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

December 11, 2017 5:30 p.m.

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

December 18	Legislator/School Board Luncheon – 11:30 a.m. HHS
December 25-29	Holiday Break – No School
January 1	New Year's Day Holiday – Happy New Year!
January 8	Board of Education Meeting – 5:30 p.m. IPC
January 10	Early Release
January 15	Martin Luther King Holiday – No School
January 20	Credit Recovery Day
January 22	Board of Education Meeting – 5:30 p.m. IPC
January 29	HHS Registration Open House – 5:30 – 8:45

- 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)
  - 1500 %

#### 8. CONSENT AGENDA

The superintendent of schools recommends approval of the following:

- a) <u>Approval and/or Correction of Minutes of Previous Meetings</u>
- b) <u>Consideration and Approval of Bills</u>
- c) Approval and/or Correction of the Financial Report
- d) Board Approval of New Hires

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

- 1) Jill Hins / Academic Interventionist HMS / \$31.33 per hour
- 2) Samuel Kretschmar / Substitute Teacher / \$120 per day
- 3) Antonio Jenkins Harris / Volunteer
- 4) Joseph Skorheim / Substitute Para-Educator / \$13.66 per hour
- 5) Richard Sievert/Volunteer
- 6) Jim Bigelow/Substitute Teacher/\$120 per day
- 7) Brandi Blue/Behavior Interventionist Madison 2-3 Center/\$31.33 per hour
- 8) Maggie Bales/Concessions/\$11.30 per hour
- e) <u>Contracts for Board Approval</u>

### f) Resignations for Board Approval

- 1) Pam Howard/Transportation Department/1 year
- 2) Lisa Balster/SPED Para-Educator/2 months
- 3) Kris Claeys/Elementary Music/33 years- effective end of 2017-18 school year.

### g) Intent to Apply for Grant Funding

Group ApplyingSchool NutritionContact PersonCarol Tompkins

Name of Award USDA 2018-2019 Fresh Fruit & Vegetable

Grant

Name of Funder USDA/Cans of SD Amount to be Requested TBD by CANS

Project Focus

Offer a sampling of a fresh fruit or vegetable to elementary students each

school day.

## h) Intent to Apply for Grant Funding

Group Applying School Nutrition
Contact person Carol Tompkins

Name of Award Equipment Grant: Fiscal Year 2017
Agricultural Appropriations Act
Name of Funder SD Department of Education

Amount to be Requested \$15.000.00

Project Focus Equipment Purchase for School Food Service

i) <u>Intent to Apply for Grant Funding</u>

Group ApplyingTransportationContact PersonKelly ChristophersonName of AwardClean Diesel Grant

Name of Funder SD Dept. of Enviornment & Natural

Amount to be Requested Resources \$21,000.00

Project Focus Replacing old diesel buses

j) Intent to Apply for Grant Funding

**Group Applying** Activities Department Contact Person Terry Rotert

Name of Award Kathie Larson Coaches Grant

Name of Funder SDHSCA Amount to be Requested \$700.00

Project Focus Provide financial assistance to members of SDHSAA to attend national athletic

clinics or conferences

# k) Request Permission to let bids for a Prime Vendor for Food - Carol Tompkins

- l) <u>Set 2018 combined city/school election date—April 10, 2018</u>
   m) <u>Combined Election Agreement with City of Huron for 2018</u>

# 9. CELEBRATE SUCCESSES IN THE DISTRICT: CONGRATULATIONS:

Washington 4-5 Center students Maddie Jurgens, Micah Larson, Blut Kue Ler, and Logan Leyendecker for being selected to participate in the SD Elementary Festival Honor Choir to be held in conjunction with the 50<sup>th</sup> Annual SD Choral Day on the SDSU campus on February 8, 2018. Washington had 29 singers audition to be a part of the Festival. There were 800 auditions sent in and 180 youth from SD were selected by the music staff from SDSU. The students will now need to prepare 5 songs before attending the large choir practice.

