the community’s highest hopes for its schools and the success of all students

Domain 5. Ethics

The Superintendent is an educational leader who promotes the growth of all students by acting with integrity, fairness, and in an ethical manner. Functions include

- Conduct oneself in an ethical, fair, trustworthy and professional manner
- Establish practices to promote personal, physical and emotional health
- Demonstrate respect for diversity in students, staff and programs
- Safeguard the values of democracy and equity
- Consider and evaluate the potential moral and legal consequences of decision-making
- Promote social justice and ensure that individual student needs guide all aspects of schooling

Domain 6. Societal Context

The Superintendent is an educational leader who promotes the growth of every student by understanding, responding to, and influencing the political, social, economic, legal and cultural context. Functions include:

- Advocate for children, families and caregivers
- Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning
- Provide leadership for defining superintendent and board roles, mutual expectations
- Knows and supports the district school improvement plan and accurately reports progress on goals
- Maintains a working knowledge of district and school improvement goals and continually evaluates and modifies goals as needed

Domain 7. Essential Functions

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of the Superintendent include the following:

- Reading, writing, hearing, listening, and speaking effectively with the ability to analyze data
- Handle stressful situations and resolve conflict
- Adapt to increasing responsibilities as assigned by the Board or required by state and/or federal law
- Understand the purpose of evaluations as a process for personal and professional growth



LINES OF AUTHORITY AND STAFF RELATIONS

All personnel employed by the Board will be responsible to the Board through the Superintendent. The Board expects that the Superintendent will establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes; however, all personnel will have the right to appeal any decisions made by an administrative officer in accordance with the approved grievance procedures.

Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the district's programs and operations, the lines represent avenues for a two-way flow of ideas.



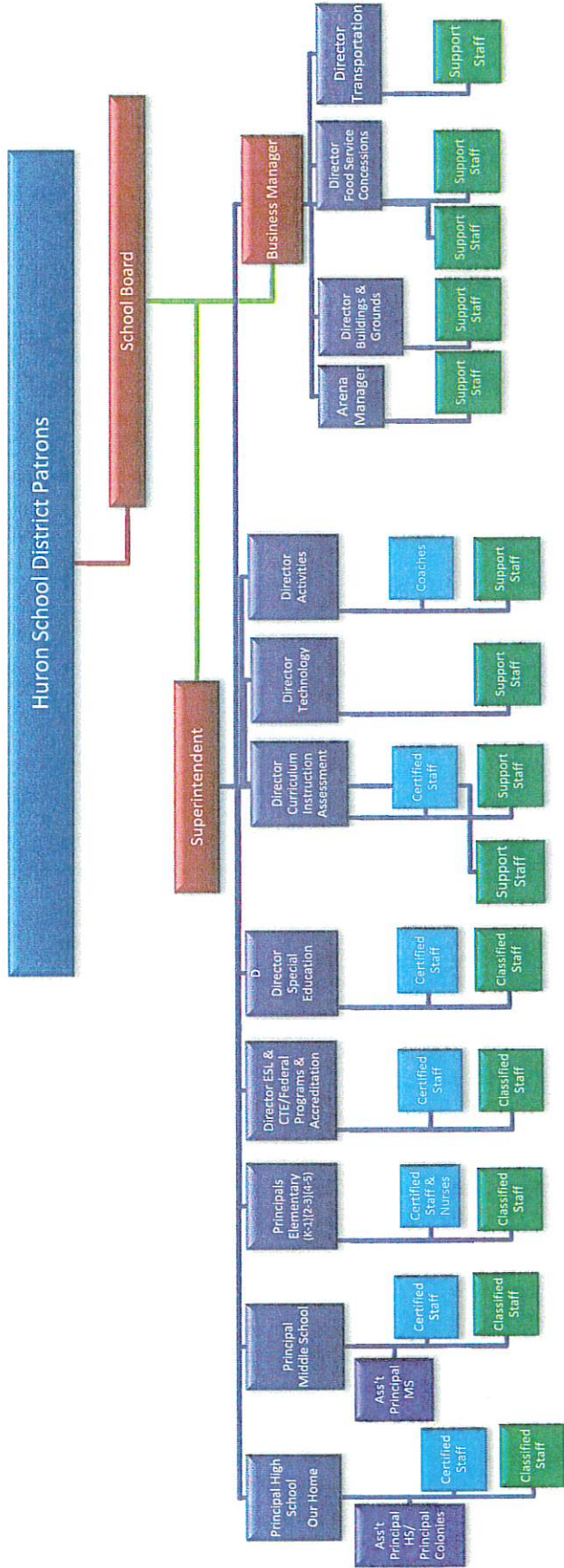
Huron School District #2-2

Policies and Regulations

Code:

