

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 – REGULAR MEETING
Instructional Planning Center/Huron Arena
November 14, 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 15 & 17 4th/5th Grade Parent/Teacher Conferences 3:30 – 6:45
 - November 21 & 22 Kindergarten/1st 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)
8. **CONSENT AGENDA**

The superintendent of schools recommends approval of the following:

 - a) **Approval and/or Correction of Minutes of Previous Meetings**
 - b) **Consideration and Approval of Bills**
 - c) **Approval and/or Correction of the Financial Report**
 - d) **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) Duane Laufmann / Substitute Para-Educator / \$13.53 per hour
 - 2) Stacy Ernster / TAP Classroom Leader / \$17.02 per hour
 - 3) Vicki Ranney / Food Service Satellite / \$12.87 per hour
 - 4) Tracy Renner / Food Service Satellite / \$12.87 per hour
 - 5) Troy Brock / Long Term Substitute / \$115.00 per day
 - 6) Kelsey Hill / Assistant Director – Fall & Spring 3 Act Play / \$1,536.00 per season
 - 7) Carol Kappler / Substitute Para-Educator / \$13.53 per hour
 - 8) Paula Ramirez / Transportation Dept. / SPED Bus Aide / \$14.53 per hour

- 9) Marcia Ready / Assistant Gymnastics Coach / \$4,096 per year
- 10) Rhonda Nelson / Substitute Para-Educator / \$13.53 per hour
- e) **Contracts for Board Approval**
- f) **Resignations for Board Approval**
 - 1)
- g) **Renew Arena Advertising for 2017**
 - 1) American Bank & Trust
 - 2) Dakotaland Federal Credit Union
 - 3) Midcontinent Communications (Midco)
 - 4) Pro Clean Plus
 - 5) First National Bank
 - 6) Ellwein Brothers Distributing
- h) **Request Approval to Donate Vintage Surplus Home Economic Items to the Pyle House Museum on Behalf of the Huron School District** - Sherri Nelson
See Attached List of Items

(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:**

- Clyde Dillman - November 7th, 2016 was declared Clyde Dillman Day in Huron! Thank you for 49 years of service driving bus for the Huron School District.
- Washington 4-5 Center on receiving a \$500 School Lunch Award-Team Nutrition - from the HealthierUS School Challenge.
- Girl's Volleyball Team - District 3AA Champions.
- Tye Evers and Sam Kretschmar (Seniors - HHS) - 2016 All ESD Football Offensive Team.
- Nick Christensen and Hyland Heinz (Seniors - HHS) - 2016 All ESD Football Defensive Team.
- Leah Jackson, Kindergarten Teacher - Buchanan K-1 Center, on her marriage to Corey Jungemann.
- Michael Schmitz, Head Football Coach, for being named the Region 3 Coach of the Year voted on by the South Dakota Football Coaches Association.
- Karissa Schroder (Senior), Jayda Shillingstad (Junior), and Havyn Heinz (Freshmen) - 2016 All ESD Volleyball Team.

THANK YOU TO:

-

10. REPORTS TO THE BOARD

- a) **Business Manager's Report**
- b) **Superintendent's Report**
 - Local Legislative Luncheon
 - Large School Group
 - SD Superintendent's Legislative Meeting
- c) **Annual Bullying Prevention Report**

11. OLD BUSINESS

- a) **Conflict Disclosure Policy - 2nd Reading**
- b) **Procurement Guide for Federal Awards - 2nd Reading**

12. NEW BUSINESS

- a) **Sports Improvement Change Order No. G-3 - \$146,993.56**
- b) **ASBSD Legislative Positions**
- c) **TAP Handbook Revisions – Sherri Nelson**
- d) **Social Studies Adoption Timeline – Sherri Nelson**

13. EXECUTIVE SESSION

1-25-2 Executive or closed meetings may be held for the sole purpose 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

**Huron School District
New Hire Justification**

Date: 10-25-2016

Applicant Information

Applicant Name: Stacy Ernster

Address: 1075 9th St SW, Huron, SD 57350

Phone: 605-354-3727

Education: Currently taking classes at STI in Sioux Falls, SD

Experience: Currently a Para at the High School

References: Rodney Mittelstedt, Rita Cook, Mike Radke

Reason for New Hire

New Position: n/a

Replacement: Adding TAP staff to reduce overtime expenses

Position Information

Department: TAP

Position: Classroom Leader

Supervisor: Sherri Nelson

Responsibilities: Implement after-school learning activities

Hours: Schedule varies - 3:30-5:30 pm

Hiring Information

Wages: \$17.02/hr.

Classification: Classified

Wage Justification: Pre-determined hourly rate

Start Date: November 14, 2016

Requested by: Sherri Nelson

**Huron School District
New Hire Justification**

Date: October 26, 2016

Applicant Information

Applicant Name: Vicki Ranney
Address: 1059 Beach S.E. Huron, SD 57350
Phone: (605) 350-4108
Education: Iowa State University, Ames, IA
Experience: Draftsman, Data Entry, Cashier
References: Doris Knudson, Amy Waldner, Drew Anderson

Reason for New Hire

New Position: ---
Replacement: Replaces Louise Van Poll

Position Information

Department: Food Service
Position: Satellite for Holy Trinity
Supervisor: Carol Tompkins
Responsibilities: Take food to Holy Trinity and help serve students
Hours: 9:45 am – 2:45 pm (some earlier hours)

Hiring Information

Wages: 12.87 per hour
Classification: Class II
Wage Justification: Probationary starting wage for class II
Start Date: November 15, 2016
Requested by: Carol Tompkins (Administrator)

**Huron School District
New Hire Justification**

Date: October 26, 2016

Applicant Information

Applicant Name: Tracy Renner
Address: 834 13th Street S.W. Huron, SD 57350
Phone: (606) 354-3322
Education: Huron, High School
Experience: Food service for 30 years
References: Terry Regnier, Jonna Reid, Melissa Voss

Reason for New Hire

New Position: ----
Replacement: Betty Sparks

Position Information

Department: Food Service
Position: Satellite
Supervisor: Carol Tompkins
Responsibilities: Take food to Buchanan and serve students
Hours: 9:00 am – 2:45 pm

Hiring Information

Wages: 12.87 an hour
Classification: Class II
Wage Justification: Probationary starting wage for class II
Start Date: November 15, 2016
Requested by: Carol Tompkins (Administrator)

**Huron School District
New Hire Justification**

Date: October 13, 2016

Applicant Information

Applicant Name: Kelsey Hill

Address: 2045 Riverview Dr. – Huron, SD

Phone: 354-6387

Education: University of Nebraska – Lincoln – BA Film Studies & English

Experience:

References: Heather Burns, Tom Glanzer, Rhonda Kludt

Reason for New Hire

New Position:

Replacement: Haley Haagenson

Position Information

Department: HHS Drama Department

Position: Assistant Director Fall 3 Act Play & Spring 3 Act Play

Supervisor: Molly Perry

Responsibilities: Assist Director with Play Production

Hours:

Hiring Information

Wages: \$1,536 per season

Classification:

Wage Justification:

Start Date:

Requested by: Mike Radke

(Administrator)

Huron School District
New Hire Justification

Date: October 17, 2016

Applicant Information

Applicant Name: Paula Ramirez
Address: 1350 4th St. S.W. #35
Phone: 402.810.5438
Education: Coachella Valley H.S.
Experience: Housekeeping, Sewing
References: M. Pascual, E. Valencia, T. Martinez

Reason for New Hire

New Position: XX
Replacement:

Position Information

Department: Transportation
Position: Bus Aide
Supervisor: Rex Sawvell/Lori Wehlander/Kathie
Bostrom
Responsibilities: Ride in SPED school bus, assist driver with
students
Hours: 7:00-9:00 a.m., 1:30-4:30 p.m.

Hiring Information

Wages: \$14.53/hr.
Classification: Class IV
Wage Justification: District pay for Bus Ride Rate
Start Date: October 17, 2016
Requested by: Rex Sawvell/Lori Wehlander

Huron School District
New Hire Justification

Date: Nov 7, 2016

Applicant Information

Applicant Name: Marcia Ready

Address:

Phone: 712-291-5155

Education:

Experience: Volunteer in Huron Gymn. Program - 3 years
Coach in Minnesota + Iowa

References: Julie King + Jonna Reid

Reason for New Hire

New Position: yes

Replacement:

Position Information

Department: Athletics

Position: Asst. Gymnastics

Supervisor: Julie King + Terry Rotert

Responsibilities: Assist the gymnastic program

Hours: afterschool practice + travel to meets

Hiring Information

Wages: \$4096.00

Classification:

Wage Justification: Base on extra duty schedule

Start Date: ASAP

Requested by: Terry Rotert-Ad (Administrator)

ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 27 day of October, 2016, by and among AMERICAN BANK & TRUST ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated July 1, 2004 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

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

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

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2017, and ending on December 31, 2017.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$6,000 (six thousand dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial AL

Owner Initial _____

PAYMENT SCHEDULE

Agreement year 2017: For services rendered January 1, 2017 to December 31, 2017.

Payment #1: \$ 1500 Payment due on or before Jan 1, 2017

Payment #2: \$ 1500 Payment due on or before Apr 1, 2017

Payment #3: \$ 1500 Payment due on or before July 1, 2017

Payment #4: \$ 1500 Payment due on or before Oct 1, 2017

ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.

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

ADVERTISER: American Bank & Trust

By Tasha Lee
[authorized signature only]

Tasha Lee
[print or type name clearly]

Title Marketing Specialist
Dated 10-27-16

Address: 1820 Dakota Ave S.
City, State, Zip: Huron SD 57350
Phone: 353-2809
Fax: _____
Email Address: tlee@abt.bank

OWNER: Huron School District 2-2

By _____
Huron Board of Education

Board Approved _____

ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 31 day of October, 2016, by and among DAKOTALAND FEDERAL CREDIT UNION ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated December 1, 2004 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

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

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

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2017, and ending on December 31, 2017.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$2,500 (two thousand five hundred dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial DFCU

Owner Initial _____

PAYMENT SCHEDULE

Agreement year 2017: For services rendered January 1, 2017 to December 31, 2017.

Payment #1: \$ 2500.00 Payment due on or before 7/31/2017

Payment #2: \$ _____ Payment due on or before _____

Payment #3: \$ _____ Payment due on or before _____

Payment #4: \$ _____ Payment due on or before _____

ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.

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

ADVERTISER: Dakotaland Federal Credit Union

By Daniel R Cumbee
[authorized signature only]

Daniel R Cumbee
[print or type name clearly]

Title President / CEO

Dated 10-27-2016

Address: 1377 Dakota Ave S

City, State, Zip: Huron SD 57350

Phone: 605/352-2845

Fax: 605/352-2852

Email Address: danc@dakotalandfcu.com

OWNER: Huron School District 2-2

By _____
Huron Board of Education

Board Approved _____

ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 31st day of October, 2016, by and among MIDCO ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated January 28, 2005 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

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

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

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2017, and ending on December 31, 2017.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$2,000 (two thousand dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial 

Owner Initial _____

PAYMENT SCHEDULE

Agreement year 2017: For services rendered January 1, 2017 to December 31, 2017.

