

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

Vision: *Respect – Pride – Excellence for All*

AGENDA
BOARD OF EDUCATION – SPECIAL MEETING
Instructional Planning Center/Huron Arena
August 27, 2018
5:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**
 - August 27 Middle School Welcome Back
 - 6th Grade @ 5:00
 - 7th Grade @ 6:00
 - 8th Grade @ 7:00
 - August 27-29 Teacher In-Service
 - August 28 Elementary Open House
 - Kindergarten – Buchanan / 4:30 – 5:30
 - 1st Grade – Buchanan / 4:30 – 5:30
 - 2nd Grade – Madison / 5:30 – 6:30
 - 3rd Grade – Madison / 5:30 – 6:30
 - 4th Grade – Washington / 6:30 – 7:30
 - 5th Grade – Washington / 6:30 – 7:30
 - August 30-Sept 3 South Dakota State Fair
 - September 3 State Fair / Labor Day Holiday
 - September 4 First Day of School for Grades 1 – 12
 - September 4-7 Kindergarten Screening
 - September 10 First Day of School for Kindergarteners
 - September 10 Board of Education Meeting 5:30 p.m. - IPC
 - September 10 High School Open House / 6:40
 - September 21 Homecoming – Early Release
 - September 24 Board of Education Meeting 5:30 p.m. - IPC
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) **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) Gayler Moo / Substitute Teacher - \$120 per day / Substitute Para-Educator \$13.98 per hour

- 2) Suzanne VandeBerg / Substitute Teacher - \$120 per day / Substitute Para-Educator \$13.98 per hour
- 3) Robert Brooks / Substitute Teacher - \$120 per day / Substitute Para-Educator \$13.98 per hour
- 4) Gavin Rutledge / Volunteer – HMS
- 5) Stephanie Tschetter / TAP Classroom Leader / \$17.65 per hour
- 6) Kris Claeys / Substitute Teacher - \$120 per day / Substitute Para-Educator \$13.98 per hour
- 7) Josh Haeder / Substitute Teacher - \$120 per day / Substitute Para-Educator \$13.98 per hour
- 8) Susan Coughlin-Schmidt / Substitute Teacher - \$120 per day / Substitute Para-Educator \$13.98 per hour

b) Contracts for Board Approval

1)

c) Resignations for Board Approval

- 1) Amanda Gill / SPED Para-Educator @ Washington / 2 years
- 2) Lindsey Passmore / Spanish Interpreter / 16 years
- 3) Meagon Moser / SPED Para-Educator – Buchanan / 1 year / TAP / 1 year
- 4) Megan Mammenga / SLPA – Buchanan K/1 Center / 1 year

d) Consideration and Approval of Bills – See attached list

e) Request to Approve Changes to the Huron School District Procurement Guide for Federal Awards

f) Request for Approval of Open Enrollment Request

The administration has received open enrollment request #OE-2018-09 and #OE-2018-10 for Board approval.

g) Request Approval of Open Enrollment Students Returning to the Huron School District after August 1st Deadline

The administration has received open enrollment request #RH-2018-02, #RH-2018-03, #RH-2018-04, and #RH-2018-05 for Board approval.

(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:



THANK YOU TO:



10. REPORTS TO THE BOARD:

- a) **Good News Reports – Karla Sawvell – Summer Feeding Program and Carol Tompkins – School Nutrition Program**
- b) **Superintendent’s Report**

11. OLD BUSINESS

- a) **Branding – 2nd Reading to approve tiger head as a final piece of the branding package**
- b) **Policy CDB – Organizational Chart – Huron School District – 2nd Reading**
- c) **Policy AB Non-Discrimination – 2nd Reading**
This policy is being revised to add the office phone number of the newly assigned Co-District Title IX Coordinator, Linda Pietz.
- d) **Tiger After-School Program (TAP) Handbook 2018-2019 – Revised**
Superintendent recommends approval of the handbook.
- e) **Adoption of Tax Request for 2018 Taxes Payable in 2019**

12. NEW BUSINESS

- a) **Accept Information from Head Start**
- b) **Eagle Scout Project – Huron Tennis Courts – Reese and Riley Uecker**

13. EXECUTIVE SESSION

1-25-2 Executive or closed meetings may be held for the sole purpose of:
(2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association.

