

Mission: *To develop lifelong learners through effective teaching in a safe and caring environment.*

Vision: *Educational excellence for every child – setting the standard others aim for.*

AGENDA
BOARD OF EDUCATION – SPECIAL MEETING
Instructional Planning Center/Huron Arena
October 24, 2016
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 2	Early Release
November 7 & 8	2 nd /3 rd Grade Parent/Teacher Conferences 3:30 – 6:45
November 8 & 14	HMS Parent/Teacher Conferences 5:30 – 8:45
November 11	Veteran’s Day Holiday – No School
November 14	Board of Education Meeting – 5:30 p.m. – IPC
November 15 & 17	4 th /5 th Grade Parent/Teacher Conferences 3:30 – 6:45
November 21 & 22	Kindergarten/1 st Grade Parent/Teacher Conferences 3:30 – 6:45
November 23	Early Release
November 24 & 25	Thanksgiving Vacation – No School
November 28	Board of Education Meeting – 5:30 p.m. – IPC
December 6	HHS Parent/Teacher Conferences 5:30 – 8:45
December 7	Early Release
December 12	Board of Education Meeting – 5:30 p.m. – IPC
December 23	Parent/Teacher Comp Day – No School
December 26-30	Christmas Break – No School
6. **Community Input on Items Not on the Agenda**
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) **School Board Member John Halbkat – WR2017-40**
 - b) **School Board Member Garret Bischoff – WR2017-43**
 - c) **Director of Special Education Lori Wehlander – WR2017-44**
 - d) **Director of Special Education Lori Wehlander – WR2017-45**
8. **CONSENT AGENDA**

The Superintendent of Schools recommends approval of the following:

 - a) **Board Approval of New Hires**

As was mentioned previously, classified personnel and substitute teachers/classroom aides must be approved in order to be covered by our workers’ compensation plan.

 - 1) Myranda Mattke / TAP Classroom Leader & Site Coordinator Substitute / Classroom Leader \$17.02 per hour / Site Coordinator Sub \$31.09 per hour
 - 2) Trisha Jons / Substitute Teacher / \$100.00 per day

b) Contracts for Board Approval

- 1) Amy Lindquist / Revised Contract - Title 1 Teacher – JV & HT-74% / \$32,903
- 2) Terri Schlader / Revised Contract – HHS SPED Teacher-7th Class / \$54,741
- 3) Kari Eulberg / Revised Contract – HHS SPED Teacher-7th Class / \$49,447
- 4) Marietta Riedel / Revised Contract – HHS SPED Teacher-7th Class / \$65,676

c) Resignations for Board Approval

- 1) Betty Sparks / Food Service Satellite / 2 years

d) Intent to Apply for Grant Funding

Group Applying

Student Council

Contact Person

Jennifer Fuchs

Name of Award

Northwestern Energy Community Works

Name of Funder

Northwestern Energy

Amount to be Requested

\$1,000.00

Project Focus

Obtain financial help to defer some of the cost of state student council convention in Rapid City - leadership opportunities.

e) Intent to Apply for Grant Funding

Group Applying

Student Council

Contact Person

Jennifer Fuchs

Name of Award

Shopko Community Charitable Grant

Name of Funder

Shopko Foundation

Amount to be Requested

\$450.00

Project Focus

Assist with funds to support HS Trick or Treat Street

f) Intent to Apply for Grant Funding

Group Applying

8th Grade Career Class

Contact Person

Tammy Barnes

Name of Award

Cash for the Classroom

Name of Funder

Huron Area Education FCU

Amount to be Requested

\$200.00

Project Focus

Enriching educational experience of students

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

**9. CELEBRATE SUCCESSES IN THE DISTRICT:
CONGRATULATIONS:**

- Elisebeth Dickson for being named to the 2016 Girls All ESD Soccer Team.
- Marisa Robideau, Special Education Birth-3/Pre-School Handicapped Teacher on her marriage to Ian Kreckelberg.
- Win Storm and Baht Eh Khin for being named to the 2016 Boys All ESD Soccer Team.
- Vanya Munce for being awarded a \$500 grant from the Christen Hohm Lusk Foundation. The money will be used for Munce’s Math Nights.

THANK YOU TO:

- Huron Firefighters John Coughlin and Jared Sammons for bringing the ladder truck to the Washington 4-5 Center. The ladder on the truck was used to take pictures of the 4th and 5th graders along with faculty and staff as they connected hands around the school for Unity Day celebrated on Wednesday October 19th.
- Craig Lee for volunteering his time by bringing his drone to take pictures during the Unity Day activity at the Madison 2-3 Center.
- The district counseling staff for organizing a school wide recognition of National Unity Day- Encouraging staff and students to Be Unified for Kindness, Acceptance, and Inclusion!
- Officer Skorheim for presenting on pedestrian safety (3rd) and Halloween safety (2nd) at the Madison 2-3 Center.
- The Huron Fire Department for bringing the mobile classroom to present on fire safety for 2nd grade students at the Madison 2-3 Center.