Payment #1: \$ 2000 Payment due on or before Feb. 1, 2017

~~Payment #2: \$ _____ Payment due on or before _____~~

~~Payment #3: \$ _____ Payment due on or before _____~~

~~Payment #4: \$ _____ Payment due on or before _____~~

ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.

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

ADVERTISER: MIDCO

*Midcontinent Communications
By: Midcontinent Communications Investor, LLC,
Its managing partner*

By *Trish McCann*
[authorized signature only]

Trish McCann
[print or type name clearly]

Title *CMO*
Dated *10-21-2016*

Address: *3901 North Louise*
City, State, Zip: *Sixx Falls, ID 57107*
Phone: *205-274-8427*

Fax: _____
Email Address: *Trish.mccann@midco.com*

OWNER: Huron School District 2-2

By _____
Huron Board of Education

Board Approved _____

ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 28 day of Oct., 2016, by and among PRO CLEAN PLUS ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated December 31, 2014 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

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

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

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2017, and ending on December 31, 2017.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$2,500 (two thousand five hundred dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial TAS

Owner Initial _____

PAYMENT SCHEDULE

Agreement year 2017: For services rendered January 1, 2017 to December 31, 2017.

Payment #1: \$2500 Payment due on or before July 1, 2017

ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.

It is understood by both parties that the Owner intends to hire the Advertiser for cleaning services worth at least \$2,500 during 2017.

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

ADVERTISER: PRO CLEAN PLUS

By Troy Styer
[authorized signature only]

Troy Styer
[print or type name clearly]

Title owner

Dated Oct. 28 2016

Address: 164 Dakota Ave

City, State, Zip: Huron SD 57350

Phone: 605-352-5776

Fax: 605-352-6002

Email Address: huronyep@gmail.com

OWNER: Huron School District 2-2

By _____
Huron Board of Education

Board Approved _____

ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 4 day of Nov, 2016, by and among FIRST NATIONAL BANK ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated November 1, 2007 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

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

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

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2017, and ending on December 31, 2017.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$2,500 (two thousand five hundred dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial FB

Owner Initial _____

PAYMENT SCHEDULE

Agreement year 2017: For services rendered January 1, 2017 to December 31, 2017.

Payment #1: \$ 2,500 - Payment due on or before 12-31-16

Payment #2: \$ _____ Payment due on or before _____

Payment #3: \$ _____ Payment due on or before _____

Payment #4: \$ _____ Payment due on or before _____

ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.

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

ADVERTISER: FIRST NATIONAL BANK

By Farrela Browning
[authorized signature only]

Farrela Browning
[print or type name clearly]

Title Market Pres

Dated 11-7-16

Address: 79 2nd St SW

City, State, Zip: Huron MI 49850

Phone: 616-252-8101

Fax: 616-252-0592

Email Address: fbrowning@fnb.com

OWNER: Huron School District 2-2

By _____
Huron Board of Education

Board Approved _____

ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 9th day of November, 2016, by and among ELLWEIN BROTHERS DISTRIBUTING ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated September 1, 2012 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

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

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

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2017, and ending on December 31, 2017.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$2,000 (two thousand dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial NE

Owner Initial _____

PAYMENT SCHEDULE

Agreement year 2017: For services rendered January 1, 2017 to December 31, 2017.

Payment #1: \$ _____ Payment due on or before _____

Payment #2: \$ _____ Payment due on or before _____

Payment #3: \$ _____ Payment due on or before _____

Payment #4: \$ _____ Payment due on or before _____

ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.

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

ADVERTISER: Ellwein Brothers Distributing

By Norma Ellwein
[authorized signature only]

Norma Ellwein
[print or type name clearly]

Title Co-owner

Dated 11-9-2016

Address: Box 136

City, State, Zip: Huron, SD 57350

Phone: 605-352-2670

Fax: 605-352-7603

Email Address: norma@ellweinbrothers.com

OWNER: Huron School District 2-2

By _____
Huron Board of Education

Board Approved _____

Huron School District Home Economics Department

Silver Set:

Oval Platter

Coffee Pot

Tea Pot

Creamer, Sugar Bowl with lid

Flatware:

1st set:

Dinner Forks 23

Teaspoons 27

Tablespoons 6

Serving Spoons 6

Soup Spoons 5

Dinner Knives 24

Meat Fork 1

Relish/Pickle Knife 1

2nd set:

Dinner Forks 5

Salad Forks 13

Teaspoons 9

3rd set:

Dinner Forks 5

Salad Forks 11

Odd Sets:

Teaspoons 6

Dinner Forks 3

Tablespoons 1

Teaspoons 4

Butter knife 1

Red Wing Pattern stoneware:

1 dinner plate

1 salad plate

1 coffee cup

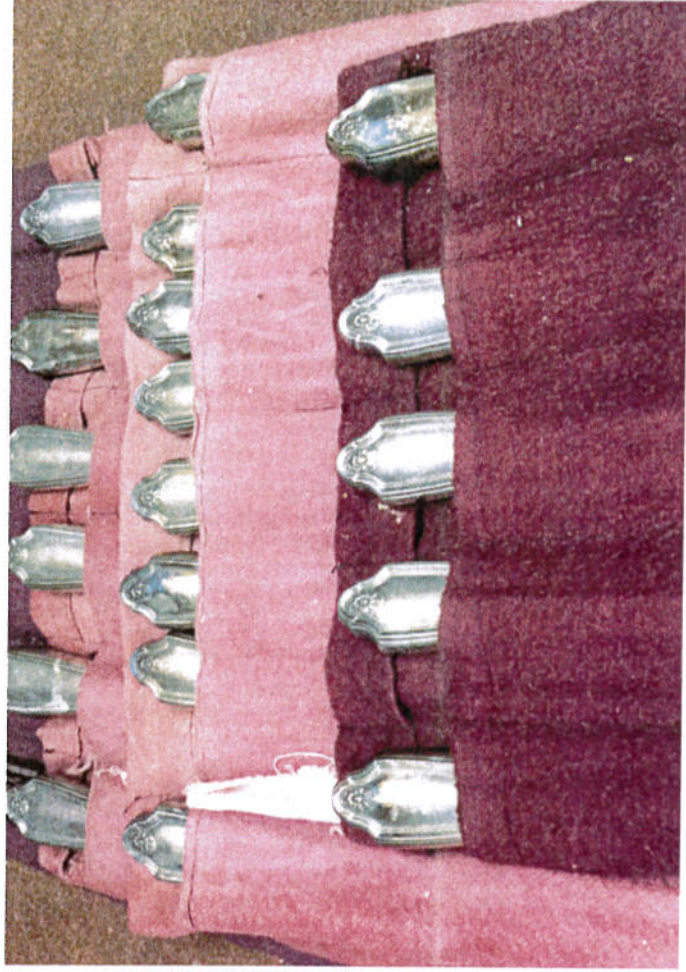
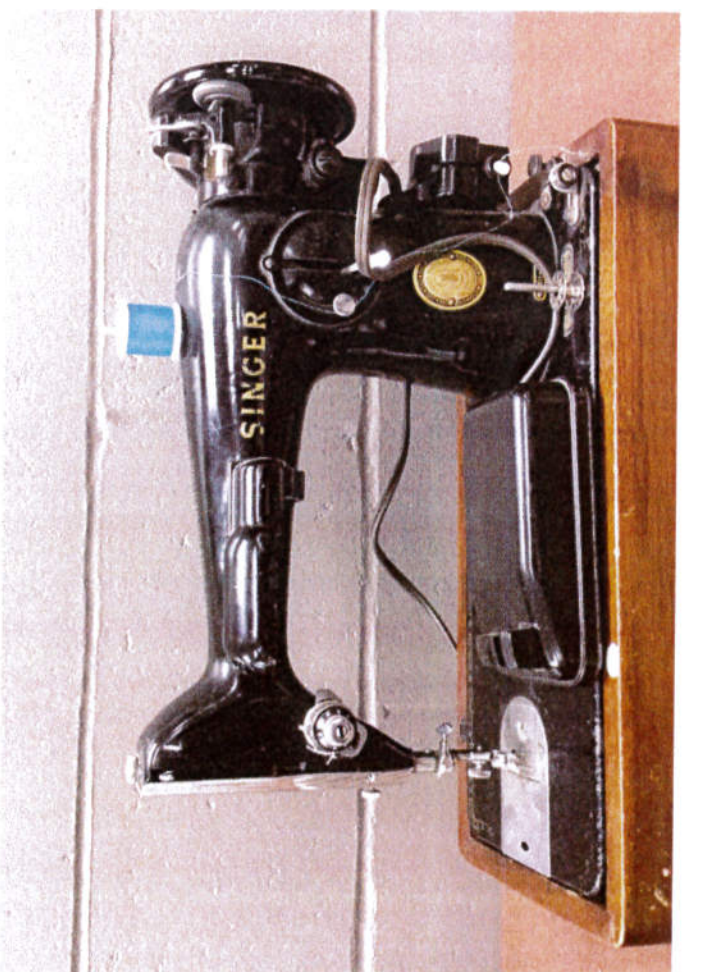
creamer

Coffee Pot with lid

Salt & Pepper shakers

Vintage Singer Sewing Machine w/attachments.

11 Simplicity Pattern posters



Huron School District

Bullying Prevention Data Collection
2015-2016 School Year

The superintendent is responsible to monitor the effectiveness of the bullying/harassment prevention efforts and the timely reporting to the Board of Education. The principal will annually report to the superintendent the number and type of complaints investigated under this policy and the results, including disciplinary actions taken and the effectiveness of those actions, including follow-up contacts. The documentation supplied by the building principals will be reviewed by central administration to coordinate data district-wide and formulate a comprehensive report. The report will include the number and type of complaints filed under this policy with comparative data from previous years as it becomes available. The report may also include district-wide or individual building survey results related to bullying and harassment.

	Number of Alleged Incidents	Number of Founded Incidents	Disciplinary Actions					Location					
			Conference	Detention	Suspension	Expulsion	Other	Hallway	Classroom	Lunch Room	Bus	Technology	Other
September	1	0	1						1				
October	3	1	2				1	1	1			1	
November	3	0	1				2		1	1			1
December	2	1	1				2		2				1
January	8	6	2	2			3		4			2	2
February	6	0	4	2				2	1	3			
March	1	1	1										1
April	2	2	2	1							1	1	1
May	5	1	2	1			3		3	2			
TOTAL	31	12	16	6	0	0	11	3	13	6	1	4	6

Based on number of founded incidents

How many perpetrators were identified 11

How many victims were identified 15

Bullying prevention program plan for each building:

The school counselor teaches Second Step in each classroom in the elementary buildings. Second Step curriculum is also taught at the Middle School in the STRIPES program. Teachers are trained in observing and reporting any alleged bullying/harassment. Title IX compliance is addressed at the district in-service. At the high school, Mr. Radke discusses the bullying policies with the freshman during their orientation, and reviews policy with each grade on the first day of school. In early October, the principals and counselors met with the freshman and sophomores to discuss prevention with special emphasis on the role technology plays in bullying.