14. ADJOURNMENT

**Huron School District
New Hire Justification**

Date: 8-17-2018

Applicant Information

Applicant Name: Stephanie Tschetter

Address: 472 24th St SE Unit 3

Phone: 402-980-0739

Education: Northern State University

Experience: Physical Therapist

References: Sarah Jensen, Sarah Isgur, Joshua Haeder

Reason for New Hire

New Position: n/a

Replacement: Adding TAP staff to reduce overtime expenses

Position Information

Department: TAP

Position: Classroom Leader

Supervisor: Linda Pietz

Responsibilities: Implement after-school learning activities

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

Hiring Information

Wages: \$17.65/hr (classroom leader)

Classification: Classified

Wage Justification: Pre-determined hourly rate

Start Date: September 17, 2018

Requested by: Linda Pietz

Venables, Dolly

From: Wehlander, Lori
Sent: Tuesday, August 14, 2018 6:46 AM
To: Christopherson, Kelly; Venables, Dolly; Nebelsick, Terry
Subject: Fwd: 18-19 School Year

Lori Wehlander
Office of Special Services
Huron School District
605-353-6997
Follow me @lorimw88
Sent from my iPhone

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Begin forwarded message:

From: "Gill, Amanda" <Amanda.Gill@k12.sd.us>
Date: August 14, 2018 at 6:27:31 AM CDT
To: "Foss, Beth" <Beth.Foss@k12.sd.us>, "Wehlander, Lori" <Lori.Wehlander@k12.sd.us>
Subject: 18-19 School Year

After much thought, I've decided the best thing for me to do this year is to focus on my own studies, as I still have roughly a year left to finish my bachelors (depending on how fast I can finish my classes.) The goal is to student teach some time next school year and to stay on track I need to be able to devote more time to school and homework. It also won't hurt I'll be able to spend extra time with Cole who was born on the 4th of July! 😊

As a result, I won't be returning for this school year. I will still, if allowed to observe at Washington, need to do my 75 hours of observation next semester. As much as I love working with the students and the teachers at Washington, I need and want to finish my degree so I can finally be able to work as a teacher!

Amanda

Get [Outlook for iOS](#)

Tuesday, August 14, 2018

To Whom It May Concern,

This letter serves as my notice that the last day I will be working for the Huron School District under my current position is Friday, September 7th, 2018. I have appreciated working with you during these past 16 years. Thank you for accepting this letter of my resignation.

Sincerely,

Lindsey Faye Passmore

Venables, Dolly

From: Wehlander, Lori
Sent: Friday, August 17, 2018 8:29 AM
To: Nebelsick, Terry; Whitmore, Tonya; Christopherson, Kelly; Venables, Dolly
Subject: FW: Resignation

Lori Wehlander
Director of Special Services
Huron School District
605-353-6997
Follow me @lorimw88

I've learned so much from my mistakes... I'm thinking of making a few more... Anonymous

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain privileged and confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

From: "Moser, Meagon"
Date: Friday, August 17, 2018 at 8:21 AM
To: Lori Wehlander, "Hohertz, Paige"
Subject: Resignation

This is my formal resignation for my SPED para position, I will not be returning for the 2018/2019 school year. I was offered a job that allows me to bring home more money, 100% health care coverage, vacation and sick leave monthly accrual.

I want you both to know that I LOVED my job very much!! This decision was made based on my future and being able to support my family.

Meagon Moser

New Messages

11:37 AM



Meagon Moser

I'm resigning from the TAP program. I have taken another job that will not work the TAP program.
Thank you.

I really wanted to talk to you about this in person, as it has been weighing heavily on my mind, and has been a very hard decision for me to make. I was presented with another job opportunity as an SLPA when I was least expecting it, because my name was recommended to them through a mutual party. I have/had absolutely no intentions of leaving Buchanan K-1 or Huron, because I absolutely love where I work and I have so much respect for everyone that I work with.

However, with Terrek accepting his new position in Miller, we are looking to relocate to that area as soon as the opportunity to buy some land presents itself. We just find it so hard to pass on an opportunity like this to work so close to one another, when positions in that area do not become available very often in my career field. Also, they are providing me with some great benefits, that will only advance my future, that made it very hard for me to pass up on.

It has been such a pleasure working under you and having someone that is there to answer whatever questions I may have had. I apologize for any inconveniences this may have caused you. It has been such an unforeseen decision that I had to consider in such a short period of time, and for this I apologize. I would greatly appreciate any assistance you could provide upon your return, in guiding me through this transition process.

Again, I am sorry for any inconvenience this may have caused. Thank you for everything and we will be in touch on where to go from here.

Thank you,

Megan Mammenga

Huron School District
Procurement Guide for Federal Awards

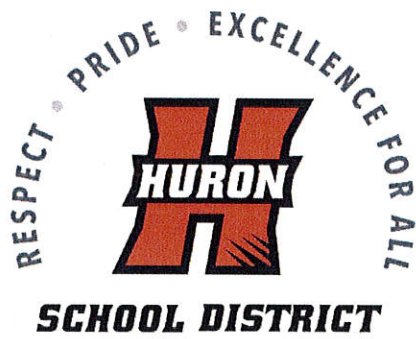
The Federal Government changed the dollar amount threshold for micro-purchases from \$3,500 to \$10,000 effective immediately. This guide has been updated to reflect the change.