10. REPORTS TO THE BOARD:

- a) **Classified Employee of the Month – Presented by Mr. Taplett**
Ann Fenske, Huron Middle School Office Secretary, has been selected as Classified Employee of the Month for October 2016. Nomination comments are included in this packet. Congratulations Ann!
- b) **Good News Report** – Buchanan K-1 Center – Peggy Heinz
- c) **Business Manager’s Report**
- d) **Superintendent’s Report**

11. OLD BUSINESS

- a) **Conflict Resolution Policy – 1st Reading**
- b) **Procurement Guide for Federal Awards – 1st Reading**

12. NEW BUSINESS

- a) **Coach Bus Bid**
- b) **Driver’s Education Analysis**
- c) **Amendment to SPED Comprehensive Plan**

13. CONSIDERATION AND APPROVAL OF BILLS – See attached list

14. ADJOURNMENT

REQUEST FOR SCHOOL BOARD WAIVER

Date: 9/27/16

Name of the school board member, school administrator or school business manager requesting the waiver: **John Halbkat, Board Member**

Brief explanation of the potential conflict of interest:

I am a member of the local Sertoma Club and a member of the Board of Directors. The Sertoma Club budgets financial grants to the Special Services Department.

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including: **no contracts or transactions exist**

(1) all parties to the contract

(2) the person's role in the contract or transaction

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

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

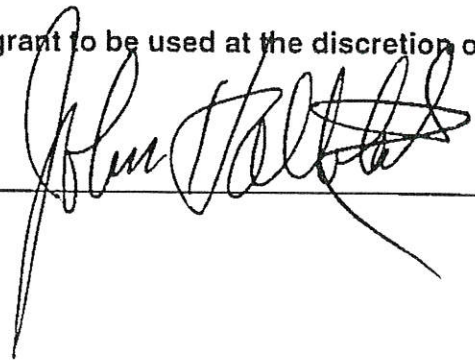
(5) the length of time of the contract

(6) any other relevant information

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

There is not conflict, this is a financial grant to be used at the discretion of the school district for children with special needs.

Signature of Person Requesting Waiver: _____



REQUEST FOR SCHOOL BOARD WAIVER

AH-E (1)

Date: 10/11/2016

Name of the school board member, school administrator or school business manager requesting the waiver: School Board Member Garret Bischoff

Brief explanation of the potential conflict of interest:

I serve on the Huron Community Foundation (HCF) Board

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including:

(1) all parties to the contract

The Huron School district has received grants from the HCF in the past, and may continue to do so in the future. HCF also has fundraisers which help fund their grants.

(2) the person's role in the contract or transaction

As a HCF board member we vote on how grant funds are distributed.

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

I have no contract with HCF.

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

None

(5) the length of time of the contract

I am in year 1 of a 3 year term.

(6) any other relevant information

None

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

The school district could only benefit from receiving grant funds from HCF.

Signature of Person Requesting

Waiver: 

THIS IS A PUBLIC DOCUMENT

REQUEST FOR SCHOOL BOARD WAIVER

AH-E (1)

Date: 10-12-16

Name of the school board member, school administrator or school business manager requesting the waiver: Lori Wehlander

Brief explanation of the potential conflict of interest: Serve on the Heartland Hands Birth - 3 Executive Board

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including: Two meeting a year to look at services provided and set yearly budget.

(1) all parties to the contract: Lori Wehlander and Heartland Hands Birth-3

(2) the person's role in the contract or transaction: Serve on Executive Board

(3) the purpose(s)/objective(s) of the contract: Services and set budget

(4) the consideration or benefit conferred or agreed to be conferred upon each party: 2 Board Meeting per year

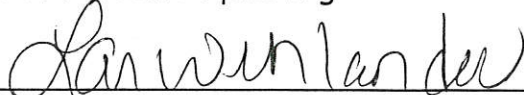
(5) the length of time of the contract: Fall 2014 to present

(6) any other relevant information

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

Opportunity to review Birth-3 services offered to Huron School District children.

Signature of Person Requesting

Waiver: 

REQUEST FOR SCHOOL BOARD WAIVER

AH-E (1)

Date: 10-12-16

Name of the school board member, school administrator or school business manager requesting the waiver: Lori Wehlander

Brief explanation of the potential conflict of interest: Serve on the SD CASE Executive Board - Treasurer

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including: Two meeting a year to look at services provided and set yearly budget.