CDB Organizational Chart

Organizational Chart





Huron School District #2-2

Policies and Regulations

Code: CDC
School Building
Administration

SCHOOL BUILDING ADMINISTRATION

Acting with the approval of the Superintendent and upon the advice of central office administrators, each Principal will be the chief administrator of his or her school. All personnel assigned to his or her building will be directly responsible to the Principal. Staff members who work in more than one school will be responsible to the Principal of the school during the time they are working in his building.

The Principal is charged with the supervision and direction of the staff and the students assigned to his or her building, and with care of the school facility and its equipment. The Principal will see that the policies and regulations of the district, the directives of its officers, and the guidelines for the instructional program are observed. Within the framework of Board policies and regulations set by the Superintendent, the Principal may establish and enforce such regulations as he or she deems advisable for the efficient operation of his or her school.



Huron School District #2-2

Policies and Regulations

Code: CD
Administrative
Organization Plan

ADMINISTRATIVE ORGANIZATION PLAN

The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or best practice. The organization must allow the schools opportunities to address their particular needs and improve existing programs.

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person through the approved organizational structure.

The organizational structure approved by the Board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision-making processes.

The Superintendent will be responsible for keeping the administrative structure of the school district up to date with the changes in goals, curriculum, instructional arrangements, and school services, and will recommend revisions in the structure as necessary to the Board.



School Resource Officer

Cooperation between school personnel, law enforcement officers, parents, and other community agencies is essential for maintaining a safe environment in the school district. To assist in providing a safe environment, a school resource officer--provided by the Huron Police Department--will be utilized. School and law enforcement personnel will take into consideration the interest of protecting the community and maintaining a safe environment while protecting the rights of the individuals as the responsibilities of the SRO are carried out (i.e., the Family Educational Rights, and Privacy Act—Federal Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPPA), etc.).


Specific duties and responsibilities of the SRO

Duties and responsibilities will include, but are not limited to, the following:

- assisting in conducting education in crime prevention programs throughout the district;
- monitoring traffic activity before, during, and after school;
- assisting school administrators in monitoring the security and safety of the school campus to include the parking lots;
- initiating crime reports and conduct follow-up investigation;
- conducting classroom presentations throughout the district;
- working with school attendance personnel and the school's truant officer to reduce the number of truant students in the schools;
- working with department of social services, guidance personnel, and other agencies to investigate child abuse and child neglect cases brought to their attention;
- working with parents, guidance counselors, other school staff, and other community agencies to provide service and counseling to students;
- working with other officers and school staff to provide supervision at extra-curricular activities with the activities director.

Duties which are not the responsibility of the SRO are as follows:

- acting as school crossing guards,
- transporting of students,
- administering school discipline,
- acting as a substitute teacher or other staff member,
- monitoring of lunchrooms, or
- enforcing of non-law-related school policies.

	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.



POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. Consequently, it is assumed that all Board employees and students will willingly carry them out.

There are activities that are common to all departments and school levels but procedures for conducting them may vary from unit to unit. Principals and department heads will establish procedures for conducting activities within their individual units within the larger framework of administrative regulations and Board policies.



Huron School District #2-2

Policies and Regulations

Code: CHA Regulations
and Policy
Dissemination

REGULATIONS AND POLICY DISSEMINATION

The Superintendent will establish and maintain an orderly plan for making policies and regulations known to all staff members, students and the public. A policy or regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

The Superintendent will also provide easy access to an up-to-date collection of Board policies and regulations for all employees of the school district, members of the Boards and the community at large. This may be a current reference document on the School Board page on the district website.



Huron School District #2-2

Policies and Regulations

Code: CH
Development of
Regulations

DEVELOPMENT OF REGULATIONS

The Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the local school district will be operated.

These required actions and detailed arrangements will constitute the administrative regulations governing the school district. They must be in every respect consistent with the policies adopted by the Board.

In the absence of policy, the Superintendent is authorized by the Board to establish regulations as needed. Should the Board consider it necessary, policy will be developed thereafter.