Congratulations to the following Huron Tiger football players for being All State:

Gabe Rieger Jr All State Offensive Guard
Chipper Shillingstad Jr All State Defensive Back
Matt Katz Jr All State Long Snapper
Zack Siemonsma Sr Honorable Mention
Jackson Hook Sr Honorable Mention

#### THANK YOU TO:

#### 10. REPORTS TO THE BOARD

- a) <u>Classified Employee of the Month Presented by Lori Wehlander,</u>
  Tonya Whitmore, Administrative Assistant Office of Special Services, has been selected as Classified Employee of the Month for December 2017. Nomination comments are included in this packet. Congratulations Tonya!
- **b)** Good News Report Washington 4-5 Center 5<sup>th</sup> Grade Band Beth Foss, Laura Beck, and 5<sup>th</sup> grade students.
- c) <u>Business Manager's Report</u>
- d) Superintendent's Report

#### 11. OLD BUSINESS

a) TAP Handbook Revision - 2nd Reading - Sherri Nelson

#### 12. NEW BUSINESS

- a) Section J Policy Review- Introduction
- b) Permission to purchase two school buses off the West Central Public School bid from Trucks of Bismarck in the amount of \$166,450 to be paid for with the 2018-2019 Capital Outlay Budget

## 13. ADJOURNMENT

## Huron School District New Hire Justification

Date: 11/29/17

**Applicant Information** 

Applicant Name: Jill Hins

Address: 1507 Lincoln Ave. SW

Phone: (605) 352-7686

**Education**: S.D.S.U. Child Development & Family Relationships

Si Tanka / Huron University

**Experience**: Para Educator for Huron Schools

References: On file . . .

**Reason for New Hire** 

New Position: Academic Interventionist

Replacement:

Position Information: School Improvement 1003 (a) Grant

Department: CORE subjects: Math, ELA, Science & Social Studies

**Position**: 6<sup>th</sup> – 8<sup>th</sup> Pull-out Intervention – Tier 2 & 3 students...

Supervisor: Mr. Taplett & Mrs. Willemssen

**Responsibilities:** Working with teachers to academically support struggling students.

**Hours**: 35 – 40 / week [7:30 AM – 3:30 PM; w/30 min. lunch @ 7.5 hrs. / day]

**Hiring Information** 

**Wages**: \$31.33 / hr.

**Classification**: Active Teaching Certificate (1/27/15 to 7/01/20)

**Wage Justification**: As determined by grant and set by administration

Start Date: Friday, December 1, 2017

**Requested by**: Mr. Taplett (Administrator)

## **Huron School District New Hire Justification**

Date: **December 4, 2017** 

**Applicant Information** 

Applicant Name: Brandi Blue

**Address:** 

305 N Yale St.

Yale, SD

Phone:

605-461-9239

**Education**: BS Sociology

**Experience**: 3 years as a SPED paraeducator

References: Stacey Westby, Angie Boetel, Shelly Fuller

Reason for New Hire

**New Position:** 

Behavior Interventionist (grant)

**Replacement:** 

**Position Information** 

**Department**:

Grant under Title

Position:

**Behavior Interventionist** 

**Supervisor:** 

Heather Rozell, Kari Hinker

**Responsibilities:** Working with students and staff on positive

behavior supports and interventions

**Hours**: 7.5

**Hiring Information** 

Wages:

\$31.33

Classification:

Wage Justification:

**Start Date:** 

12/11/17

Requested by:

Heather Rozell

(Administrator)

## **Huron School District New Hire Justification**

**Date:** October 20, 2017

**Applicant Information** 

Applicant Name: Maggie Bales

Address:

1457 Washington Drive Huron, SD 57350

Phone:

353-1038

**Education:** 

DeSmet High School/Stewarts School of Hairstyling

**Experience:** 

Currently Food Service sub since 1989

**References:** 

**Reason for New Hire** 

**New Position:** 

No

**Replacement:** 

No one

**Position Information** 

**Department:** 

Concessions

Position:

Concession Worker

Supervisor:

**Carol Tompkins** 

**Responsibilities:** Help customers during concession events

Hours:

Afternoons and evenings

**Hiring Information** 

Wages:

\$11.30

Classification:

New concessions worker

Wage Justification: Current starting wage for new concession worker

Start Date:

December 1, 2017

Requested by:

**Carol Tompkins** 

(Administrator)

#### Kathy -

We finally have a signed contract on our house with a closing date of December 18. This is notice of my resignation. My final and last day driving Bus 12 will be Friday, December 15. I will let you know if some unforeseen event changes our closing date.

Thank you for your kindness and patience to me in spite of some blunders on my part. No other job I've had compares to the satisfaction and enjoyment I have had in driving the school bus both as a substitute driver and then as a regular driver. I have enjoyed it immensely. I love the kids and my co-workers and will miss both very much.