Madison	0	0											
Washington	4	4	4				4	4			4		4
HMS	3	2		2			2	3					
HHS	1	0	1								1		1
Total	8	6	5	2			6	7			5		5
February													
Buchanan	0	0											
Madison	0	0											
Washington	0	0											
HMS	6	0	4	2				2	1	3			
HHS	0	0											
Total	6	0	4	2				2	1	3			
March													
Buchanan	0	0											
Madison	1	1	1										1 (Recess/TAP)
Washington	0	0											
HMS	0	0											
HHS	0	0											
Total	1	1	1										1
April													
Buchanan	0	0											
Madison	0	0											
Washington	0	0											
HMS	1	1	1	1						1			
HHS	1	1	1								1		1
Total	2	2	2	1						1	1		1
May													
Buchanan	0	0											
Madison	0	0											
Washington	0	0											
HMS	5	1	2	1			3	3	2				
HHS	0	0											
Total	5	1	2	1			3	3	2				
Year end TOTAL	31	12	16	6	0	0	11	3	13	6	1	4	6

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***

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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.



CHANGE ORDER

PROJECT:
(Name, address)

Huron School District Sports Imp
150 5th Street SE
Huron, South Dakota 57350-0949

Contractor shall sign all copies and return all copies to the Architect. (For additional signatures and distribution.)

TO:
(Contractor)

Mid-American Sports Construction
1621 E. Summit Street
Lees Summit, Missouri 64081

ARCHITECTS PROJECT #1537

CONTRACT FOR: General

CONTRACT DATE: 4/21/16

You are directed to make the following changes in this Contract:

See attached back-up sheets for breakdown of change order items. 1, 14 and 18

TOTAL NET DEDUCT TO CONTRACT: (\$146,993.56)

The original Contract Sum was.....	\$2,506,602.00
Net change by previous Change Orders.....	-\$74,165.58
The Contract Sum prior to this Change Order was.....	\$2,432,436.42
The Contract Sum will be increased by this Change Order.....	-\$146,993.56
The new Contract Sum including this Change Order will be.....	\$2,285,442.86
The Contract Time will be (unchanged) by.....	days

The Date of Completion as of the date of this Change Order therefore is:

It is hereby agreed that the provisions of the contract shall not be otherwise changed or affected by the provisions of this change order.

Recommended by:

Accepted by:

Approved by:

Koch Hazard Architects

Mid-American Sports Construction

Huron School District 02-2

431 N. Phillips Avenue, Suite 200

1621 E. Summit Street

150 5th Street SW

Sioux Falls, SD 57104

Lees Summit, Missouri 64081

Huron, South Dakota 57350-0949

By:
Jeffery A. Hazard, AIA

By: *mal*
Mike Cordeli
Sec 1 Treasurer
Date: *10/26/16*

By:

Date 10/20/16

Date

Date

DATE OF ISSUANCE: 10/20/16

CHANGE ORDER NO. G-3



REQUEST FOR PROPOSAL (RFP)

RFP 001

DATE: 18 May 2016

TO: Mid-America Sports Construction

PROJECT: **Huron School District Sports Improvements - 1537**

Owner Requested: Contractor Requested: Unforeseen Conditions Design Issue

Proposal Requests are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.

Please submit an itemized cost breakdown, in accordance with the General Conditions, for changes in contract sum and contract time, resulting from the following proposed modification(s) to the Contract Documents.

PLEASE SUBMIT PROPOSAL WITHIN TEN (10) DAYS OR LESS

DESCRIPTION OF WORK:

Provide itemized proposal for the following:

1. Omit all work to the East from the NE corner of the HS gym along the west side of the soccer practice field.
2. Omit all work that is included on sheets:
 - a. C1.9
 - b. C1.10
 - c. C1.10A
 - d. C1.11
 - e. C1.11A
 - f. C1.11B
3. See attached drawing.

ARCHITECT - KOCH HAZARD

Chris Brockevelt – Project Developer

REPRESENTATIVE

CC: Kelly Christopherson, Business Manager, Huron School District
Jon Heck, Goldsmith-Heck
Brad Shoup, ACEI
Chris Brockevelt, Koch Hazard Architects
Koch Hazard Architects log



KOCH-RAID
 431 North Park Drive
 Suite 100, 20210A
 P.O. Box 376, 3719
 W. Anderson, IN 46026

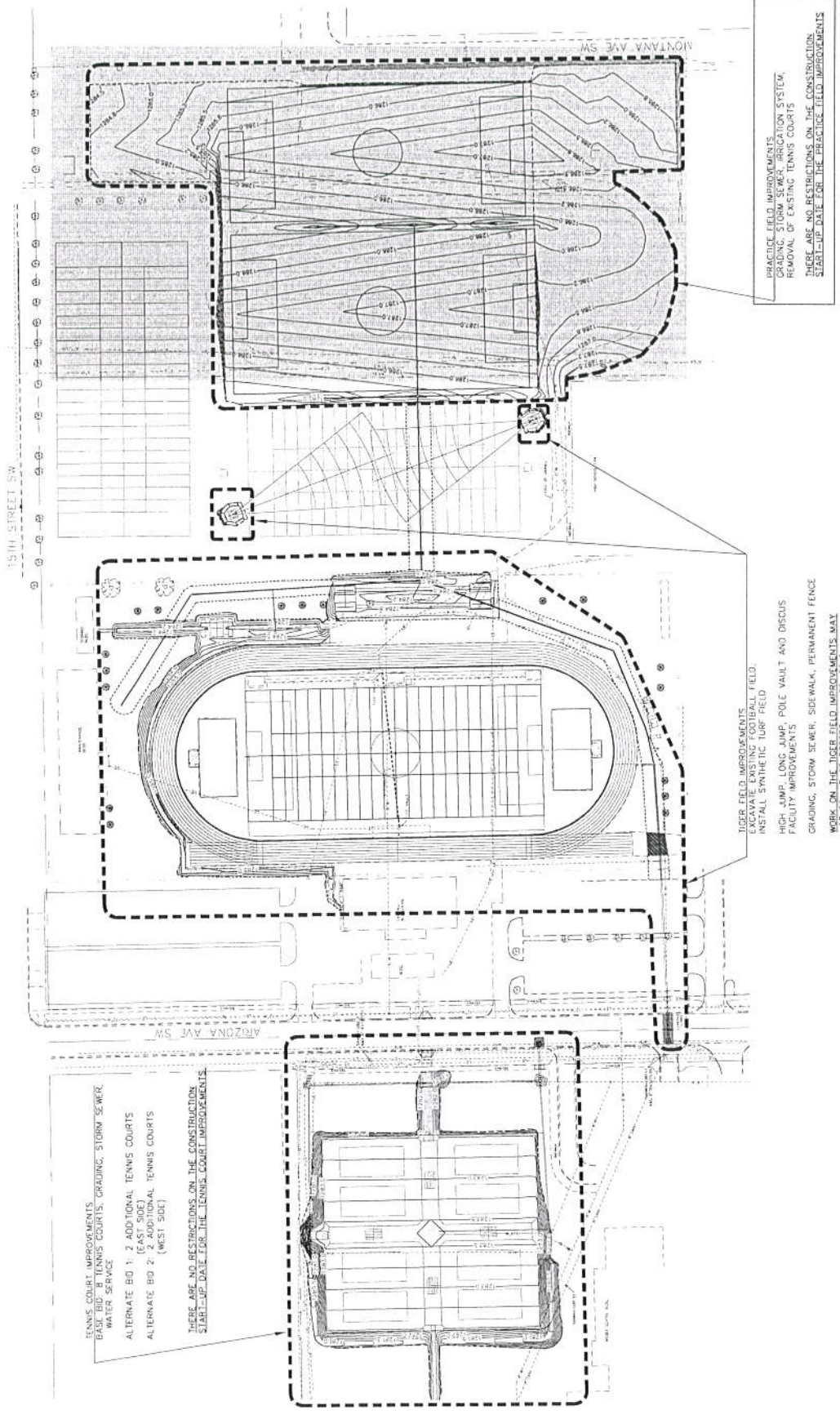


Goldsmith-Hick
 1000 North Park Drive, Suite 100, Anderson, IN 46026



PROJECT NO: 1527 DRAWN BY: JAL/DA
 DATE: 08/20/18 COPYRIGHT: 2018
 PROJECT: HURON SCHOOL DISTRICT
 SPORTS IMPROVEMENTS
 HURON, IN
 SHEET TITLE: OVERALL SITE PLAN

C1.1



HURON ATHLETICS COMPLEX SITE IMPROVEMENTS



Huron Sports Complex Value RFP 001

Date: October 10, 2016

Scope of work to be removed includes omitting all work to the east from the NE corner of the HS gym along the west of the soccer practice field. Omitting work found on plan sheets C1.9, C1.10, C1.10A, C1.11, C1.11A and sheet C1.11B. Includes labor and equipment, removing tree, removal of existing gravel running track, removal of existing tennis court lights, concrete, drainage related work such as 8" HDPE, catch basins and the adjustment of casing on existing manhole. Includes omitting irrigation system and seeding.

Proposed Price Reduction:

\$ 158,348.21

Respectfully submitted,

Ryan Hunt





REQUEST FOR PROPOSAL (RFP)

RFP 014

DATE: 8 July 2016

TO: Mid-America Sports Construction

PROJECT: **Huron School District Sports Improvements - 1537**

Owner Requested: _____ Contractor Requested: _____ Unforeseen Conditions _____ Design Issue _____

Proposal Requests are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.

Please submit an itemized cost breakdown, in accordance with the General Conditions, for changes in contract sum and contract time, resulting from the following proposed modification(s) to the Contract Documents.

PLEASE SUBMIT PROPOSAL WITHIN TEN (10) DAYS OR LESS

DESCRIPTION OF WORK:

1. Install 2.875" in lieu of 2.375" for all line posts at perimeter 12' fencing only.

ARCHITECT - KOCH HAZARD

Chris Brockevelt – Project Developer

REPRESENTATIVE

CC: Kelly Christopherson, Business Manager, Huron School District
Jon Heck, Goldsmith-Heck
Brad Shoup, ACEI
Chris Brockevelt, Koch Hazard Architects
Koch Hazard Architects log



Huron Sports Complex RFP 014

Date: July 12th, 2016

Scope of work: Fence Modifications

Proposed

\$ 5037.65

Breakdown is as follows:

Electrical Sub - \$ 4,512.00

O&P - \$ 451.20

Bond - \$ 74.45

Respectfully submitted,

Ryan Hunt





Empire Fence & Netting

PO Box 553

Waverly Ne 68462

P: 402-682-7658

Email: info@empire-fence.com

Solutions for all of your fence and netting needs!