Change Log:

Page 2 – Changed \$3,500 to \$10,000 for micro-purchases.

Page 5 – Changed \$3,500 to \$10,000 for micro-purchases.

Overall Document – Incorporated Branding.



*Huron School District
Procurement Guide for
Federal Awards*

Table of Contents

Introduction	3
Standards of Conduct and Conflict of Interest Policies	3
Conflict of Interest.....	3
Gratuities, Kickbacks, and Contingent Fees	4
Confidential Information	4
Equal Employment Opportunity/Affirmative Action	4
Open Competition Required.....	4
Select procurement method	5
Goods and Services	5
Micro-purchase cannot exceed \$10,000.00	5
Small purchases cannot exceed \$25,000.00.....	5
Large purchases are purchases that exceed \$25,000.00.....	5
Invitation for Bids (IFB)/Sealed Bids	5
Noncompetitive Proposals	6
Procurement contract files	6

Introduction

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

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

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

The procurement procedures are designed to:

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

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

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

Standards of Conduct and Conflict of Interest Policies

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

Conflict of Interest

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

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

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

Gratuities, Kickbacks, and Contingent Fees

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

Confidential Information

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

Equal Employment Opportunity/Affirmative Action

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

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

Open Competition Required

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

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

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

Select procurement method

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

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

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

Goods and Services

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

Micro-Purchases cannot exceed \$10,000.00

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.

As MS kitchen team leader, my responsibilities include overseeing the Summer Food Service Program. Again this past spring, you supported our request to conduct this program, and this year's summer feeding program included the addition of a mobile feeding truck. This evening we share with you our "changed" summer!

Summer Food Service Program (SFSP) provides nutritious meals to children during vacation periods. Food Service staff served students at the MS from June 4 through August 3. For 3 weeks in June, ESL Summer School students ate breakfast and lunch. For this time period at the MS, we served community families, SPED summer school, the Nordby Center Day Camp and new this year, the Huron Parks and Rec Day Camp, volleyball camp attendees, drivers ed. students, and returning marching band students. Total meals served at the MS were 13,844.

So, on to the "new addition" to the summer feeding family, the Mobile truck!!

Many hours of planning went into developing the route, with Splash Central and Winter and Prospect Parks being the chosen stops. Service to these stops was also June 4-August 3. Providing the best meals we could, knowing we were limited to only cold food was a challenge, but a variety of sandwiches, fresh fruit and veggies were offered in each day's meal. Children road their bikes, walked over to the parks with parents or care providers and the Parks and Rec Day Camp was able to utilize the Splash Central stop throughout the serving period. Total meals served from our mobile truck were 3,871.

We seriously look at the total numbers of the program year to year, but the rewarding result is that children were fed, 17,715 meals were eaten. Some of those who came each day commented, "Oh, I'm starving, thanks". And daily it was clear that some students really depended upon this meal. Also, that some adults who brought their kids every day commented, "This was so convenient" and "I don't have to cook today"!!

School Nutrition would like to publically thank Dakota Provisions for a generous \$1000.00 donation to our summer feeding program. Their interest and concern for community members helped us reach those who received the benefit of the programs' goal in providing summer meals when school is not in session.

And thanks to the Huron Board of Education for allowing us to operate the Summer Food Service Program again this year.

School Nutrition invites the Board of Education, all staff, parents and grandparents, and community members to eat lunch with us any time this year! Wishing you all the best of school years!



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. Terry Nebelsick
Date: August 18, 2018
RE: School Nutrition - Good News Report

School is right around the corner and we have been cleaning, gearing up, and are ready to tackle the new school year! Summer was excitingly different with our new summer mobile feeding program and our Middle School summer lunch program. We fed lots and lots of meals!

Grants for 2018-2019...

We have received a grant last spring to purchase a \$15,000.00 combi oven. Installation is completed and we were able to use it over the summer. It is *amazing* and will allow us to cook and hold food for less time, which will translate into serving a better product.

We were also fortunate to receive the USDA Fresh Fruit and Vegetable grant. It totals \$79,616.00. Happy for the opportunity to offer a fresh fruit/vegetable to our elementary students again daily.

Extra Commodity Entitlement Money...

Lucky to receive extra entitlement and gladly accepted. We received \$28,000.00 in March for fresh produce and in May were offered \$19,000.00 in extra commodity foods.

Summer Mobile Lunch Program...