The Board itself will formulate and adopt regulations only when required by law, and/or when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff reaction.



Huron School District #2-2

Policies and Regulations

Code: CI
Student Handbooks and
Directories

Student Handbooks and Directories

Building principals will be the administrators responsible for developing, updating, and utilizing a student handbook which stipulates specific rules and regulations concerning procedures for the building, all in accordance with written district policies. Student handbooks will contain procedures which provide guidelines for the operation of the building (as they pertain to students) and will include procedures regarding attendance, grading, homework, and student discipline. A student handbook will be kept on file in the office of the building principal. Parents and students are encouraged to consult the student handbook and/or the building principal when questions and concerns arise regarding school rules and regulations.

Student handbooks will be received by the board by the first meeting in June and adopted by the Board no later than the July Board Meeting. It will then become part of district practices and procedures.



Section C: General School Administration

CA	Administration Goals
CB	Code of Ethics
CC	Qualifications and Duties of Superintendent
CCA	Recruitment and Appointment of Superintendent
CCB	Superintendent Contract – Compensation and Benefits
CCC	Superintendent Evaluation – Operating Principles
CD	Administrative Organization Plan
CDA	Lines of Authority and Staff Relations
CDB	Organizational Chart
CDC	School Building Administration
CE	School Resource Officer
CG	Policy Implementation
CGC	Title I Comparability Assurances
CH	Development of Regulations
CHA	Regulations Dissemination
CI	Student Handbooks and Directories

PROPOSED
SECTION C
POLICIES



**SECTION C - GENERAL SCHOOL ADMINISTRATION
POLICY REVIEW
2024**

CHANGE LOG

1. CA - Administration Goals – updated format
2. CB - Code Of Ethics Public Office And Public Employment – updated format
3. CBA - Superintendent Job Description – adopt new policy replacing original CC policy
4. CCA - Recruitment And Appointment Of Superintendent– retire policy, adopt CBB
5. CBB - Recruitment And Appointment Of Superintendent – new policy replacing CCA
6. CCB - Superintendents Contract Compensation And Benefits – retire policy, adopt CBC
7. CBC - Superintendent Contract Compensation And Benefits – new policy replacing CCB
8. CBG - Superintendent Evaluation – new policy
9. CC - Administrative Organization Plan – new policy, old CC policy recoded to CBA
10. CCB - Lines Of Authority And Staff Relations - adopt new policy replacing CDA
11. CCC - Superintendent Evaluation – retire policy, adopt CBG
12. CDA - Lines Of Authority And Staff Relations – retire policy, adopt CCB
13. CD - Management Team – new policy
14. CDB - Organizational Chart – no change
15. CDC - School Building Administration – retire policy, adopt CF
16. CE - Administrative Councils, Cabinets, And Committees – new policy
17. CEA - School Resource Officer – update format, change code
18. CF - School Building Administration – adopt new policy replacing CDC
19. CGC - Title I Comparability Assurances – update format and revised date
20. CG - Policy Implementation – retire policy, adopt CH
21. CH - Policy And Regulation Implementation – adopt new policy replacing CG
22. CHA - Regulations And Policy Dissemination – update format
23. CHD - Administration In Absence Of Policy Or Regulation – new policy
24. CI - Student Handbooks And Directories – update format
25. CK - Program Consultants – new policy
26. CM - School District Annual Report – new policy



Priority Objectives of Board Operations

The purpose of school administration is to help create and foster an environment in which pupils can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruction and to higher student motivation and achievement.

The Board will rely on its Superintendent of Schools to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization will be such that all schools are part of a single system subject to the policies set forth by the Board and implemented through a single Superintendent. Within district policies and regulations, principals will be responsible and accountable for the administration of their respective schools.

Major goals of administration in the district will be:

1. To manage the district's various units and programs effectively.
2. To provide professional advice and counsel to the Board and to any advisory groups established by Board action.
3. To implement the management function through a team management approach so as to assure the best and most effective learning programs through achieving such sub-goals as:
 - a. providing leadership in keeping abreast of current educational developments;
 - b. arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs;
 - c. coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials;
 - d. providing access to the decision making process for the ideas of staff, students, parents and others.