Project: Huron SD Project

Date: 6/27/2016

Change order 1

Change all line post to 3" @ 8 ft spacing

2.5 inch post at 10 ft spacing 142 post at \$35.20 per post = 4998.40

3 inch post at 8 ft spacing 142 post at 63.85 per post = 9066.70

Difference of 4068.30

2.5 Inch LRC – 142 for mid rail Cost is 1.68 = 238.56

3 inch LRC – 142 for mid rail cost is 1.92 = 272.64

Difference is 34.08

Total difference = 4102.72

10% mark up

Total cost is 4512.99

Total : \$ 4512.00

No additional charges for Labor. This is only material

Client

Date

Matt Warner

Empire Fence Representative

Payment Terms:

* By accepting this proposal as indicated by my signature above, I acknowledge the scope of work to be completed, understand all proposal notes, and guarantee payment according to the terms set forth in this proposal.

Exclusions:

Responsibility for compliance with local zoning or regulations
Obtaining permits or inspection
Bid bond and performance bond



REQUEST FOR PROPOSAL (RFP)

RFP 018

DATE: 20 September 2016

TO: Mid-America Sports Construction

PROJECT: **Huron School District Sports Improvements - 1537**

Owner Requested: Contractor Requested: Unforeseen Conditions Design Issue

Proposal Requests are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.

Please submit an itemized cost breakdown, in accordance with the General Conditions, for changes in contract sum and contract time, resulting from the following proposed modification(s) to the Contract Documents.

PLEASE SUBMIT PROPOSAL WITHIN TEN (10) DAYS OR LESS

DESCRIPTION OF WORK:

Provide itemized proposal for the following:

1. Provide Turf Groomer TCA 1400, including shipping.
2. Provide credit for specified Greens Groomer that was delivered on site, including return shipping.

ARCHITECT - KOCH HAZARD

Chris Brockevelt – Project Developer

REPRESENTATIVE

CC: Kelly Christopherson, Business Manager, Huron School District
Jon Heck, Goldsmith-Heck
Brad Shoup, ACEI
Chris Brockevelt, Koch Hazard Architects
Koch Hazard Architects log



Huron Sports Complex RFP 018

Date: September 21, 2016

Scope of work: Grooming Equipment Upgrade

Proposed \$ 6,317.00

Breakdown is as follows:

Greens Groomer - \$ -2,512.00

Shipping to Mid America - \$ 625.00

TCA 1400 - \$ 7,579.00

Shipping to Huron HS - \$ 625.00

Respectfully submitted,

Ryan Hunt



ASBSD Legislative Resolutions (DRAFT)

Revised: 8/3/2016

OVERVIEW

ASBSD Resolutions are policy statements adopted by the ASBSD membership that guide your Association's advocacy efforts at the state and federal levels. A subcommittee of the ASBSD Board of Directors – called the ASBSD Policy and Resolutions Committee – develops draft policy statements for consideration by the full membership at the ASBSD Delegate Assembly.

A. Achievement and Equity

1. PRE-KINDERGARTEN STANDARDS

RESOLUTION

ASBSD supports the South Dakota Early Learning Guidelines for voluntary pre-kindergarten education programs.

RATIONALE

Pre-kindergarten is defined as any public education program for children under age 5. Research points to clear short and long-term benefits of pre-k programs. It's widely accepted that early experiences form vital connections in a child's brain and influence how a child learns and develops throughout life. According to research, quality pre-k programs reduce the number of students in need of special education services and the number of students that have to repeat grades. Research has also documented long-term efficiency of pre-kindergarten programs through a reduction in the juvenile crime rate and lessening later reliance on public assistance programs.

ADOPTED: 2008

REVISED: 2015

2. PROFESSIONAL DEVELOPMENT

RESOLUTION

ASBSD supports full funding for state mandated professional development.

RATIONALE

ASBSD supports professional development for teachers and administrators. Because of state mandates for new innovations, we believe state funding to train professionals is essential.

ADOPTED: 2008

REVISED: 2012

A. Achievement and Equity

3. COMPULSORY SCHOOL ATTENDANCE

RESOLUTION

ASBSD supports compulsory attendance in public school to age 18 or until a student graduates.

RATIONALE

In today's global economy, every South Dakota student deserves the lasting benefits of a high school diploma. Maintaining compulsory attendance age until 18 will make public school policy mirror BIE policy, minimizing the potential for students to transfer to public school in order to drop-out of high school.

ADOPTED: 2008

REVISED:

4. SOUTH DAKOTA COMMON CORE ACADEMIC CONTENT STANDARDS AND STATE ASSESSMENT EXAMS (EDITED)

RESOLUTION

ASBSD supports South Dakota common core academic content standards with sufficient financial resources and professional development for school staff, to facilitate implementation of the standards and the full participation of students in state assessment exams.

RATIONALE

South Dakota academic content standards serve as expectations for what students should know and be able to do by the end of each grade. The review, revision, development, and feedback process involves stakeholders throughout the state of South Dakota and is an ongoing and critical component to ensure South Dakota students in every classroom receive current and relevant learning experiences. The goal is that all students will graduate college, career, and life ready. Common core standards establish important benchmarks to help students succeed in a global economy and a technologically advanced society. The new standards were created in 2009 in a joint effort of the National Governor's Association and the Council of Chief State School Officers to increase rigor and academic expectations for students in Language Arts and Math and thus a stronger U.S workforce. Common Core standards are recognized as South Dakota state standards in Language Arts and Math, however implementation of the standards (how to teach them) is still a matter of local decisions. Common standards may save the state money on assessments and other fixed costs associated with our modern system of standards based education. Most importantly, the establishment of common math and language arts standards across the nation would mean all teachers are attempting to move students toward the same goal—a fact that will likely contribute to greater innovation in best practices and increased collaboration. Full participation allows for accurate measurement of student achievement success of Common Core Standards.

ADOPTED: 2010

REVISED: 2016

5. EXTRA AND CO-CURRICULAR ACTIVITIES – FREE PARTICIPATION

RESOLUTION

ASBSD supports extra and co-curricular activities as an important component of South Dakota's system of public education and opposes legislation that will in any way establish fees for participation in extra and co-curricular offerings.

RATIONALE

The South Dakota Constitution guarantees a free public education to all students. Extra-curricular and co-curricular activities, though not always offered for academic credit, are a valuable part of a child's education and should remain free to all public school students.

ADOPTED: 2010

REVISED: 2014

A. Achievement and Equity

6. SCHOOL EMPLOYEE COMPENSATION (EDITED)

RESOLUTION

ASBSD supports continued ~~a long-term~~ commitment by ~~with~~ the legislature to enhance the ability to attract, recruit and retain quality personnel in South Dakota public schools.

RATIONALE

To ensure our schools can recruit and retain ~~are losing~~ quality employees, the state must maintain a long-term financial commitment to our schools in order to provide competitive salaries for their school employees ~~to different careers and/or not receiving quality applicants for open positions because of low salary options.~~

ADOPTED: 2013

REVISED: **2016**

B. Local Governance

1. STUDENTS RECEIVING ALTERNATIVE INSTRUCTION (HOME SCHOOL INSTRUCTION) PUBLIC SCHOOL EXEMPTION-(EDITED)

RESOLUTION

ASBSD supports ~~the development of state guidelines for evaluating the academic progress of students receiving alternative instruction a public school exemption~~ and the establishment of effective state regulations to ensure exempted students receive a high quality education.

RATIONALE

School boards and the Department of Education are responsible for the education of students receiving ~~alternative public school exemption~~ instruction. State guidelines and regulations would provide school boards with criteria to determine if revocation of an application is warranted.

ADOPTED: 2008

REVISED: **2016**

2. SCHOOL FINANCES

RESOLUTION

ASBSD supports local governance in the management of district funds.

RATIONALE:

Control of school finances should rest with the local school board within the district.

ADOPTED: 2009

REVISED: 2012

3. CHARTER SCHOOLS

RESOLUTION

ASBSD opposes any new legislation that creates charter schools beyond what is currently authorized in statute, which permits Pilot Charter Schools for American Indian Students.

RATIONALE

Any expansion beyond what is currently allowed in state statute has the potential to introduce charter schools that could take public school funding from current schools, receive waivers from state standards of accreditation and teacher certification, be elective in the students who may enroll, and be detrimental to local public schools.

ADOPTED: 2012

REVISED: 2015

B. Local Governance

4. PUBLIC FUNDING FOR NON-PUBLIC EDUCATION (EDITED)

RESOLUTION

ASBSD opposes any law new legislation that diverts public dollars to fund non-public education in any manner.

RATIONALE

Legislation that diverts public dollars to non-public schools would be detrimental to the public education system.

ADOPTED: 2015

REVISED: **2016**

5. SCHOOL BOUNDARIES (DELETE)

RESOLUTION:

~~ASBSD supports legislation repealing current law allowing landowners to initiate a minor boundary change and authorizing only school boards to initiate a minor boundary change contingent on land of comparable value being exchanged between school districts, subject to voter approval.~~

RATIONALE:

~~The Minor Boundary Change Task Force, concerned about the amount of litigation related to school district minor boundary changes, is currently considering possible legislation which addresses minor boundary changes. The proposed legislation would eliminate minor boundary changes being initiated by landowners and allow minor boundary changes only if initiated by a school board. Board initiated minor boundary change is authorized in current law. A minor boundary change would be allowed only if two school boards agreed to exchange land of comparable value (within 10%). A board approved minor boundary change would be subject to voter referendum (which is also in current law). ASBSD would support this legislation as it should decrease, if not eliminate, school district time and expense of litigation and potential loss of taxable valuation.~~

ADOPTED: 2015

REVISED: **2016**

B. Local Governance

6. PRIVATE SCHOOL SCHOLARSHIP PROGRAM (NEW RESOLUTION)

RESOLUTION

ASBSD opposes state law allowing tax credits from the insurance company premium and annuity tax to fund a private school scholarship program and permits contributions made by the insurance companies to remain anonymous.

RATIONALE

The state law allowing the diversion of public dollars to non-public schools is detrimental to the public education system and, in the opinion of ASBSD, is unconstitutional. In addition, the scholarship program is based on an antiquated school funding system and may result in the program no longer remaining fiscally neutral for the state. Permitting contributions made by insurance companies to remain anonymous places their special interests above their tax obligation to the state and undermines transparency established in other state laws. ASBSD supports amending SB 159 to require contributions to the scholarship fund to become public information.