(1) all parties to the contract: Lori Wehlander and SD CASE

(2) the person's role in the contract or transaction: Serve on Executive Board

(3) the purpose(s)/objective(s) of the contract: Services and set budget

(4) the consideration or benefit conferred or agreed to be conferred upon each party: 5 Board Meetings per year

(5) the length of time of the contract: Spring 2016 to present

(6) any other relevant information

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

Opportunity to work on state wide issues related to Special Education and represent the Huron School District.

Signature of Person Requesting

Waiver: Lori Wehlander

**Huron School District
New Hire Justification**

Date: 10-19-2016

Applicant Information

Applicant Name: Myranda Mattke

Address: 540 3rd St SE, Huron, SD 57350

Phone: (605) 350-1905

Education: K-8 Elementary Education w/ middle level and K-12 Gifted endorsement

Experience: Currently teaching 8th grade at Huron Middle School

References: Linda Pietz, Kendra Baltzer, Don Polaski

Reason for New Hire

New Position: n/a

Replacement: Adding TAP staff to reduce overtime expenses

Position Information

Department: TAP

Position: Classroom Leader and Site Coordinator Substitute

Supervisor: Sherri Nelson

Responsibilities: Implement after-school learning activities

Hours: Schedule varies - 3:30-6:00 pm

Hiring Information

Wages: Classroom Leader \$17.02/hr. Site Coordinator Sub \$31.09/hr.

Classification: Classified/Certified

Wage Justification: Pre-determined hourly rate

Start Date: October 24, 2016

Requested by: Sherri Nelson

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Amy Lindquist

October 13, 2016

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 32903** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/29/2016** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

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

BS
2016-2017 - 74% to Title 1 position at James Valley & Holy Trinity = 28 hours per week;

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

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

Witness my hand this 17th day of October 2016

Witness: [Signature]

Sign here: [Signature]
Teacher

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Terri Anderson-Schlader

October 14, 2016

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 54741** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/29/2016** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

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

MS
The above salary includes \$7,820.00 which is compensation for a 7th class taught both semesters during the 2016-17 school year and includes one hour of prep time daily outside of the current 8 hr day.;

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

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

Witness my hand this 13 day of Oct, 2016

Witness: P. Anderson-Schlader

Sign here: Terri Anderson-Schlader
Teacher

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Kari Eulberg

October 14, 2016

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of \$ 49447 for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning 8/29/2016 and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

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

BS

Hired 2013-14/BS No formal teaching experience. The above salary includes \$7,064.00 which is compensation for a 7th class taught both semesters during the 2016-17 school year and includes one hour of prep time daily outside of the current 8 hr day.;

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

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

Witness my hand this 19th day of October 2016

Witness: John Eulberg

Sign here: Kari Eulberg
Teacher

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Marietta Riedel

October 14, 2016

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 65676** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/29/2016** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

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

BS
The above salary includes \$9,382.00 which is compensation for a 7th class taught both semesters during the 2016-17 school year and includes one hour of prep time daily outside of the current 8 hr day.;

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

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

Witness my hand this 18 day of Oct. 2016

Witness: R. Olson

Sign here: Marietta Riedel
Teacher

10/14/16

I am resigning
as of October 31, 2016

Betty Sparks

PO Box 949
Huron, SD 57350
605-353-6992



Sherri Nelson
Director of Curriculum,
Instruction, and Assessment
Sherri.Nelson@k12.sd.us

INTENT TO APPLY FOR GRANT FUNDING --- Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 10/18/16 Group Applying: Student Council Contact Person: Jennifer Fuchs

Name of Grant/Award: Northwestern Energy Community Works

Name of Funder: Northwestern energy contact Person: Tom Glanzer

Amount to be Requested: \$1,000 Funder's Submission Due Date: _____

Project Focus: obtain financial help to defer some of the cost of State student council convention in Rapid city - leadership opportunities

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Be specific:

Please note:

- Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- The person or group applying will need to submit the following documentation to the curriculum and business offices:
 - A copy of the completed grant application.
 - If and when the grant is awarded, a copy of the award letter.
 - If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: [Signature] 10/18/16
Building/Department Administrator Date

Signature: [Signature] 10/19/16
Sherri Nelson, Director of Curriculum, Instruction & Assessment Date

Signature: [Signature] 10-20-16
Kelly Christopherson, Business Manager Date

Date Presented to School Board: _____

PO Box 949
Huron, SD 57350
605-353-6992



Sherri Nelson
Director of Curriculum,
Instruction, and Assessment
Sherri.Nelson@k12.sd.us

INTENT TO APPLY FOR GRANT FUNDING --- Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 10-14-16 Group Applying: Student Council Contact Person: Jennifer Fuchs

Name of Grant/Award: Shopko Community Charitable Grant

Name of Funder: Shopko Foundation Contact Person: _____

Amount to be Requested: \$450 Funder's Submission Due Date: ASAP

Project Focus: Assist with funds to support HS trick or treat street

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Be specific:

Please note:

- Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- The person or group applying will need to submit the following documentation to the curriculum and business offices:
 - A copy of the completed grant application.
 - If and when the grant is awarded, a copy of the award letter.
 - If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: [Signature] 10/14/16
Building/Department Administrator Date

Signature: [Signature] 10/19/16
Sherri Nelson, Director of Curriculum, Instruction & Assessment Date

Signature: [Signature] 10-20-16
Kelly Christopherson, Business Manager Date

Date Presented to School Board: _____

PO Box 949
Huron, SD 57350
605-353-6992



Sherri Nelson
Director of Curriculum,
Instruction, and Assessment
Sherri.Nelson@k12.sd.us

INTENT TO APPLY FOR GRANT FUNDING --- Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 10/20/16 Group Applying: 8th Career class Contact Person: Tammy Barnes

Name of Grant/Award: Cash for the Classroom

Name of Funder: Huron Area Education Fcu Contact Person: HAEFCU

Amount to be Requested: \$200 Funder's Submission Due Date: 10/31/16

Project Focus: Enriching educational experience of students

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Be specific:

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o The person or group applying will need to submit the following documentation to the curriculum and business offices:
 - o A copy of the completed grant application.
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: M. Taplett 10/19/16
Building/Department Administrator Date

Signature: Sherri Nelson 10-20-16
Sherri Nelson, Director of Curriculum, Instruction & Assessment Date

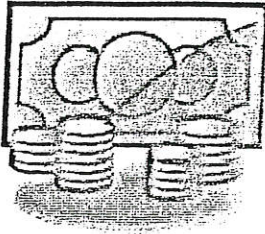
Signature: Kelly Christopherson 10-20-16
Kelly Christopherson, Business Manager Date

Date Presented to School Board: _____

To Sherri Nelson

10/13/16
MT

Cash for the Classroom



This program is to assist members in providing additional funds for enriching the educational experience of students in your school. Members currently employed in the education industry in the counties of Beadle, Hand, Kingsbury, Sanborn and Spink are eligible to apply. Applications received by October 31, 2016 will be entered into a drawing for two \$200 prizes. The winner may spend the prize money however they see fit. A brief explanation of how the money was spent should be sent to the

credit union so it can be shared with the HAEFCU Board of Directors.

Application

Name Tammy Barnes

School Huron Middle School

Does this need to go before the board?

How would you use this money?

I would like to take 8th grade career class students on intown tours of businesses. The money would pay for the transportation.

Please return this application by **October 31, 2016** to:

Mail: Huron Area Education FCU
1855 Arizona Ave SW
Huron, SD 57350

Phone: 605-352-1311
Fax: 605-352-2979

Email: memberservices@huronareaeducationfcu.com

Classified Employee of the Month

Name	<u>Ann Fenske</u>
Position	<u>MS Office Secretary</u>
Date	<u>October 24, 2016</u>

I believe Ann deserves the recognition for the countless hours of dedication that she puts into making sure the middle school office . . . building runs smoothly! She is willing to drop whatever it is that she is doing to help someone in need. She is a breath of fresh air in the office – always having a smile on her face and a willingness to help – doesn't matter if you are student, parent, teacher or custodian.

Ann works very hard at completing her assigned tasks even with her million little interruptions each day. She is always on the "go", but always willing to stop and take care of the next phone call, parent, student, or staff member's questions or concerns. Her work ethic is next to none and her personality makes her an asset to the Middle School staff. She is dedicated and diligent no matter what comes her way and is ready to tackle any obstacle.

Ann is usually laughing and smiling while she is working which places all others she works with at ease. Her quirky sense of humor is appreciated alongside her caring attitude. She instinctively knows when to be caring, tough, a bit serious, laugh a little, or buckle down into a challenging task. She always handles any situation with patience and perseverance. Basically what I am trying to say is Ann Fenske is a hard worker with a great attitude and aptitude for her position. We are lucky to have her working with us each day.

Conflict Disclosure

AH

SDCL 3-23-6 states:

"[n]o board member, fiscal agent, officer, or executive of a local service agency, school district, cooperative education service unit, education service agency, nonprofit education service agency, or jointly governed education service entity that receives money from or through the state may have an interest in a contract nor receive a direct benefit from a contract that the local service agency, school district, cooperative education service unit, education service agency, nonprofit education service agency, or jointly governed education service entity is a party to the contract except as provided in § 3-23-8."

This policy prohibits school board members, the school district fiscal agent (business manager), school officers and executives (school administrators) from having an interest in a contract, or receiving a direct benefit from a contract, if the school district is a party to that contract or has a separate contract which is related to the contract of the school board member, business manager or school administrator, unless the school board grants a waiver. Disclosure requirements apply to public contracts for labor or services to be rendered, the purchase of commodities, materials, supplies, or equipment of any kind, and any kind of contract related to facilities.