CODE OF ETHICS

The following is the Code of Ethics for Professional Administrators. SDCL 24:11:03:01

- (1) Make the well-being of the students the basis of decision making and action;
- (2) Enforce and obey local, state, and national rules and laws in the performance of duties;
- (3) Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, gross immorality, illegal drugs, or use of misleading or false statements;
- (4) Respect the civil rights of those with whom the administrator has contact in the performance of duties;
- (5) Interpret, accurately represent, and implement the policies and administrative regulations of the appropriate educational governing board;
- (6) Distinguish personal politics, attitudes, and opinions from stated policies of the appropriate educational governing board;
- (7) Fulfill professional responsibilities with honesty and integrity;
- (8) Maintain professional relationships which are free from vindictiveness, willful intimidation, and disparagement;
- (9) Safeguard confidential information;
- (10) Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors, and services made or withheld;
- (11) Avoid preferential treatment and conflicts of interest;
- (12) Honor all contracts until fulfillment, release, or dissolution by mutual agreement of all parties;
- (13) Apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications;
- (14) Accurately represent personal qualifications and the evaluations and recommendations of others;
- (15) Cooperate with authorities regarding violations of the codes of ethics of the South Dakota Professional Administrators Practices and Standards Commission and the South Dakota Professional Teachers Practices and Standards Commission.



CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:01

Obligations to students. In fulfilling their obligations to the students, educators shall act as follows:

- (1) Not, without just cause, restrain students from independent action in their pursuit of learning;
- (2) Not, without just cause, deny to the students access to varying points of view in the classroom;
- (3) Present subject matter for which they bear responsibility without deliberate suppression or distortion;
- (4) Make a reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, physical and emotional well-being, health, and safety;
- (5) Conduct professional business in such a way that they do not expose the students to unnecessary intimidation, embarrassment, or disparagement;
- (6) Accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping condition, national origin, or ethnic background;
- (7) Maintain professional relationships with students without exploitation of a student for personal gain or advantage;
- (8) Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- (9) Maintain professional relationships with students in a manner which is free of vindictiveness, recrimination, and harassment.



Huron School District #2-2

Policies and Regulations

CODE: CB
CODE OF ETHICS PUBLIC OFFICE &
POLICY EMPLOYMENT

CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:02

Obligations to the public. In fulfilling their obligations to the public, educators shall act as follows:

- (1) Take precautions to distinguish between their personal views and those of the local school district or governing body;
- (2) Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
- (3) Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
- (4) Not exploit the local school district or governing body for public or personal gain;
- (5) Not exploit the local school district or governing body to promote political candidates or partisan political activities;
- (6) Neither accept nor offer any gratuities, gifts, services, or things of value that impair professional judgment, offer special advantage, or provide personal benefit;
- (7) Engage in no act that results in a conviction;
- (8) Commit no act of moral turpitude or gross immorality; and
- (9) Not misuse or abuse school equipment or property.




CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:03

Obligations to the profession. In fulfilling their obligations to the profession, educators shall act as follows:

- (1) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- (2) Maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
- (3) Discuss professional matters concerning colleagues in a professional manner;
- (4) Accept a position or responsibility only on the basis of professional preparation and legal qualifications;
- (5) Adhere to the terms of a contract or appointment unless the contract has been altered without the consent of the affected parties, except as provided by law, legally terminated, or legally voided;
- (6) Use sound professional judgment in delegating professional responsibilities to others;
- (7) Not interfere with the free participation of colleagues in the affairs of their associations;
- (8) Not use coercive or threatening means in order to influence professional decisions of colleagues;
- (9) Not knowingly misrepresent their professional qualifications;
- (10) Not knowingly distort evaluation of colleagues;
- (11) Not criticize a colleague before students, except as unavoidably related to an administrative or judicial proceeding;
- (12) Cooperate with authorities and the commissions regarding violations of the codes of ethics of the South Dakota Professional Teachers Practices and Standards Commission and the Professional Administrators Practices and Standards Commission;
- (13) Perform duties in accordance with local, state, and federal rules and laws.

	Huron School District #2-2	CODE: CBA SUPERINTENDENT JOB DESCRIPTION
	Policies and Regulations	

TITLE: Superintendent

JOB GOAL: To provide district-wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

QUALIFICATIONS: 1. Three years experience in teaching and three years experience in school administration, totaling at least six years.

2. An earned Master’s Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master’s Degree.

3. A valid teaching certificate issued by the South Dakota Board of Education Standards with a Superintendent endorsement.

4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: South Dakota Board of Education Standards

SUPERVISES: Directly or indirectly, every district employee.