ADOPTED: 2016

7. SCHOOL DISTRICT IDENTIFICATION SYMBOLS (NEW RESOLUTION)

RESOLUTION

ASBSD supports the local control by school boards, and encourages them to seek input from community stakeholders on matters that involve symbols and events they believe uniquely identify their school.

RATIONALE

School districts are sensitive to the representation and depiction of all people through the use of mascots, nicknames, logos or other symbols and school events. School boards are open to discussion with local Native American tribes, community organizations and members on the utilization of these symbols and maintain their local control to make determinations on usage based on these discussions and what is best for the district, as a whole.

ADOPTED: 2016

8. USE OF BATHROOM, LOCKER ROOM AND OTHER FACILITIES (NEW RESOLUTION)

RESOLUTION

ASBSD supports the judgment and integrity of local school board members and school districts to develop a policy, which best fits their students, school and community, that shows respect for all students, staff and other individuals including using bathrooms, locker rooms and other facilities.

RATIONALE

School boards, as elected leaders, are responsive and accountable to local citizens, and, as noted by Gov. Dennis Daugaard in his 2016 veto message of House Bill 1008, "can, and have, made necessary restroom and locker room accommodations that serve the best interests of all students, regardless of biological sex or gender identity." Local school boards and districts who have been met with these matters previously have prudently reached a decision that works best for all parties involved.

ADOPTED: 2016

B. Local Governance

9. LEGAL AND FINANCIAL PROTECTION FOR COMPLIANCE WITH STATE LAW (NEW RESOLUTION)

RESOLUTION

ASBSD supports a provision in law that would require the South Dakota Attorney General's office to represent a public school district, should it face a lawsuit while complying with the state law, and indemnify the school district for any financial liability incurred by the district rising out of the lawsuit.

RATIONALE

School districts respect the letter of the law and implement statutory requirements handed down to them by the legislature. Should a district face litigation for complying with state law, ASBSD believes a legal and financial partnership with the State of South Dakota is necessary. There is precedent in law related to this request as SDCL 13-34-25 states the attorney general would represent a school district at no cost should it be sued for complying with state statute related to use of textbooks, and we believe this right should be extended to all laws requiring school district compliance with state law.

ADOPTED: 2016

10. FOUR-DAY SCHOOL WEEK REFERRAL (NEW RESOLUTION)

RESOLUTION:

ASBSD supports potential legislation allowing only school boards to refer a decision on the district implementing or repealing a four-day school week to voters.

RATIONALE:

The decision to adjust a school week is one that should be made by a district as a whole, including school board members, administrators, parents and community members. Thus, a vote by district patrons is the best option for a district. The decision to refer should remain solely in the hands of the school board, as they best understand the implications a change in school week schedule would have on student achievement, district finances and other matters of the district.

ADOPTED: 2016

C. School Finance

1. SCHOOL FUNDING (EDITED)

RESOLUTION

ASBSD supports a state education funding system that provides adequate aid for public schools to deliver a high quality education to all students, competitively compensate district employees and allow local management of funds through the following provisions appropriated by the State that meets expectations established in statute, administrative rule, accreditation standards and the South Dakota Constitution.;

- Utilizes revenue, and any potential growth, generated by the half-cent increase to the state's sales tax dedicated to teacher salaries;
- Raises the state average teacher salary to at least \$48,500 or higher and continues to review teacher salaries in order to stay competitive in region markets;
- Allows school districts to negotiate salary agreements that best fit their teaching staff within the mandated allocations set in statute;
- Covers the additional cost of benefits and overhead expenditures school districts incur;
- Sets student-to-teacher ratio levels that judiciously distribute dollars to school districts;
- Maintains the flexibility provision for districts to use capital outlay dollars for general fund expenses;
- Continues to review the distribution of other revenue funds;
- Ensures school districts have a process should they need a waiver from any piece of the funding system's statutory requirements;
- Appropriates funding to increase efficiencies through technology improvement grants, utilization of shared services, e-Learning programs, a teacher mentoring program and for national board certification for teachers.

RATIONALE

The historic passage of the half-cent sales tax increase, new funding formula and innovative funding options package ushered in a new era of funding for South Dakota's public schools. The new funding system brings sweeping changes to the variety of methods our districts have to fund their schools. While the system may evolve over time as we see the implications of its implementation, the current provisions in the resolution have been established with the best collective interest of our schools in mind. In 2016 historic legislation was passed in HB 1182, SB132 and SB 133. While ASBSD embraces accountability standards, new requirements are increasing the demand on school budgets and continue to stretch the capacity of our current public school systems to meet the changing needs of every student.

ADOPTED: 2008

REVISED: 2016

2. EDUCATION SERVICE AGENCIES

RESOLUTION

ASBSD supports the reinstatement of full funding for Educational Service Agencies.

RATIONALE

The Education Service Agencies have provided valuable services and resources for public schools in South Dakota. Previous years' budget cuts by the legislation have negatively impacted services provided by ESAs to schools.

ADOPTED: 2009

REVISED: 2015

3. CONSISTENT SPARSITY FUNDING

RESOLUTION

ASBSD supports consistent district-level funding provided by the state for sparse school districts as defined in SDCL 13-13-78.

RATIONALE

The state's sparse funding has provided much needed resources to the state's smallest and most rural schools. However, since the funding has been instituted, the amount of funding delivered to districts has declined and has been threatened for repeal. Given that sparsity funding amounts to more than 10 percent of the operating budget in some rural districts, the state's smallest most geographically isolated districts deserve consistent state supplemental funding.

ADOPTED: 2009

REVISED: 2014

4. USE OF CAPITAL OUTLAY FUNDS (DELETE)

RESOLUTION

~~ASBSD supports the provisions in law that allow school districts to use capital outlay funds to pay for some insurance, energy and transportation costs.~~

RATIONALE

~~The flexibility extended in 2013, which will expire on June 30, 2018, is consistent with the purposes of capital outlay, allows for local control over locally generated funds, and frees up much-needed general fund resources.~~

ADOPTED: 2010

REVISED: 2014

5. OTHER REVENUE (DELETE)

RESOLUTION

~~ASBSD supports current state law that allows "other revenue" to be used exclusively by the school district in which the revenue is generated.~~

RATIONALE

~~Other sources of revenue in the general fund include: gross receipts taxes, county apportionment, fees, bank franchise tax, mobile home taxes, PILT Funds, etc. These general fund revenues are above and beyond the per-pupil amount per student allocation established by the Legislature and any attempt to redistribute or equalize other revenue will cause instability, and in some cases would create a severe hardship on a local district. Furthermore, any attempt made to shift other sources of general fund revenue into the state aid formula would reduce the school district's general fund revenue.~~

ADOPTED: 2009

REVISED: 2015

C. School Finance

6. CAPITAL OUTLAY GROWTH LIMITATIONS (DELETE)

RESOLUTION

ASBSD opposes legislation that freezes or limits the growth of Capital Outlay funds.

RATIONALE

Local decisions as to the use of capital outlay funds are an important part of school budgets. Property tax concerns related to the levy of capital outlay funds should be handled with the local school board.

ADOPTED: 2013

REVISED: 2015

7. THREE PERCENT INDEX FACTOR (DELETE)

RESOLUTION

ASBSD supports proposed legislation to provide South Dakota's public schools with the statutory required per-student funding at a minimum increase of three percent each year, with the possibility for a greater increase to be provided.

RATIONALE

A funding formula change that provides school boards with a minimum guaranteed increase of three percent gives school boards a solid monetary figure to begin budgetary planning before the conclusion of the legislative session, with the possibility for a greater increase to be provided.

ADOPTED: 2013

REVISED: 2014

4. SCHOOL FUNDING – TWO YEAR ENROLLMENT AVERAGING (NEW RESOLUTION)

RESOLUTION

ASBSD supports reinstating two-year enrollment averaging in place of the fall enrollment count for the state aid formula calculation.

RATIONALE

With the passage of SB 131 the provision of the state aid formula that allowed for two year averaging of school district enrollment was eliminated. With year to year fluctuations in student enrollment, schools depend on two year averaging to provide stability in their budgeting process.

ADOPTED: 2016

D. Taxation

1. SALES TAX REVENUE ALTERNATIVE REVENUE SOURCES (EDITED)

RESOLUTION

ASBSD supports ~~the utilization of revenue legislation of an additional revenue source to~~ collected from the half-cent increase to the sales tax for state funding of K-12 education dedicated to funding measures to recruit and retain teachers ~~teacher salaries.~~

RATIONALE

~~The half-cent increase to the sales tax provides the~~ Given the need for additional funding needed to support education, especially with in maintaining competitive teacher salary levels with neighboring states salaries, an alternative revenue source dedicated to fund South Dakota public schools is essential. In 2016 historic legislation was passed in HB 1182, SB132 and SB 133.

ADOPTED: 2015

REVISED: 2016

E. Personnel

1. CONTINUING CONTRACT

RESOLUTION

ASBSD supports legislation to deny continuing contract rights to teachers who have received two consecutive years of unsatisfactory evaluations.

RATIONALE

ASBSD believes students should have the best teachers in the classroom. Using the state mandated evaluation process, a teacher whose performance is determined to be deficient should lose their continuing contract rights.

ADOPTED: 2008

REVISED: 2013

2. HUMAN RESOURCE MANAGEMENT

RESOLUTION

ASBSD supports a local district's ability to develop hiring, evaluation and compensation policies to develop performance and market-based compensation mechanisms that support local efforts to recruit and retain quality staff.

RATIONALE

School boards, administrators and teachers are in the best position to decide whether the school district has the financial resources, personnel, data systems and desire to implement local policy. Districts should have the flexibility to adopt effective hiring, evaluation and compensation policies.

ADOPTED: 2010

REVISED: 2012

F. Unfunded Mandates

1. STATE EDUCATION MANDATES

RESOLUTION

ASBSD supports legislative action to require the State to adopt a fiscal note associated with and providing funding for all new mandates placed on local school districts.

RATIONALE

When state mandates place additional burdens on school boards, funds should be allocated to compensate expenses incurred. Therefore, it should be the policy of the State Department of Education to adopt fiscal notes and request funding from the legislature, prior to the passage of all new mandates placed on local school districts.

ADOPTED: 2008

REVISED: 2012

2. FEDERAL MANDATES (EDITED)

RESOLUTION

ASBSD supports full funding for all federal mandates.

RATIONALE

When As federal policymakers enacted laws intended to foster higher levels of school performance and academic achievement, Congress must adequately fund federal mandates ~~has failed to fund federal programs such as IDEA and ESEA to the levels authorized when they created the programs, to avoid~~ causing local school boards to shift local resources to meet the demands of federal education policies.

ADOPTED: 2008

REVISED: **2016**

G. Federal Relations

1. ESEA REAUTHORIZATION (DELETE)

RESOLUTION

ASBSD supports a fully funded federal education policy for elementary and secondary education that focuses on improving learning outcomes for every child, provides for public school accountability and gives local school boards flexibility to develop education programs reflective of the local student population and community.