Having been away from "home" for the past 22 years, it is a good feeling to be moving back to New England. Our parents are deceased and it will be nice to connect with siblings more than once a year. Living within 5 miles of 3 granddaughters is a plus.

Again, thank you so much for everything.

Pam Howard

### December 8, 2017

To whom it may concern;

Please accept this letter of resignation effectively immediately.

Thank you.

Lisa Balster

Kris Claeys 774 18<sup>th</sup> St. SE Huron, SD 57350

December 4, 2017

Mr. Nebelsick, Mrs. Rozell and Huron School Board,

This letter is my official notification to you and to the Huron School District that I will be retiring at the end of the 2017-2018 school year.

I have genuinely enjoyed and felt very blessed to have worked in the Huron School System for these last 33 years.

I have worked under great leadership and with educators that have made me a better teacher. I've enjoyed the opportunities that the school district has provided for my professional development while I was teaching "our students." I will truly miss the students and the part I had in making a difference in their lives.

With deep gratitude and appreciation I want to thank you for believing in me and my teaching abilities and look forward to the successful things the district will be doing in the future.

Sincerely,

Kris Claeys



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

Date: 12/11/17 Group Applying: School Nutrition Contact Person: Carol	Tompkins			
Name of Grant/Award: USDA 2018-2019 Fresh Fruit and Vegetable Grant				
Name of Funder: USDA/CANS of SDContact Person: Rob	Ingalls			
Amount to be Requested: TBD by CANSFunder's Submission Due Dat	e; Spring 2018			
Project Focus: Offer a samoling of a fresh fruit or vegetable to elementary st	udents each school day			
How awarded amount received? Full amount up frontX_ Reim	bursement			
Are any follow up reports required? X Yes No If yes, when are the	ey due?			
s any District funding, resource, or in-kind commitment required now or in	the future? Yes_NoX			
f yes, please list by dollar amount and/or in-kind service/support. Be speci	fic:			
Please note:      Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.      The person or group applying will need to submit the following documentation to the curriculum and business offices:      A copy of the completed grant application.      If and when the grant is awarded, a copy of the award letter.      If any follow-up reports are required, a copy of the report.				
A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.				
Signature: Building/Department Administrator	-29 - 17 Date			
ignature:				
Sherri Nelson, Director of Curriculum, Instruction & Assessment	Date			
ignature:				
Kelly Christopherson, Business Manager	Date			



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

Date: 11/27/2017 Group Applying: School Nutriton Contact Person: Carol Tompkins	
Name of Grant/Award: Equipment Grant: Fiscal Year 2017 Agricultural Appropriations Act	
Name of Funder: SD Department of Education Contact Person: Jill Cotton	
Amount to be Requested: \$15,000.00 Funder's Submission Due Date: December 6, 2017	
Project Focus: Equipment purchase for school foodservice	
How awarded amount received?x Full amount up front Reimbursement Money must be obligated by June 2018.  Are any follow up reports required? _x Yes No If yes, when are they due?  Maintain inventory with pertinent information until time of equipment no longer needed or disposal.  Is any District funding, resource, or in-kind commitment required now or in the future? Yes_NoX_	
If yes, please list by dollar amount and/or in-kind service/support. Be specific: None	
Please note:      Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.      The person or group applying will need to submit the following documentation to the curriculum and business offices:      A copy of the completed grant application.      If and when the grant is awarded, a copy of the award letter.      If any follow-up reports are required, a copy of the report.	
A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.	
Signature: May Angel May 11-29-19 Building/Department Administrator Date	
Signature:	
Signature:	
Kelly Christopherson, Business Manager Date  Date Presented to School Board:	