Disclosure is required by the school board member, the business manager or a school administrator in each of the following situations:

1. When the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract.
2. If the spouse of the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract.
3. If another person with whom the school board member, business manager or school administrator lives and commingles assets has an interest in a contract or receives a direct benefit from a contract.

A school board member, business manager or school administrator derives a direct benefit from a contract, or their spouse or other person with whom assets are commingled derives a direct benefit from a contract:

1. If the person has more than a five percent ownership or other interest in an entity that is a party to the contract;
2. If the person derives income, compensation, or commission directly from the contract or from the entity that is a party to the contract;
3. If the person acquires property under the contract; or
4. If the person serves on the board of directors of an entity that derives income directly from the contract or acquires property under the contract.

A person does not derive a direct benefit from a contract based solely on the value associated with the person's investments or holdings, or the investments or holdings of other persons the state officer or employee lives with and commingles assets.

If in doubt whether an actual conflict exists, this policy also requires disclosure of possible or potential conflicts.

If other specific conflict of interest laws or administrative regulations relating to school board members, school administrators and the school business manager apply in addition to SDCL Ch. 3-23 and this policy, the more restrictive conflict of interest law shall apply.

Any school board member, school administrator or school business manager who knowingly violates SDCL Ch. 3-23 commits a criminal offense (Class 1 misdemeanor).

Any school board member who knowingly violates the provisions of this policy is subject to being removed as a school board member. Any school administrator or business manager who knowingly violates the provisions of this policy is subject to his or her employment relationship with the school district being terminated.

Unless the school board has granted a waiver, the contract in which the school board member, school administrator or school business manager has an interest or receives a direct benefit is voidable by the school board and any benefit received

by the school board member, school administrator or school business manager is subject to forfeiture.

A waiver may be granted by the school board to authorize a school board member, school administrator or school business manager to receive a direct benefit from the school district's contract with a person or entity (public, private, for-profit, non-profit) if the following conditions are met:

1. The school board member, school administrator or school business manager provides a full written disclosure to the school board;
2. The school board reviews the essential terms of the contract or transaction and the school board member's, school administrators' or school business manager's role in the contract or transaction;
3. The school board determines that the transaction and terms of the contract are fair and reasonable and not contrary to the public interest; and
4. The authorization of the school board is in writing and filed with the Auditor-General.

The public records laws (SDCL Ch. 1-27) apply to all requests for a waiver.

APPLYING FOR A WAIVER:

1. If the potential for a conflict exists, the school board member, school administrator or school business manager having the potential conflict of interest must submit the Request for School Board Waiver form, Exhibit AH-E(1).
2. The request should be submitted to the school board before entering into a conflicted contract or transaction.
3. Disclosures and requests for a waiver should be submitted to the President/Chairperson of the School Board, the Superintendent or the Business Manager, at least 5 calendar days before the scheduled meeting in

order to be included in the posted agenda and acted upon at the next scheduled meeting. Disclosures and requested received by the President/ Chairperson of the School Board, the Superintendent or the Business Manager less than 5 calendar days before the scheduled meeting may be deferred until the following school board meeting.

4. The person applying for the waiver must describe the relationship to the contract in question and why the applicant believes the contract may be subject to disclosure, including how person, his/her spouse or anyone with whom he/she lives and commingles assets might benefit from the contract. Examples of persons other than a spouse might include a girlfriend, boyfriend, roommate, or an adult child.
5. The person requesting the waiver identify and describe the essential terms of the contract:
 - (a) all parties to the contract,
 - (b) the person's role in the contract or transaction,
 - (c) the purpose(s)/objective(s) of the contract,
 - (d) the consideration or benefit conferred or agreed to be conferred upon each party,
 - (e) the length of time of the contract,
 - (f) any other relevant information.
6. The person requesting the waiver should briefly describe why he/she believes a waiver would not be contrary to the public interest (i.e., the contract was part of a competitive bidding process, there are other school district people involved in the decision-making process to enter into the contract, or the terms of the contract are consistent with other, similar contracts).

7. The School District Attorney may answer general questions about the applicability of SDCL Ch. 3-23 or about the other laws that address conflict of interest. However, the school district attorney represents the school district and the school board, and not school board members, school administrators, or the school business manager, in their individual capacities. School board members, school administrators, and the school business manager should contact a private attorney if they have questions as to how SDCL Ch. 3-23 and this policy apply to their individual interests and contracts.

BOARD ACTION ON A REQUEST FOR WAIVER:

School Boards will have a regular agenda item at the beginning of the school board meeting agenda when the school board will address disclosures and requests for a waiver.