RATIONALE

Unfunded federal policies place a burden on state governments and local school boards, often replacing local priorities with federal mandates.

Strong public school systems are the result of strong local governance and leadership, and districts being held accountable for student performance need the flexibility to implement local initiatives suited to the local district population.

ADOPTED: 2008

REVISED: **2016**

2. MEDICAID SERVICE REIMBURSEMENT

RESOLUTION

ASBSD supports the continuation of federal Medicaid Service provided to K-12 for providing health services to Medicaid-eligible students.

RATIONALE

Schools play a key role in identifying eligible children for Medicaid, connecting children to needed services in schools and communities. Medicaid service reimbursement funds help South Dakota districts provide outreach and coordination services that ultimately helps eligible children receive health services in a timely manner.

ADOPTED: 2008

REVISED: 2012

G. Federal Relations

3. SCHOOL NUTRITION EDITED

RESOLUTION

ASBSD urges the U.S. Congress to reexamine Healthy Hunger-Free Kids Act for the National School Lunch and School Breakfast programs.

ASBSD supports flexibility in federal law for te state and local food service personnel to adjust the nutrition requirements including changes to the calorie maximum, to ensure they are providing school meals that meet the needs of their diverse student body in their communities.

RATIONALE

A one-size-fits-all policy ties the hands of local school lunch providers. According to recent report, the USDA's new regulations have led to hungrier students, wasted food, and increased costs for schools.

ADOPTED: 2010

REVISED: **2016**

4. E-RATE

RESOLUTION

ASBSD supports action by Congress and the Federal Communications Commission to strengthen the E-Rate program and improve the quality and speed of Internet connectivity in our nation's K-12 schools.

RATIONALE

The E-rate program, officially called the Schools and Libraries Program Universal Service Fund, provides significant discounts to schools and libraries to help them build technology infrastructure and provide telecommunications and Internet services for students in low-income and rural areas. The program is a vital source of funding to maintain and improve Internet connectivity in K-12 schools. Expansion of the federal E-rate program would improve access to technology for K-12 schools and students.

ADOPTED: 2010

REVISED: 2012

5. EVERY STUDENT SUCCEEDS ACT (ESSA) (NEW RESOLUTION)

RESOLUTION

ASBSD supports the federal education policy emphasizing the importance of local governance, providing states with more control over education standards and strengthening support for local control in managing school administration, budget development and related operations for school district responsibilities.

RATIONALE

ESSA affirms state control of education standards by allowing them to set their own benchmarks for student achievement in math and reading. In addition, ESSA reaffirms the importance of local governance as state education standards will be up for peer review by school board members, administrators, parents and other groups. A local governance measure included in the bill strengthens support for local control which will enhance the local district's goal of consistent student achievement.

ADOPTED: **2016**



ASBSD Standing Positions (DRAFT)

Revised: 8/3/2016

OVERVIEW

Standing positions are broad policy statements that reflect the core beliefs of South Dakota's locally elected school board members. Standing positions provide your school board association with general direction and guidance on a range of education policy issues.

STUDENT ACHIEVEMENT (EDITED)

One of a local school board's core responsibilities is to develop, adopt and oversee policies focused on improving student achievement and eliminating achievement gaps between low achieving students and students performing at or above grade level. Every student, regardless of individual differences, can achieve at high levels when the state, local school boards and communities establish high expectations for students and provide necessary resources and support.

Today's school boards strive to develop instructional policy that provides for multiple paths to knowledge that moves students to develop more critical thinking, collaborative problem solving and self-reliance skills.

As community leaders, school board members focus on providing programs and working collaboratively with other agencies.

Student achievement should be gauged using an accountability system based on multiple assessments that are valid, reliable, defensible, credible and diagnostically meaningful to a variety of stakeholders.

ASBSD urges policymakers at all levels to support programs that promote high level skills such as digital literacy, innovative thinking, and interactive communication to engage learners leading students to succeed in today's highly competitive, global economy.

Adopted: 2010

Revised: **2016**

NATIVE AMERICAN INDIAN EDUCATION (EDITED)

A range of statistical indicators reveal persistent and dramatic achievement gaps between Native American Indian students and their peers, depriving a significant portion of South Dakota's children of an equal opportunity to claim a more prosperous personal, social and economic future.

All students can face barriers to learning, but many of South Dakota's Native American Indian children are surrounded by a concentrated and generationally pervasive poverty that jeopardizes an individual's health, safety and personal belief in the value of education.

~~ASBSD believes all students can learn and achieve. South Dakota's American Indian students deserve the attention of federal, state, local and tribal leaders who are willing to deliver on the promise of public education.~~

South Dakotans must continue to work toward solutions, which include but not limited to the Native American Achievement Schools Grant Program and the Paraprofessional Tuition Assistance Scholarship Program (SB 9), while embracing the pride, heritage and dignity of Native American Indian culture. and

~~ASBSD supports South Dakota's recent efforts to make Indian education a priority, including the passage of the Indian Education Act and the creation of an Indian education coordinator within the Department of Education. ASBSD encourages state policies that fostering collaboration and establishing long-term commitments to improving educational outcomes for Native American Indian students.~~

~~ASBSD believes state aid formula funding needs to address the unique learning challenges of at-risk students to allow local districts to better serve American Indian students by integrating instructional curriculum that focuses on student results.~~

Adopted: 2010

Revised: **2016**

HEALTH & WELLNESS

ASBSD believes that wellness is related to staff and students overall well-being and their readiness to teach and learn. A growing body of research links student wellness to positive academic results, affirming the important role school wellness plays in student achievement.

ASBSD believes local school boards should work with community stakeholders in a coordinated approach to promote policies and practices that encourage and enable wellness, including healthy food choices, nutrition education, and regular physical activity.

Comprehensive local policy includes multiple aspects of student/staff well-being, including drug resistance, suicide prevention, violence prevention and all forms of bullying.

ASBSD urges local school boards to adopt policy that promotes healthy lifestyles and student safety, but opposes state mandates, whether funded or unfunded, which would limit the authority of local school districts to design appropriate wellness programs that reflect school and community standards.

Adopted: 2008

Revised: 2015

TECHNOLOGY IN EDUCATION

Technology has an essential and expanding role in our global society. Emerging information and communication technologies will reshape how students learn and how they apply their knowledge, skills and abilities.

ASBSD believes technology is transforming K-12 education. The infrastructure, hardware, software, and platforms are either available or being developed that will change the nature of how we teach our children in profound and far-reaching ways.

ASBSD believes technology is a powerful, important tool for public education to be used in combination with proven teaching and learning strategies to ensure a high-quality education.

ASBSD supports technology initiatives that are focused on improved student outcomes and that reflect the need for ongoing support and renewal in the ever-changing technological landscape. Digital technology using virtual learning strategies, blended learning, and other cutting edge teaching coupled with quality training, will advance our students in the highly competitive global environment.

South Dakota's public school systems should embrace technology as a catalyst to improve teaching and learning. School district staff need support, through high-quality, embedded professional development, to integrate technology into their instruction. Technology integration is a critical tool to prepare our students for digital world that is transforming around them.

Adopted: 2012

Revised: 2015

LOCAL GOVERNANCE

School districts are governed by elected leaders, who are responsive and accountable to local citizens. An informed, active citizenry is essential to our democratic and representative form of government.

Local boards, within guidelines established by state law, are vested with authority to make local education decisions. Local board members, as the elected representatives closest to the students, families and communities in which they live, are best positioned to understand student needs and identify effective solutions. A local school board cannot delegate statutory duties and responsibilities. State law must allow governance flexibility to ensure all school boards are positioned to meet the needs of their community and the changing public school environment.

School boards are accountable to students, citizens and staff for: providing education programs; striving for excellence; identifying needs; adopting clearly defined written policies; measuring program success; and interpreting and disseminating information to the public; and setting the school calendar that best fits their district.

School boards function best in a non-partisan, broadly representative, team-spirited manner while putting district needs ahead of partisanship and special interest - be they political, racial, religious, geographic, economic, social, civic or any other form. The board and superintendent, along with other key personnel, serve as a local governance leadership team that works together to effectively and efficiently operate a school district.

ASBSD supports the judgment and integrity of South Dakota school board members and opposes initiatives or legislation that impedes a school board's ability to govern.

Adopted: 2007

Revised: 2015

SCHOOL REORGANIZATION

ASBSD believes school district reorganization, resource sharing and cooperative arrangements are in the best interest of South Dakota's public school students when:

- Educational outcomes, measured in expanded educational opportunities with expectations for improved achievement, is the most important consideration; and
- Geographical issues are considered, including the amount of student travel time and allowing for continued community participation; and
- Reorganization is voluntary – initiated and voted upon by the school board, or by the citizens of the school districts.

Adopted: 2006

Revised: 2014

PUBLIC SCHOOL CHOICE (EDITED TITLE)

ASBSD believes South Dakota's public education system, through South Dakota's open enrollment laws, should provide parents and students the choice to attend any of South Dakota's public schools.

ASBSD supports open enrollment laws that work to promote cooperation among public school districts that help meet the educational needs of ALL students and families.

Adopted: 2007

Revised: 2016

OPEN GOVERNMENT AND TRANSPARENCY (EDITED)

As public bodies, school boards operate in a transparent manner that promotes active civic engagement and public discourse. Effective and efficient governance respects the public's right to observe, respectfully record a board meeting and petition government while operating under the legal framework of state and federal policy. Public school boards, as government entities closest to citizens, provide a wealth of public information, including thorough financial records.

ASBSD believes it is incumbent upon each school board member to have a working knowledge of both open meeting laws and privacy laws.

ASBSD supports state policies and potential legislation allowing school boards the local option to post official minutes and public notices online.

Adopted: 2009

Revised: 2016

SCHOOL FINANCE (EDITED)

South Dakota's public school students deserve a comprehensive school finance system. School finance decisions, whether at the local, state or federal level, should build the capacity of the public education system to expand learning opportunities for students. Policy makers at all levels should fulfill commitments and obligations to public schools before providing financial support to non-public schools.

ASBSD supports a school finance system that:

- Provides necessary equitable, predictable and timely funding; and
- Provides equal opportunities to all students while addressing South Dakota's diverse student needs; and
- Provides judicious funding based on relief for enrollment fluctuations; and
- Provides locally elected school boards the authority and responsibility to prioritize and allocate funding, within the mandates and parameters of each fund set in state statute, to best meet student needs; and
- Provide additional funding to meet state and federal expectations.

Adopted: 2007

Revised: **2016**

SAFE AND SECURE SCHOOLS

ASBSD believes South Dakota public school students deserve to learn in a safe and secure school environment.

A growing body of research has linked student achievement and behavior, as well as staff morale, to physical building conditions. Every child deserves a safe, technologically-ready school facility designed for student learning.