CLASSIFICATION: Exempt

PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES

1. Shared Vision

The superintendent is an educational leader who promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. Functions include:

- A. Develop and implement a shared vision and mission;
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
- C. Create and implement plans to achieve goals;
- D. Promote continuous and sustainable improvement;
- E. Monitor and evaluate progress and revise plans.



2. Culture of Learning

The superintendent is an educational leader who promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. Functions include:

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations;
- B. Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program;
- C. Create a personalized and motivating learning environment for students
- D. Use data to determine needs and oversee provision of quality professional development to meet district needs;
- E. Use data to monitor the assessment and accountability systems to assure student progress;
- F. Develop the instructional and leadership capacity of staff;
- G. Promote the use of the most effective and appropriate technologies to support teaching and learning;
- H. Monitor and evaluate the impact of the instructional program.

3. Leadership/Management

The superintendent is an education leader who promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- A. Manage district budget, facilities and staff;
- B. Monitor and evaluate the management and operational systems;
- C. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources;
- D. Promote and protect the welfare and safety of students and staff;
- E. Develop the capacity for distributed leadership;
- F. Ensure teacher and organizational time is focused to support quality instruction and student learning.



Huron School District #2-2

Policies and Regulations

CODE: CBA
SUPERINTENDENT JOB
DESCRIPTION

4. Family and Community

The superintendent is an educational leader who promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources. Functions include:

- A. Collect and analyze data and information pertinent to the educational environment;
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources;
- C. Build and sustain positive relationships with families and caregivers;
- D. Build and sustain productive relationships with community partners.

5. Ethics

The superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness, and in an ethical manner. Functions include:

- A. Conduct oneself in an ethical, fair, trustworthy and professional manner;
- B. Establish practices to promote personal, physical and emotional health;
- C. Demonstrate respect for diversity in students, staff and programs;
- D. Safeguard the values of democracy and equity;
- E. Consider and evaluate the potential moral and legal consequences of decision-making;
- F. Promote social justice and ensure that individual student needs guide all aspects of schooling.

6. Societal Context

The superintendent is an educational leader who promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context. Functions include:

- A. Advocate for children, families, and caregivers;
- B. Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning;
- C. Provide leadership for defining superintendent and board roles, mutual expectations, procedures for working together, and formulating appropriate district policies;



Huron School District #2-2

Policies and Regulations

CODE: CBA
SUPERINTENDENT JOB
DESCRIPTION

D. Knows and supports the district school improvement plan and accurately reports progress on goals.

7. Essential Functions

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of the superintendent include the following:

- A. Reading, writing, hearing, listening, and speaking effectively with the ability to analysis data;
- B. The ability to sit and stand for periods of time, have use of hands, the ability to climb and other postures that may be required as duties are assigned;
- C. Specific vision abilities required by this job include close vision, distant vision and depth perception;
- D. Be able to occasionally lift/move items weighing up to 40 pounds;
- E. Must hold a valid drivers license and be able to drive to school locations and events;
- F. The position regularly requires evening and weekend work;
- G. The position deals with noise levels that of a typical school office and building setting;
- H. The position regularly requires the ability to handle stressful situations and resolve conflict.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and in not an exhaustive list of the duties performed for this position.

8. Other Duties

The superintendent performs these and other duties as may be assigned by the board, both consistent with local board policies and South Dakota Codified Law.


TERMS OF EMPLOYMENT:

Twelve months a year. Salary and benefits to be set by the board.


EVALUATION:

Performance of this job will be evaluated in accordance with board policy, based on performance indicators and/or progress on annual superintendent goals as set by the superintendent and board.

Approved by: _____ Date: _____

	Huron School District #2-2	CODE: CBA SUPERINTENDENT JOB DESCRIPTION
	Policies and Regulations	

Notes: This sample superintendent job description is one resource in a collection of materials developed jointly by Associated School Boards of South Dakota and School Administrators of South Dakota with the help of an advisory panel of school superintendents.

	Huron School District #2-2	CODE: CBB RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT
	Policies and Regulations	


The appointment of a Superintendent is a function of the Board. The Board will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will provide prospective applicants with a written list of the qualifications candidates should have before making application for the position.

Following the screening of applicant credentials, the Board will invite the most desirable applicants for a personal interview.