Disclosures and requests for a waiver submitted to the President/Chairperson of the School Board, the Superintendent or the Business Manager, at least 5 calendar days before the scheduled meeting will be included in the posted agenda and acted upon at the next scheduled meeting.

Disclosures and requests received by the President/ Chairperson of the School Board, the Superintendent or the Business Manager less than 5 calendar days before the scheduled meeting may be deferred until the following school board meeting.

If possible, waiver requests will be acted upon at the meeting in which the request is brought forth. If the school board believes the request form information is incomplete, the school board must ask the person requesting the waiver for additional information. The Board will avoid using an incomplete request form as the basis for extending the time for review and decision on the waiver request; the school board may receive the needed information from the requesting party at the school board meeting when the waiver request is being addressed.

When considering a waiver request, the school board should be able to determine the requesting party's relationship to the contract, the requesting party's

relationship to the outside contracting party, whether the contract terms are reasonable and in the public interest, and any other factors the school board believes will help establish the relevant facts and circumstances surrounding the contract(s) and the request for waiver.

At the meeting when the waiver request will be considered by the board, the school board member, school administrator or school business manager submitting the waiver request must be present and prepared to answer questions from the school board about the request for a waiver.

The request and the Board's determination must be included in the minutes of the meeting.

If the authorization is granted, a written authorization [Exhibit AH-E(2)] shall be prepared following the meeting and signed by the President/Chair of the School Board or other authorized School Board Member, and filed with the Auditor General.

Note: School Boards need to consult with their school attorney before the school board goes into executive session to discuss a disclosure and waiver request. Only upon the recommendation of the school attorney should the School Board discuss the disclosure and request in executive session.

REQUEST FOR SCHOOL BOARD WAIVER

AH-E (1)

Date: _____

Name of the school board member, school administrator or school business manager requesting the waiver:

Brief explanation of the potential conflict of interest:

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including:

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

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

Signature of Person Requesting

Waiver: _____

THIS IS A PUBLIC DOCUMENT

WAIVER AUTHORIZATION PURSUANT TO SDCL 3-23-3

AH-E (2)

A written request for waiver of conflict, dated _____,
was received from _____.

The request was acted upon by the members of the Huron School District School Board during a meeting held on _____.

_____ The request for waiver was denied because the terms of the contract were not considered fair and reasonable, or contrary to the public interest.

_____ The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted.

_____ The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted, subject to the following conditions:

Signature of School Board President /Chairperson or Authorized Member

Printed Name: _____

Date _____

Date mailed to Auditor General _____

***Huron School District 2-2
Procurement Guide for
Federal Awards***

Table of Contents

Introduction	3
Standards of Conduct and Conflict of Interest Policies	3
Conflict of Interest.....	3
Gratuities, Kickbacks, and Contingent Fees	4
Confidential Information	4
Equal Employment Opportunity/Affirmative Action	4
Open Competition Required.....	4
Select procurement method	5
Goods and Services	5
Micro-purchase cannot exceed \$3,500.00	5
Small purchases cannot exceed \$25,000.00.....	5
Large purchases are purchases that exceed \$25,000.00.....	5
Invitation for Bids (IFB)/Sealed Bids	5
Noncompetitive Proposals	6
Procurement contract files	6

Introduction

This procurement manual applies specifically to purchases of goods and services for the Huron School District that are funded by federal grants.

The Huron School District receives federal funding from the federal government and the state, as well as other agencies. Therefore, the Huron School District adopts procurement policies and procedures that are consistent with federal regulations and the laws of South Dakota.

The purpose of these policies and procedures is to set forth the procurement methods and establish standards for obtaining goods and services necessary for the operation of the Huron School District. These procedures include guidelines for the solicitation, award, and administration of formally advertised contracts.

The procurement procedures are designed to:

- 1.) Instill public confidence in the procurement process of the Huron School District.
- 2.) Ensure fair and equitable treatment for all vendors who seek to deal with the Huron School District. Ensure maximum open and free competition in the expenditure of public funds. Provide the safeguards to maintain a procurement system of quality and integrity.

The methods by which the foregoing is implemented are described in detail in the remainder of this document.

The procurement process is ongoing throughout the fiscal year. During budget, the needs are identified for goods that will be procured during the upcoming fiscal year.

Standards of Conduct and Conflict of Interest Policies

There will be uniform and equitable application of the Standards of Conduct of Huron School District involving all activities associated with the procurement of goods and services with federal grants. This section defines responsibility to identify and prevent a real or apparent conflict of interest.