ASBSD believes local school boards are responsible for the adoption of plans to prevent and respond to situations that threaten the safety or well-being of students and staff. School districts are encouraged to work with government agencies, public safety officials and other first-responders to prepare effective emergency response plans.

ASBSD believes local school boards, acting in compliance with federal and state law, must have the authority to enact and implement policies and procedures that maintain safe, orderly schools and create supportive learning cultures.

ASBSD supports current laws designed to keep convicted criminals from employment in schools and illegal drugs and weapons away from school buildings.

ASBSD urges parents, businesses and communities to work with local school boards to provide safe, crime-free schools.

Adopted: 2010

Revised: 2015

INVESTMENT IN EDUCATION (EDITED)

ASBSD believes devoting public funds to elementary and secondary education is an investment in the social and economic future of our children, our communities, our state and our nation.

~~ASBSD supports new alternative funding sources dedicated to K-12 public education.~~

In South Dakota, public schools deliver an outstanding return on investment. The personal and economic benefits of a quality education have a direct and dramatic impact on individuals, families and communities. Investments in the public education system serve multiple ends, but none are more important to the economic future of our country than ensuring every child graduates from high school ready for the postsecondary education or the workplace.

ASBSD believes investing in elementary and secondary education leads to improved student outcomes, particularly when investments strengthen teacher quality, improve access to high quality pre-kindergarten and K-12 programs and provide extended learning opportunities for students at-risk.

~~ASBSD believes South Dakota's locally elected school boards must be entrusted to allocate new investments in education that empower the state's already strong public schools.~~

Adopted: 2011

Revised: **2016**



Agenda

ASBSD Delegate Assembly

Friday, November 18, 2016 :: Ramkota RiverCentre, Pierre, SD

1:00 p.m.

- 1. Call To Order**
ASBSD President Anita Peterson
- 2. Determination of Quorum**
Dr. Wade Pogany, serving as Secretary to the Assembly
- 3. Notice of Approved Minutes**
ASBSD President Anita Peterson
- 4. Rules and Procedure Review**
Dr. Wade Pogany, serving as Secretary to the Assembly
- 5. NSBA Report**
NSBA Western Region Director Neil Putnam
- 6. State of the Association Report**
ASBSD President Anita Peterson
- 7. Presentation of Association Financials**
ASBSD Chief Financial Officer Matt Flett
- 8. Notice of 2017 Elections**
ASBSD Executive Director Dr. Wade Pogany
- 9. Presentation on New State Aid Requirements**
ASBSD Executive Director Dr. Wade Pogany
- 10. Introduction of Advocacy Platform Amendment**
ASBSD President Anita Peterson
- 11. Consideration of ASBSD Constitution and By-Law Change**
ASBSD President Anita Peterson
- 12. Consideration of ASBSD Standing Positions and Resolutions**
ASBSD President Anita Peterson
ASBSD First Vice-President Todd Thoeke, Chair of the ASBSD Policy and Resolutions Committee
- 13. Establishment of ASBSD Advocacy Priorities**
ASBSD President Anita Peterson
ASBSD First Vice-President Todd Thoeke, Chair of the ASBSD Policy and Resolutions Committee
- 14. Other business**
ASBSD President Anita Peterson
- 15. Adjournment**
ASBSD President Anita Peterson

ASBSD DELEGATE INFORMATION

TIGER AFTER- SCHOOL PROGRAM (TAP)



**Parent Handbook
2016-2017**

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Introduction:

The information in this handbook is provided for all parents/guardians of students enrolled in the Tiger After-school Program (TAP). Please contact the Program Director if you have any questions about the program that are not addressed in this handbook.

Program Mission:

Provide academic support and enrichment, wellness activities and caring relationships in a safe and secure environment beyond the school day.

Program Objectives:

1. Students will develop and improve in reading, math and science knowledge and skills to be academically successful.
2. Students will develop physical fitness habits through organized gym and movement activities.
3. Students will practice good health and nutrition habits.
4. Students will grow culturally, socially and emotionally through positive interaction with peers and adults.
5. Students will be enriched by art, music and community service activities.

TAP Program Description**Program Components:**

1. Academic Support and Enrichment:
 - KidzLit and KidzMath programs (Developmental Studies Center)
 - Academic enrichment clubs are held at Huron Middle School, as well as study time, if requested.
 - Study Time (will vary depending on grade level)
 - 9-12 tutoring at the Huron High School will end by 4:20 each day.
2. Wellness Activities:
 1. Healthy Snack
 2. Structured games and free play
3. Community Partnerships
4. Activities from partnering entities

GENERAL POLICIES:

Registration:

Registration forms are available at each school building and in the Instructional Planning Center in the Huron Arena. Registration forms must be returned before a student can attend the program. Registration papers must be completed and signed by a parent for each program year. Registration forms must be updated as information changes concerning phone numbers, addresses, emergency contacts as well as schedule changes. A signed student registration is considered acceptance by the parent/guardian of the policies and regulations laid out in this handbook and in the school district policy.

All records and information about children and their families will be protected with the strictest confidentiality. Any changes to the schedule will be communicated as soon as possible to the parents/guardians.

Parent support, communication, and involvement are key factors of each child's development and are essential for the successful operation of TAP. We will work closely with parents/guardians to understand your child's needs.

Staff:

Staff members at TAP are screened before hiring. A thorough orientation process is completed with each staff member.

Child Abuse and Abandoned Children Policy:

As a public school district, all Huron School District staff and volunteers are under obligation by law to report any suspected cases of child abuse or neglect.

Attendance Policy:

It is the responsibility of the parent/guardian to contact the Site Coordinator if your child will NOT be attending as scheduled.

Cost:

There will be no charge for any student attending TAP.

Hours:

Program hours are from 3:30-5:30 Monday through Friday for grades K-8. Grades 9-12 will end at 4:20 each day. These are examples of when there will be **no TAP--school vacation days, early release teacher in-service days, Parent-Teacher Conference, when school is canceled, or when school is dismissed early due to weather conditions**. Parents will be notified by the site coordinator when TAP will not occur by sending notes home with students, 'NO TAP' signs on front doors of school, placed in school announcements, etc.. **TAP will begin on September 19, 2016 and end on Friday, May 12, 2017.**

If a child has not been picked up from the After-school Program by 5:30 p.m., the Site Coordinator will attempt to contact the parent and other adults listed on the child's registration form. If the parent is not at the school at this time,-the Site Coordinator has been instructed to call the district's resource officer.

Transportation:

Transportation to and from TAP is the responsibility of the parent/guardian.

Location:

Check-in/out for TAP will be at a specific location within each building.

Accidents, Illness, Medications, Allergies and Other Emergencies:

When your child is absent from school because of illness, or becomes ill during school, please **DO NOT** allow your child to attend TAP. When a child becomes sick at TAP, parents will be notified and expected to make arrangements to pick up the child immediately.

When a child becomes ill or is injured during the after school program, the parent/ guardian will be notified and expected to make arrangements to pick up the child immediately.

Children who become ill and need to be excluded because of a communicable illness will be separated from other children and monitored until they are picked up. The program will follow the Department of Health's recommendations for addressing a communicable disease and will notify the Department of Health of those illnesses that are required to be reported.

If the parent cannot be reached, our staff will adhere to the emergency contact information on your child's registration form. Please notify us immediately if changes occur in addresses, phone numbers or emergency contacts for your family. Should we not be able to reach anyone, we will call 911 for transport to needed medical facilities. Our staff will complete the Student Accident Report and send it to the TAP Director. (Appendix B)

Our staff will not dispense any type of medication to our students.

If your child has any allergies, please note that information on the enrollment forms. We will further discuss this information with you to develop a plan to prevent exposure to allergens and to treat your child in the event of an allergic reaction.

Children enrolled in the program have submitted verification of current immunizations when they enrolled in school. Our program does not collect this information again as it is already on file with the school.

Staff receive training when hired, on the handling and storage of hazardous materials and the disposal of bio-contaminants, and are required to follow recommended procedures as outlined in the training and as set in policy by this program.

Our program has developed an emergency preparedness and response plan to address emergency issues that may arise at the program. Staff review this plan upon hire and the plan is reviewed again on a yearly basis to make changes and updates as needed.

Emergency Contact:

Registration forms must have at least one emergency contact listed of someone over the age of 18. Emergency contacts can be friends, neighbors, relatives or co-workers. If this adult is picking up your child, they must show photo identification.

Sign-Out/Attendance Policy for Grades K-5:

Attendance will be documented daily before snack time.

Children will not be released to persons not listed on the enrollment form without written authorization (signed and dated by the parent/guardian). Family or friends authorized to pick up your child/children **must be over the age of 18 and** must show photo identification. Do not be offended if the site coordinator calls for verification, we are concerned for your child's well being. Children will only be allowed to walk home with written permission from the parent/guardian (please specify a time in which they can leave). The Huron School District will not be responsible for children after they leave the building.

Behavior/Discipline:

The Huron School District discipline/behavior policies will be in effect during TAP. Realizing that all children require discipline at one time or another we feel that consistent, pre-taught discipline and consequences are very important. We will use positive guidance, redirection and removal.

Brief separation or removal from an activity will be used to discourage unacceptable behavior. If unacceptable behavior is chronic or extreme, the parent/guardian will be contacted immediately by the Site Coordinator so we can work together to find a solution. A child who is a threat to other children or staff at TAP will be removed from the program. Please share with us discipline practices that are successful for you at home. The TAP staff will complete the Behavior Incident Form (Appendix C) and send to the Director of TAP.

Should a student continue to be disruptive in TAP, the following applies:

1. Staff will give a verbal reminder/warning describing the behavior.
2. Time out for disruptive students will be used and the parent/guardian will be notified by staff in writing or via e-mail of the child's behavior.
3. A conference will be held with the parent/guardian, program staff, and Program Director to discuss the student's disruptive behavior and to develop a behavior plan.

Termination of Services:

Students may be suspended or permanently dismissed from the program due to excessive late pick-up or discipline problems.

Notification of TAP Closing:

Parents will be notified through a note sent home, provided by the Site Coordinator with input from the TAP Coordinator, of any closure dates. TAP will be **closed if the regular school is closed due to inclement weather, or if conditions are such that travel might be dangerous**. In case of **early school release**, all bus students will be sent home on their regular buses. If you live in an area not served by a school bus, you must arrange to have your child picked up immediately. Announcements are made over the district-wide message service (Campus Messenger) and on our TAP Facebook page.

Snack:

The After-school Program will provide a healthy snack each day. Please let us know of any special dietary needs and we will accommodate those requests.

Confidentiality of Records:

It is the responsibility of the Huron School District employees to provide proper administration of student records.

Confidential information about TAP students, either written or verbal may be shared with school staff members, Nurse, parent/guardian, the student themselves, and Federal and Government officials who are privileged to conduct record inspections. TAP staff will share information with parents/guardians concerning their child's health, development and behavior.