#### Sherri Nelson

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

Date: 13-5-1/Group Applying: Transportation Contact Person Kelly Christopherson
Name of Grant/Award: Clean Diese Grant
Name of Funder: SD Dept of Environment Contact Person: Barb Rogynski
Amount to be Requested: Aprox, \$21,000 Funder's Submission Due Date: 12-15-17
Project Focus: Replacing old Diesel Buses
How awarded amount received? Full amount up front Reimbursement
Are any follow up reports required? 🗡 Yes No If yes, when are they due? みだトセア ハモル しょう アモニション
Is any District funding, resource, or in-kind commitment required now or in the future? Yes No
If yes, please list by dollar amount and/or in-kind service/support. Be specific: 7590 0Fthe COST OF a NEW BUS, Appro XILO3, 600 Please note:
<ul> <li>Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.</li> <li>The person or group applying will need to submit the following documentation to the</li> </ul>
curriculum and business offices:  O A copy of the completed grant application.
<ul> <li>If and when the grant is awarded, a copy of the award letter.</li> </ul>
<ul> <li>If any follow-up reports are required, a copy of the report.</li> </ul>
A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.
Signature: Fello Mantallo 12-5-17
Building Department Administrator Date
Signature: 12-5-17
Sherri Nelson, Director of Curriculum, Instruction & Assessment Date
Signature Seller Jantothe 12-5-17
Kelly Christopherson, Business Manager Date
Date Presented to School Board:



#### Sherri Nelson

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

Date: 12-5-17 Group Applying: As office Contact Person: Tem Roter				
Name of Grant/Award: Kathie Larson Coaches' Grant				
Name of Funder: SOHSCA Contact Person: Gim Sorman				
Amount to be Requested: # 700 % Funder's Submission Due Date: 12-15-17				
Project Focus: Projec				
Are any follow up reports required? Yes No If yes, when are they due?				
Is any District funding, resource, or in-kind commitment required now or in the future? YesXNo				
If yes, please list by dollar amount and/or in-kind service/support. Be specific:  Cost of Conference is roughly \$1800 - I will pay 1/2 if distant pays often half after grant Please note:  Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.  The person or group applying will need to submit the following documentation to the curriculum and business offices:  A copy of the completed grant application.  If and when the grant is awarded, a copy of the award letter.  If any follow-up reports are required, a copy of the report.				
A copy of this request with signatures will be returned to the contact person above when the				
Signature: 12-5-17 Building/Department Administrator Date				
Signature: Dhu Welson 12-5-17				
Sherri Nelson, Director of Curriculum, Instruction & Assessment Date				
Signature: Ally (hytophe 12-5-17				
Kelly Christopherson, Business Manager Date  Date Presented to School Board:				



# Huron Public Schools 1045 18<sup>th</sup> Street SW PO Box 949 Huron, South Dakota 57350-0949

Office: 605-353-6909 Fax: 605-353-6910

Email:carol.tompkins@k12.sd.us

Carol Tompkins School Nutrition Director Concessions Director

To: Board of Education

Mr. Nebelsick

Mr. Christopherson

From: Carol Tompkins

Date: December 11, 2018

Re: Request permission to let bids for a Prime Vendor for food

I respectfully request permission to let bids for a prime vendor for food for the 2018-2019 school year.

Thank you for all your consideration.

### **COMBINED ELECTION AGREEMENT**

This agreement is entered into between the City of Huron and Huron School District 2-2; both political subdivisions of the State of South Dakota, for the purpose of conducting a combined election as provided under the provisions of SDCL 9-13-37, 13-7-10.3 and 12-2-5.

**EFFECTIVE DATE:** This agreement shall become effective on the date that all parties have signed the agreement.

**PURPOSE:** It is the purpose of this agreement for the parties to conduct their individually required elections in one combined election. The combined election will be held on April 10, 2018 which is the date of the regular city/school election. Elections are being combined to save tax dollars on the cost of individually conducted elections and to encourage a better voter turnout for all entities.

**COST SHARING:** The parties to this agreement shall share the costs of the combined election as set forth herein.

Each Governmental entity shall publish its own required notices, except where they may by law be jointly published. The cost of jointly published notices shall be shared proportionately by ballot issue and/or candidate.

Salaries and expenses of election boards within the city shall be shared equally by the parties. If any of the parties of this agreement are not required to have an election, only those costs of the joint action, if any, to the point of withdrawal will be shared. The remainder of the election costs will be borne by the remaining party conducting the election.

The cost of all jointly used materials (ballots, poll books, etc.) will be shared equally. Each entity will pay the cost of its individually used materials and supplies.

Data processing costs (setup, test run, ballot count) incurred shall be shared proportionately by ballot issue and/or candidate.

**BALLOTS AND ABSENTEE BALLOTS:** It is agreed that there will be one ballot used for the combined election. Absentee ballots shall be available at the city office or the office of the school district. Protective measures will be taken so no voter can vote absentee more than once.

**CANVASSING THE VOTE:** It is agreed that the City of Huron and the Huron School District shall each canvass the ballots according to the governing laws of each party.