Conflict of Interest

The following groups shall not participate in or attempt to use their official position to influence any purchasing decisions in which they, or persons related to them, have a financial interest:

- (1) The employee, officer, agent, or Board member;
- (2) Any member of his/her immediate family;
- (3) His or her partner; or
- (4) An organization that employs, or is about to employ, any of the above.
- (5) Organizational conflicts of interest. An organizational conflict of interest means that because of other activities, relationships, or contracts, a contractor is unable or potentially unable, to render impartial assistance or advice to the Huron School District; a contractor's objectivity in performing the Contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;

Members of the groups listed under conflict of interest section shall be subject to the conflict of interest laws of South Dakota. Anyone who violates the standards of the law shall be subject to the penalties, sanctions, or other disciplinary actions provided for therein.

Gratuities, Kickbacks, and Contingent Fees

No member of the groups listed under conflict of interest section shall solicit, demand or accept from any person, contractor, potential contractor, or potential subcontractors, anything of a monetary value, including gifts, gratuities, favors, etc.; except when the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the Huron School District, including possible dismissal.

Confidential Information

No member of the groups listed under conflict of interest section shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to them by blood, marriage, or by common commercial or financial interest. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the Huron School District, including possible dismissal.

Equal Employment Opportunity/Affirmative Action

All procurement documents issued by the Huron School District require all interested vendors to certify:

- (1) That the vendor does not discriminate against any employee, or applicant for employment, because of race, religion, sex, age, creed, color, disability or national origin;
- (2) That the vendor is in compliance with all Executive Orders and federal, state, and local laws regarding fair employment practices and non-discrimination in employment; and
- (3) That the vendor agrees to demonstrate positively and aggressively the principle of equal opportunity in employment.

Open Competition Required

All procurement transactions will be conducted in a manner providing full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (1) Unreasonable requirements placed on firms in order for them to qualify to do business;
- (2) Unnecessary experience and excessive bonding requirements;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive award to any person or firm on retainer contracts;
- (5) The specification of only a brand name product without listing its salient characteristics and not allowing an equal product to be offered;
- (6) Exclusionary or discriminatory specifications; and
- (7) Any arbitrary action in the procurement process.
- (8) Limited Geographic Preference

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids will be excluded from competing for such procurement.

Select procurement method

The procurement method option depends on the expected dollar value of the purchase. For procurement type, Staff should refer to the policies described herein. Any questions regarding the procurement process should be immediately discussed with the business manager to ensure that the policies are being followed.

The business manager is responsible for the administration of the procurement, which includes obtaining the required approval, if necessary, before initiating the procurement process.

Upon completion of the procurement process, a document requesting the vendor to supply the good or service, such as a purchase order and/or contract agreement must be issued by the business office prior to the execution of any contract, notice-to-proceed, or initiation of work.

Goods and Services

Definition: Procurement of services, supplies, equipment, or licenses.

Micro-Purchases cannot exceed \$3,500.00

Informal procedure will be as follows:

1. Develop descriptions for all items.
2. Prices must be reasonable and procurement by micro-purchases can be used for goods and services.
3. Can be awarded without informally soliciting competitive quotes.
4. Distribute micro-purchases equally among qualified suppliers, to the extent practical.
5. Save documentation sheet for 3 years plus current year or longer if open audit.

Small purchases cannot exceed \$25,000.00

Informal procedures will be as follows:

1. Develop descriptions for all items.
2. Develop instructions for providing service or product.
3. Obtain price quotes from a minimum of three suppliers.
4. Prepare a price quote documentation sheet & indicate supplier awarded quote with the length of time price is set.
5. Save documentation sheet for 3 years plus current year or longer if open audit.

Large purchases are purchases that exceed \$25,000.00

Preferred procurement methods are either Invitation for Bid (IFB) or Request for Proposal (RFP). Other procurement methods such as Joint and Piggyback procurements are not recommended and shall only be used in extreme cases after consulting with the Business Manager.

Invitation for Bids (IFB)/Sealed Bids

1. Develop a complete and realistic set of technical specifications for the product(s) to be procured. Determine the quantity of units to be purchased plus options.
2. If a brand name product is used in the specifications to describe your needs the clause "brand name or equal" must be included after each reference to a brand name.
3. Develop evaluation process and criteria for the selection of the bid award process. In IFB the best value and responsible bidder is the most commonly used criteria.
4. Prepare your bid package, finalize the product specifications, included equals, exception, and clarification forms, official bid forms, addenda process, proposal package delivery instructions, general conditions, and special provisions.