Job Duties:

The TAP Coordinator and Site Coordinators will be responsible for activities and snack planning. Also to ensure that TAP is sufficiently staffed to provide for the children in care and that substitute staff is available to replace regular staff that is unable to work. The Site Coordinator and classroom leaders will have daily involvement in preparation of activities, and assisting students with homework, when needed.

The Program Director will provide notification to a parent/guardian when a significant change happens with center services or policies.

Huron School District Board Policies and/or school handbooks will be in effect for the Tiger After-school Program.

Volunteer Opportunities:

The Tiger After-School Program has opportunities for parental involvement. If you would like to volunteer to assist in this program, please contact the TAP Director or TAP Coordinator.

TAP Contacts:

Parents are required to contact the school office or Site Coordinator if an emergency occurs and also make other arrangements for having their child picked up.

Superintendent: Mr. Terry Nebelsick

Email: Terry.Nebelsick@k12.sd.us

Office phone: 605- 353-6990

TAP Program Coordinator: Marcia Ready

Email: Marcia.Ready@k12.sd.us

TAP Program Director: Sherri Nelson

Email: Sherri.Nelson@k12.sd.us

Office phone: 605-353-6992

K-12 Principals:

Buchanan K-1 Center

Principal: Mrs. Peggy Heinz

Email: Peggy.Heinz@k12.sd.us

Phone: 605-353-7875

TAP Site Coordinators:

Laci Hettinger—Laci.Hettinger@k12.sd.us

Hannah Dean—Hannah.Dean@k12.sd.us

Robin Axtmann—Robin.Axtmann@k12.sd.us

Madison 2-3 Center

Principal, Mrs. Heather Rozell

Email: Heather.Rozell@k12.sd.us

Phone: 605-353-7885

Jennifer Fuchs—Jennifer.Fuchs@k12.sd.us

Colleen Jensen—Colleen.Jensen@k12.sd.us

Kristi Winegar—Kristi.Winegar@k12.sd.us

Washington 4-5 Center

Principal, Mrs. Beth Foss

Email: Beth.Foss@k12.sd.us

Phone: 605-353-7895

Bobbie Matthews—Bobbie.Matthews@k12.sd.us

Amanda.DeJong—Amanda.Dejong@k12.sd.us

Huron Middle School

Principal: Mr. Mike Taplett

Email: Mike.Taplett@k12.sd.us

Phone: 605-353-6900

Huron High School

Principal: Mr. Mike Radke

Email: mike.radke@k12.sd.us

Phone: 605-353-7800

Appendix A:

Huron School District Tiger After-School Program (TAP) REGISTRATION

**Please complete the form and return to your child's school by September 13th.
TAP will begin on Monday, September 19, 2016 and end May 12, 2017.**

Child's name: _____ Grade: _____
School of Attendance: _____ Classroom Teacher: _____
Mailing Address: _____ Home Phone: _____

The Huron School District is a proud recipient of the 21st Century After-School Program Grant and will begin serving children on **Monday, September 19th** from 3:30-5:30 Monday through Friday. There will be no charge to attend TAP.

ALL TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.

With parent signature, parent accepts responsibility for the following:

- Ensure that children will attend on the designated days, unless prior arrangements have been made.
- Children **must be** picked up by 5:30 pm. Pick up location will be determined at each program site.
- If there is no school such as an early release, inclement weather, school vacation, etc, there will be no after-school program.
- There will be no TAP if the building has parent-teacher conferences, a music program or etc. This may vary from building to building. Please check with the building site coordinator if you have questions.

This program has limited enrollment. Preference will be given to full time students. You will receive notification if your child has been accepted into the TAP program.

CONTACT INFORMATION:

Mother's Name: _____ Mother's Mailing Address: _____

Mother's Cell Phone #: _____ Mother's Email Address: _____
(Please print clearly)

Father's Name: _____ Father's Mailing Address: _____

Father's Cell Phone #: _____ Father's Email Address: _____
(Please print clearly)

First emergency contact person and number: _____

Second emergency contact person and number: _____

Please complete back page 

For 5:30 pick up from the program, my child should do the following:
(Please discuss these instructions with your child)

_____ Have my child remain at school until I pick him/her up

_____ Walk/Ride Bike home

_____ Ride the People's Transit Bus (arrangements must be made with People's Transit 353-0100)

_____ Send my child with: _____
(List names of all adults who the child can be released to. These adults must show ID before child will be released to their care)

_____ Other _____

I, _____, Parent/Guardian of _____ hereby authorize and consent to the use of his/her visual image by the TAP (Tiger After-School Program) for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

I hereby give permission for emergency medical treatment for my child, if needed by the after-school site coordinator.

Your child will receive a healthy snack every day as part of the TAP program. If your child has any special dietary needs, please indicate what they are:

Please note that my child is **allergic** to the following (i.e.—medication/food/insect bites/other):

It is also important to note that my child has the following special medical conditions:

Parent / Guardian

Date

Appendix B:

Huron Public Schools Tiger After-School Program Student Accident Report

Instructions: Fill in at the time of the accident by the person who was supervising the student.

Student Name: _____

Grade: _____ School: _____

Date: _____ Time: _____ Location of Accident: _____

Person in attendance: _____

NATURE OF THE ACCIDENT		PART OF BODY INJURED		
Abrasion	Head Injury*	Abdomen	Eye*	Head
Bump/Bruise	Fracture	Ankle*	Face	Knee*
Burn	Laceration	Arm*	Finger*	Leg*
Cut	Puncture	Back	Foot*	Teeth
Convulsion	Shock	Chest	Hand*	Wrist*
Dislocation	Sprain	Elbow		
Other:		Other:		
<i>*Fill out head injury sheet to send home</i>		<i>*Left, right, both</i>		

How did It happen?

Were parents notified? Yes No When:

Was a nurse notified? Yes No When:

Doctor called? _____ When:

Treatment and disposition:

Follow-up:

Signature

Appendix C:

TIGER AFTER SCHOOL PROGRAM BEHAVIOR INCIDENT FORM

STUDENT NAME _____ DATE _____

DESCRIPTION OF INCIDENT:

ACTION TAKEN and/or FURTHER ACTIONS NEEDED (in accordance with TAP Handbook):

- Verbal reminder/warning describing the behavior.
- Time out requiring parent notification.
- Other _____

Conference with parent, program staff, and Program Director to discuss behavior plan.

Suspension or permanent dismissal due to excessive discipline problems.

STAFF COMPLETING FORM _____

What action would you like the TAP Director to take due to this behavior?

K-12 Social Studies Adoption Timeline



Board Policy Regarding Curriculum/Textbook Adoption

http://www.huron.k12.sd.us/files/5914/4968/5438/IIAA_Curriculum-Textbook_Adoption.pdf

http://www.huron.k12.sd.us/files/4814/4968/5439/IIAA-1Textbook_Selection_Adopt.pdf

http://www.huron.k12.sd.us/files/2614/4968/5427/IF_N_Curriculum_Development.pdf

CURRICULUM/TEXTBOOK ADOPTION

As the governing body of the district, the school board is responsible for approving the selection of instructional materials (including textbooks), curricular standards/outcomes, and significant changes in the instructional program, including assessment procedures. The school board will rely on its professional staff to recommend the selection of instructional materials and to design and implement instructional programs and courses of study that will promote the educational goals of the school district.

The director of instruction will be responsible for implementing procedures regarding curriculum development and textbook adoption. Development of curricular outcomes, timelines, and other pertinent information relating to curriculum/textbook adoption will be updated yearly and will be on file in the office of the director of instruction.

Committees established by the director of instruction, with majority membership consisting of classroom teachers, will be utilized in the selection of curricular outcomes and textbooks. These advisory groups should seek the advice and gather input from community representatives, including students and parent advisory groups, and shall work independently in a climate free from undue influence from special interest groups. The director of instruction, following the input from advisory committees, shall submit recommendations to the administration and the school board for final approval.

The school board will hear regular reports on district programs and ongoing curriculum study and revision. It will consider recommendations of the staff for curriculum study and may authorize the establishment of task forces to work in particular areas. It will also be receptive to the desires of parents and students in considering changes in the curriculum.

TEXTBOOK SELECTION AND ADOPTION

Guidelines for Selection of Textbooks and Other School Instructional Materials

1. Content should be consistent with curriculum goals and should be accurate, topical and up-to-date. The authors should be qualified and the publishers, artists, composers and producers responsible.
2. Selected textbooks should be free from bias and content that depicts either man or woman, or any economic, racial, cultural, religious, or ethnic segment of the population as more or less worthy, more or less capable, more or less important in the mainstream of American life.
3. Media, subject matter, vocabulary, and approach should be suitable for the experience and maturity of the audience and for the intended use of the materials.
4. Style and presentation of material should be clear, understandable, creative, and stimulating.
5. Presentation of material should be well-organized, logical, and understandable. Illustrations, charts, and graphs should be used to present data where needed. Index, footnotes, glossary, and references should be adequate.
6. Evaluation reports should provide evidence of the effectiveness of the texts or other materials being evaluated. Professional reviews should support the use of materials.
7. Materials should be durable, cost-effective, and appealing. Type of media, sound, color, size, and design should be appropriate.
8. Materials should be selected which have lasting value to the collection.
9. Multiple copies of outstanding and much-in-demand media should be purchased as needed.
10. Worn or missing standard items should be replaced periodically.
11. Materials no longer useful should be withdrawn.
12. Sets of materials and materials acquired by subscriptions should be examined annually and purchased only to fill a definite need.

13. Salespersons should have received permission from the director of instruction prior to reporting to the building principals and subsequent contact with other school personnel.
14. Donated materials should be accepted only if they meet the same criteria as purchased materials, and they should be accepted with the understanding that their disposition and use are to be determined by appropriate staff members.

CURRICULUM DEVELOPMENT

Optional Contracts:

Teacher proposals, K-12, for improving specific grade levels, courses or content areas will be made in writing and will include a narrative of the following items:

- The proposal must identify the area in need of study.
- The proposal must identify how the need was determined.
- The proposal must summarize the activities that will take place to improve the curriculum.
- The proposal must identify the anticipated outcome of the study. (What will be produced as a result of this study?)
- The proposal must project the amount of time necessary to complete the study.
- The proposal must include a plan for evaluating the outcome or the final product that results from the study. (How is the new product better than what was available?)

The board of education will pay the base cost of a substitute teacher per 7-hour day to individuals who submit approved proposals designed to improve the curriculum of this district. Proposals designed to develop lesson plans for existing courses would be discouraged. Sixty hours will be the maximum amount of time allotted for any one proposal. The goal here is to improve the curriculum of this district and not to provide full-time summer employment for certified staff members.

Proposals will be submitted to the building principals and approved by the principal, the director of instruction, and the superintendent of schools.