A vote of the majority of the Board at a meeting for which due notice has been given of the intended action will be required for the appointment of the Superintendent.

	Huron School District #2-2	CODE: CBC SUPERINTENDENT CONTRACT/COMPENSATION & BENEFITS
	Policies and Regulations	

The appointment of the Superintendent will be secured through an explicit contractual agreement which shall state the term of the contract, compensation and other benefits, including vacation period, and other conditions of employment. The contract will meet all state requirements and will protect the rights of both the Board and the Superintendent.

The salary of the Superintendent, additional benefits, including group life and health insurance, participation in tax-sheltered annuity programs, retirement programs, as well as vacation entitlement, and other leave will be determined at the time of his or her appointment (or reappointment) and will be part of the Superintendent written contract.



OPERATING PRINCIPLES

A comprehensive superintendent evaluation process must:

1. Link to academic, social and emotional growth for all students in the system.

- Rationale: Accountability must include multiple measurers of whole student learning.

2. Recognize the importance of a superintendent's work in the moral dimensions of leadership to facilitate a better quality of life for all groups, both inside the school community and in the greater community.

- Rationale: The larger work of the superintendent is about shaping the future of the community and having a positive effect on people's lives.


3. Provide criteria reflective of professional standards for superintendents which is from multiple sources and is legal, feasible, accurate and useful.

- Rationale: Standards of any kind are only effective if they meet suitability, utility, feasibility and accuracy measures

4. Provide opportunities for personal and professional growth.

- Rationale: Evaluation processes must address the whole person and be oriented toward continuous improvement.

5. Be ongoing and connected to district/school improvement goals.

	Huron School District #2-2	CODE: CBG SUPERINTENDENT EVALUATION
	Policies and Regulations	

- Rationale: An evaluation is a process, not a once a year conversation, and must be embedded in district’s goals and school improvement plans.

6. Connect the district’s goals with its publics’ vision for their schools.

- Rationale: Goals cannot be developed in isolation; district goals must reflect the community’s highest hopes for its public schools and students.

7. Be intended to improve performance, not to prove incompetence.

- Rationale: An effective evaluation process is established on a spirit of providing feedback for growth, not on finding evidence of shortcomings.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of the Superintendent constitutes personnel information and is not open to inspection or copying. The Board’s evaluation of the Superintendent will be conducted in executive session.



RECOMMENDED TIMELINES FOR SUPERINTENDENT EVALUATION

June or July

1. Board and superintendent review superintendent job description and evaluation process, forms, indicators, timelines and possible supporting documents, information and data to be used to measure performance.
2. Superintendent creates goals based on district goals, which are measurable and doable in 12-months. The goals are mutually agreed to by the board/superintendent and shared with staff.
3. Board President and superintendent review evaluation process and forms with new board members following the election.

December

1. Superintendent makes interim progress reports to the board on district goals and superintendent goals.
2. Superintendent may complete a self-assessment with supporting documents to be provided to the board.

December or January

1. Individual board members complete evaluation forms and bring the forms to the board's evaluation session.

January

1. Board members meet to discuss their evaluations and develop the board's official written document(s) that will be shared with the superintendent following the meeting.
2. The board's official evaluation document(s) is shared, clarified and discussed with the superintendent at a special board meeting. Changes to the evaluation may be made as a result of the discussions.
3. A copy of the final written evaluation form is placed in the superintendent's personnel folder.

May or June

1. Superintendent reports progress on district and superintendent goals.



Huron School District #2-2

Policies and Regulations

CODE: CC
ADMINISTRATIVE
ORGANIZATION PLAN

The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The organization must allow the schools opportunities to address their particular needs and improve existing programs.

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person through the approved organizational structure.

The organizational structure approved by the Board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision making processes.

The Superintendent will be responsible for keeping the administrative structure of the school district up to date with the changes in goals, curriculum, instructional arrangements, and school services, and will recommend revisions in the structure as necessary to the Board.



Huron School District #2-2

Policies and Regulations

CODE: CCB
LINES OF AUTHORITY AND
STAFF RELATIONS

All personnel employed by the Board will be responsible to the Board through the Superintendent. The Board expects that the Superintendent will establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decisions made by an administrative officer in accordance with the approved grievance procedures.

Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the district's programs and operations, the lines represent avenues for a two-way flow of ideas.



Huron School District #2-2

Policies and Regulations

CODE: CD
MANAGEMENT TEAM

The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.