5. Advertise the IFB. No geographic preferences permitted. Place ad in at least the official school district newspaper and send announcements letters or email to an adequate number of known suppliers. The ad should include a description of what is being sought, contact information, deadline date, and location of bid opening. Retain proof of advertising in procurement folder. Any bids arriving after the stated date and time will be returned to the sender unopened.
6. Proposal Opening presentation. Open bids, read aloud, and record all vital information. Tabulate bid documents and complete selection process. Review the bid against the specifications to avoid duplicative or unnecessary purchases. Submit recommendation to the School Board for approval. Notify selected and rejected bidders in writing.
7. Complete award selection and justification, and explain why bidder was awarded if the accepted bid was not the lowest. Confirm schedules for inspections, milestones, delivery etc., and issue and complete the contract or purchase order for the procurement. Collect all documentation (completed contracts, bond, insurance etc.).
8. Monitor vendor's progress and setup delivery and inspection time and location. Upon completion of inspection and acceptance of products, obtain all warranty and service arrangements.
9. Finalize the payment/reimbursement vouchers.
10. Review the project file for completeness.

Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

Procurement contract files

Should contain:

- Rationale for the method of procurement
- List of bidders
- Prices or quotes
- Copy of procurement documents
- Selection of contract type
- Reasons for contractor selection or rejection
- Basis for the contract price.
- A signed copy of the complete contract
- All signed amendments including rationale for the contract change and justification for the resulting cost\price or delivery date change
- All correspondence with the contractor
- Request for waivers or deviations and the associated responses
- Documentation regarding settlement of claims and disputes
- Contract closeout documentation

The procurement files are to be kept three years after the project is closed.

Huron School District 2-2

150 Fifth St SW – PO Box 949
Huron, South Dakota 57350-0949

Business Office
(605) 353-6995
Fax (605) 353-6994

Kelly Christopherson
Business Manager

Memorandum

Date: October 19, 2016

To: School Board Members
Terry Nebelsick, Superintendent

From: Kelly Christopherson, Business Manager



RE: Bus Bids

On October 10, 2016 we opened bids for a used motor coach bus. The School Transportation Director and I recommend the acceptance of the bid received from Transportation Advisors Co. DBA busesandmore.com.

We sent bid packages to 8 prospective bidders but only received one bid. There just are not a lot of good used motor coach buses on the market right now.

Rex Sawwell and our mechanic Jared Beck traveled to Bloomington, MN on October 19, 2016 to inspect the bus. Their inspection did not reveal anything to cause us not to want to enter into the purchase of this bus.

Our recommendation is to accept the bid received in the amount of \$128,000.

For comparison purposes, we bid for the same kind of bus 3 years ago and paid \$105,000 for a 2000 bus in about the same condition.

Huron School District 2-2
 One Used Coach Bus
 Bid Recap
 October 10, 2016 at 10:00 am

Unit #1 - One (1) 2003 or newer 56-passenger Coach bus.

Vendor	Bond/ Check	Bus	Price	Meet's Specifications?
Transportation Advisors Co. DBA BusesandMore.com	No	2003 MCI E4500	128,000.00	Engine HP rated 400-425, spec was written 435. Spec needs to be adjusted for any future bids.
Las Vegas Bus Sales	No bid.			
National Bus Sales	No bid.			
MCI Bus Sales	No bid.			
Harlow's Bus Sales	No bid.			
Foreman's Bus Sales	No bid.			
Trucks of Bismarck	No bid.			
North Central Bus Sales	No bid.			

**Huron School District 2-2
Driver's Education Analysis
Summer 2016**

Revenue

Number of Students	132
Tuition	\$200/student
Total Revenue	26,400

Expenses

Personnel	27,815
Supplies/Fuel	1,799
Install Instructor Brakes	600
Mileage Charge \$.15/mile	1,672
Total Expenses	31,886

Miles Driven 11,144

2016 Cost per Student \$ 242

Summer 2017

Personnel Increase 5%	1,391
Projected Cost/Student	\$ 252

Recommendation	\$ 250
-----------------------	---------------

Huron School District Truancy Procedures for all students:

After 5 days of unexcused absence (21 class periods at the High School) students under the age of 18 can be issued a citation for truancy and will have to appear in court.

Prior to issuing a citation the parents are informed by the school office. Administration will meet with the student and parents when possible to inform them of the consequences of truancy and discuss ideas to improve attendance.

The Huron School District with regards to truancy concerns of students on Individual Education Plans (IEP) or 504 Accommodation Plans will address absences and tardiness with the student's team before truancy is referred to State's Attorney.

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>	1			
Checking	1	Fund: 10 GENERAL FUND		
FARMERS AND MERCHANTS BANK		CHANGE	10,000.00	
HOLIDAY INN EXPRESS FARGO-WEST ACRES		TRAVEL	734.70	
NORTHWESTERN ENERGY		UTILITIES	18,005.53	
		Fund Total:		28,740.23
Checking	1	Fund: 21 CAPITAL OUTLAY FUND		
TRANSPORTATION ADVISORS CO		VEHICLES	128,000.00	
		Fund Total:		128,000.00
		Checking Account Total:		156,740.23