The City Finance Officer and the School Business Manager are directed to cooperate in any manner that will accomplish the purpose and intent of this agreement in order to facilitate this combined election in the most efficient and economical manner.

CITY OF HURON	HURON SCHOOL DISTRICT 2-2
Paul Aylward, Mayor	Tim Van Berkum, School Board Chairperson
Date	Date
ATTEST:	
Paullyn Carey, Finance Director	Kelly Christopherson, Business Manager
Date	Date

# Classified Employee of the Month

Name Tonya Whitmore

Position Office of Special Services Administrative Assistant

Pate <u>Pecember 2017</u>

Tonya Whitmore has worked in the Office of Special Services for the past 3 years. During this time Tonya has helped the program to become more efficient with the implementation of the online computerized program to manage Special Education and 504 records. She has become an expert at managing the program and a valued resource for the entire staff. She is always looking at more ways to streamline the program and make it work better for everyone.

Tonya also manages the Medicaid program throughout the district. She has worked continually to update the program and maintain all the records needed to remain in compliance. All staff and data collection was updated. This process was a huge learning experience and Tonya continued to work with the state to ensure all staff requirements were met and paperwork submitted correctly.

The greatest asset Tonya has brought to the Office of Special Services is her desire to learn and become a valuable resource for everyone. Tonya has attended ICP trainings and has learned a great deal about the process and ICP requirements. She is always willing to help others and find the information they need to perform their duties.

#### **TAP Handbook Revision**

<u>Purpose of Report:</u> To inform the board of proposed changes to the Tiger After School Program (TAP) Handbook.

**District Goal:** Community Relations

• Emphasize improving parent involvement

**Explanation:** The proposed addition to the TAP handbook is due to a federal requirement that has been in effect since the inception of the program but was recently discovered missing when Deb Bigge, Licensing Specialist did her annual inspection of program documents.

### Procedures for Handling Suspected In-house Child Abuse:

If a staff member is suspected of abusing or neglecting a child in the program, the staff member will be suspended from child care duties until an investigation is completed by Law Enforcement or Child Protection Services. Once the investigation is completed, the continued employment of the staff will be evaluated depending on the outcome of the investigation. If allegations of abuse or neglect are substantiated, employment will be terminated.

Summary: The proposed revision is being recommended to meet federal requirements.

<u>Administrative Recommendation to the Board:</u> The Director of the Tiger After School program is sharing this information to inform the board of changes to made to the TAP Handbook.

#### Reference(s):

• Tiger After School Program Handbook (Revised November 2017)

Report Prepared by: TAP Program Director

Presented by: Sherri Nelson

# **Huron School District 2-2**

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

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

Kelly Christopherson Business Manager

# Memorandum

Date: December 6, 2017

To: School Board Members

Terry Nebelsick, Superintendent

From: Kelly Christopherson, Business Manager

RE: Purchasing Additional School Buses

There are two items on the December 11, 2017 agenda related to school buses. The first item is an intent to apply for grant funding from the South Dakota Department of Environment and Natural Resources State Clean Diesel Rebate Program. This program is designed to get older (2006 or older) diesel buses out of service and into the salvage yard. If we are successful we can get 25% of the cost of a new bus rebated to us by DENR (\$20,806.25).

We are also requesting to purchase 2 new 2019 Thomas 77 passenger seated 71 passenger school buses using the West Central bid dated March 13, 2017 in the amount of \$83,225 each or \$166,450 for two, to be paid for in July using the 2018-2019 Capital Outlay Budget. By using their bid and ordering now we can beat a price increase set to go into effect December 15, 2017. When the price increase goes into effect we will not be able to use the West Central bid anymore. We can only buy off another bid that is an all cash deal so we will probably have two old buses to sell on our own next summer.

The Clean Diesel Grant program is designed to be in addition to our normal bus replacement schedule. We normally buy two new buses per year, so we would be buying 3 new buses if the grant is funded. Foreman Bus Sales in Miller has agreed to order a third bus before the price increase and hold it for us. If the grant is funded we would purchase the bus, if the grant is not funded Foreman will put the bus into their inventory and sell it to some other school.

We successfully applied for the Clean Diesel Grant in 2011 and were rebated 25% of the cost of a new bus. In 2014 we successfully applied for the grant and retro-fitted all the buses with emission reducing equipment. We had to use the buses 3 years with that equipment installed before we could apply again.