MANAGEMENT TEAM DEFINITIONS

For the purposes of this policy, the terms herein shall have the following definitions:

1. Management Team Concept:

A means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.

2. Management Team:

A team composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for formulating district policies or administering district programs; and in addition:

- a) recommend employment, transfer, suspension, discharge, layoff, recall; promotion, assignment, compensation, or discipline of employees;
- b) direct and supervise other employees;
- c) evaluate employees; and
- d) adjust complaints.

3. Management Employees:

A term which refers to those members of the Management Team.

MANAGEMENT TEAM OBJECTIVES

The objectives of the district's Management Team are:

1. to provide input into all policies, which directly affect management employees in the administration of the school district by:



Huron School District #2-2

Policies and Regulations

CODE: CD
MANAGEMENT TEAM

- a) assisting in the development of the educational goals and objectives of the district;
- b) applying all available knowledge to the improvement of district services;
- c) providing input into the development of district and department financial plans and budgets;
- d) providing input into the labor relations policies and practices of the district;
- e) evaluating proposals made by other employees and making recommendations on the district's response;
- f) providing open and frequent communication among members of the Team.

2. to provide a means of addressing the economic and welfare concerns of management employees including:

- a) position description;
- b) evaluation;
- c) salaries and fringe benefits;
- d) promotion; and
- e) assignment and transfer.

The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide:

1. That the Management Team meetings will include:

- a) all management employees;
- b) representatives reflective of all management employee positions; and
- c) on occasion, all management employees

2. That the Management Team shall address itself to:

- a) appropriate concerns identified by the Superintendent;
- b) appropriate concerns identified by any member of the Team; and
- c) appropriate concerns mutually identified by a consensus of the members of the Team.



Huron School District #2-2

Policies and Regulations

CODE: CD
MANAGEMENT TEAM

3. That the concerns of the Management Team will include but not be limited to:
 - a) the district budget;
 - b) the district curriculum;
 - c) personnel management;
 - d) welfare of management employees.
4. That the Management Team will meet as determined by the administration:
5. That actions of all members of the Management Team be consistent with professional and ethical standards as adopted by professional management associations.



Huron School District #2-2

Policies and Regulations

CODE: CE
ADMINISTRATIVE COUNCILS,
CABINETS AND COMMITTEES

The Superintendent may develop and lead such permanent and temporary councils, cabinets and committees as he or she deems necessary for proper administration of the school district program.

The groups established or authorized by the Superintendent may be ad hoc (for the purpose of studying a particular issue) or may be commissioned to assist in a broad range of studies. Groups will be advisory in nature and will be subject to the same general guidelines on research, and release of information as established for groups advisory to the Board.



School Resource Officer

Cooperation between school personnel, law enforcement officers, parents, and other community agencies is essential for maintaining a safe environment in the school district. To assist in providing a safe environment, a school resource officer--provided by the Huron Police Department--will be utilized. School and law enforcement personnel will take into consideration the interest of protecting the community and maintaining a safe environment while protecting the rights of the individuals as the responsibilities of the SRO are carried out (i.e., the Family Educational Rights, and Privacy Act—Federal Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPPA), etc.).

Specific duties and responsibilities of the SRO

Duties and responsibilities will include, but are not limited to, the following:

- assisting in conducting education in crime prevention programs throughout the district;
- monitoring traffic activity before, during, and after school;
- assisting school administrators in monitoring the security and safety of the school campus to include the parking lots;
- initiating crime reports and conduct follow-up investigation;
- conducting classroom presentations throughout the district;
- working with school attendance personnel and the school's truant officer to reduce the number of truant students in the schools;
- working with department of social services, guidance personnel, and other agencies to investigate child abuse and child neglect cases brought to their attention;
- working with parents, guidance counselors, other school staff, and other community agencies to provide service and counseling to students;
- working with other officers and school staff to provide supervision at extra-curricular activities with the activities director.

Duties which are not the responsibility of the SRO are as follows:

- acting as school crossing guards,
- transporting of students,
- administering school discipline,
- acting as a substitute teacher or other staff member,
- monitoring of lunchrooms, or
- enforcing of non-law-related school policies




Huron School District #2-2

Policies and Regulations

CODE: CF
SCHOOL BUILDING
ADMINISTRATION

Acting with the approval of the Superintendent and upon the advice of central office administrators, each Principal will be the chief administrator of his or her school. All personnel assigned to his or her building will be directly responsible to the Superintendent. Staff members who work in more than one school will be responsible to the Principal of the school during the time they are working in his building.

The Principal is charged with the supervision and direction of the staff and the students assigned to his or her building, and with care of the school facility and its equipment. The Principal will see that the policies and regulations of the district, the directives of its officers, and the guidelines for the instructional program are observed. Within the framework of Board policies and regulations set by the Superintendent, the Principal may establish and enforce such regulations as he or she deems advisable for the efficient operation of his or her school.

	Huron School District #2-2	CODE: CGC
	Policies and Regulations	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.



Huron School District #2-2

Policies and Regulations

CODE: CH
POLICY AND REGULATION
IMPLEMENTATION

The Superintendent is responsible for carrying out the policies and regulations approved by the Board.

Regulations are the detailed requirements governing the school and through which the school district will operate. The regulations must be in every respect consistent with the policies adopted by the Board.

All new regulations intended to be implemented by the Superintendent shall, to the maximum extent possible under the circumstances, be submitted to the Board of Education prior to implementation, and if not so possible then within thirty (30) days of implementation.

All existing regulations implemented by the Superintendent, not previously approved by the Board of Education, shall be submitted to the Board for review within a timeframe as determined by the Board.

The policies developed by the Board and the regulations developed to implement policy are designed to promote an effective and efficient school system. Board members, school district employees and students, volunteers, guests and vendors are required to comply with all school board policies and regulations.

Policies and regulations adopted by the Board are public documents.



Huron School District #2-2

Policies and Regulations

CODE: CHA
REGULATIONS AND
POLICY DISSEMINATION

REGULATIONS AND POLICY DISSEMINATION

The Superintendent will establish and maintain an orderly plan for making policies and regulations known to all staff members, students and the public. A policy or regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

The Superintendent will also provide easy access to an up-to-date collection of Board policies and regulations for all employees of the school district, members of the Boards and the community at large. This may be a current reference document on the School Board page on the district website.




Huron School District #2-2

Policies and Regulations

CODE: CHD
ADMINISTRATION IN
ABSENCE OF POLICY OR
REGULATION

In the absence of a Board policy or regulation which addresses a situation, the Superintendent may take temporary action to address the situation. The action taken must be reasonably consistent with existing board policies and regulations. The Superintendent is prohibited from taking any action which involves a duty of the Board that by law cannot be delegated.

In each case in which the Superintendent takes temporary action, it will be presented to the Board for its consideration at its next meeting.

	Huron School District #2-2	CODE: CI
	Policies and Regulations	STUDENT HANDBOOKS AND DIRECTORIES

Student Handbooks and Directories

Building principals will be the administrators responsible for developing, updating, and utilizing a student handbook which stipulates specific rules and regulations concerning procedures for the building, all in accordance with written district policies. Student handbooks will contain procedures which provide guidelines for the operation of the building (as they pertain to students) and will include procedures regarding attendance, grading, homework, and student discipline. A student handbook will be kept on file in the office of the building principal. Parents and students are encouraged to consult the student handbook and/or the building principal when questions and concerns arise regarding school rules and regulations.

Student handbooks will be received by the board by the first meeting in June and adopted by the Board no later than the July Board Meeting. It will then become part of district practices and procedures



Huron School District #2-2

Policies and Regulations

CODE: CK
PROGRAM CONSULTANTS

In situations where knowledge and/or technical skills are needed that cannot be supplied by regular staff positions, technical and consultant assistance may be considered as one alternative for providing the desired service. The service may be provided consistent with budgetary appropriations.

All consultants will be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the school district. Any proposed contracts with consultants will be submitted to the Board for approval.

Consultants, whether temporary, part-time or full-time will exercise no administrative authority over the work of employees in the district, but will act only as advisers in those fields in which they are qualified to offer expert assistance.

All supervision of employees will be in the hands of those to whom such responsibility has been specifically delegated by the Superintendent.



Huron School District #2-2

Policies and Regulations

CODE: CM
SCHOOL DISTRICT
ANNUAL REPORT

An annual report covering the educational and financial activities of the school district will be prepared by the Business Manager, with the assistance of the Superintendent. The report will be presented to the Board for its approval.

Upon approval by the Board, the report will be filed for audit on or before August 1 with the Secretary of the South Dakota Department of Education.