Our program worked to a point, we were able to overcome all the obstacles need to promote the program and to operate safely to feed children in our community great sack lunches Monday through Friday over the summer in three local parks. Problem is we did not serve enough meals consistently and the program lost money. We needed to serve 150/200 meals a day to make that happen and we only averaged 88 meals a day. We were glad to be given the opportunity to try this program, but feel we cannot afford to operate it again next year. We will operate the Middle School summer lunch program again and invite everyone to come eat with us there for lunch.

Our mobile program reminded me a bit of the summer we were given a grant to operate a school bus each day that made several stops around Huron to allow children to ride to the MS for lunch and then back to their neighborhoods right after eating lunch. We operated that bus for 24 days and only had 5 total riders.

Come to Eat Lunch with Your Children... Parents/grandparents come have lunch during the school year with your children/grandchildren. They enjoy it and so do we because we get to know you too! Please call your school secretary by 9:00 am on the day you would like to join your children for lunch. Price for adults is \$4.20 and please know you are always welcome!



RESPECT • PRIDE • EXCELLENCE FOR ALL



SCHOOL DISTRICT



HURON TIGER FACES

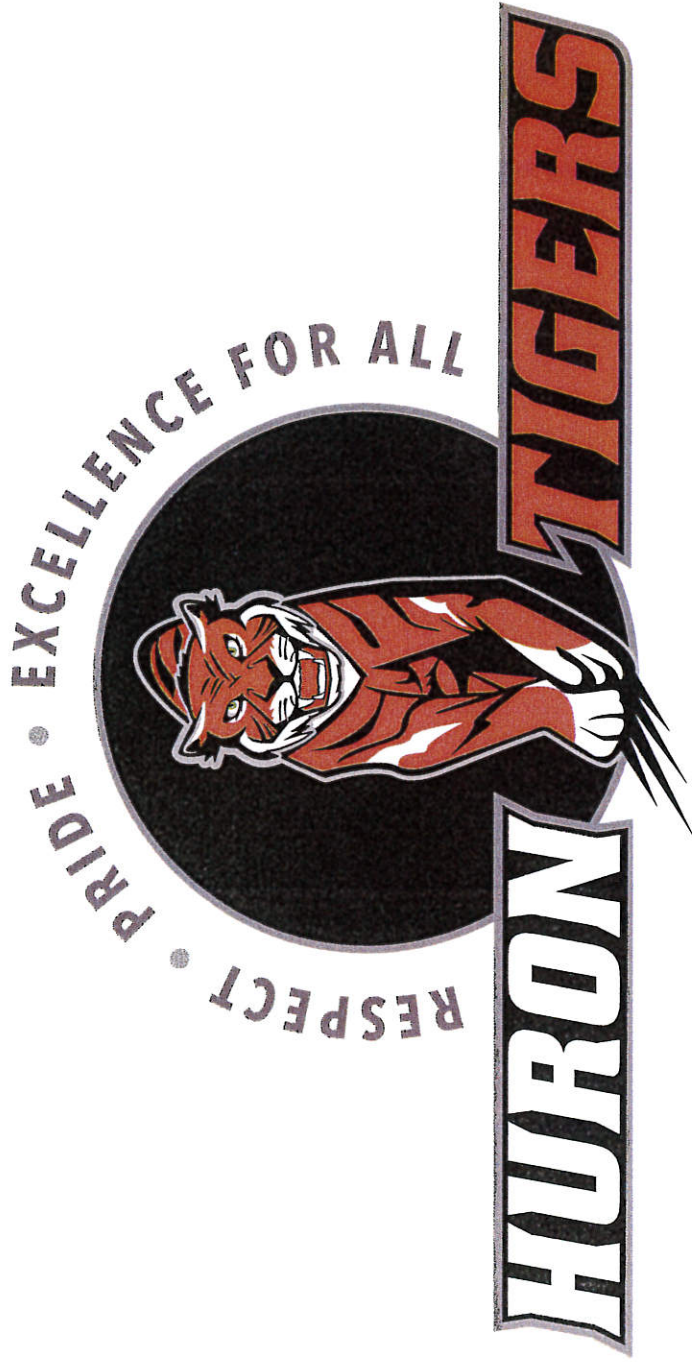


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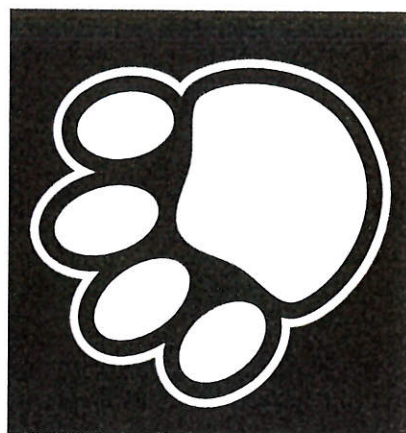


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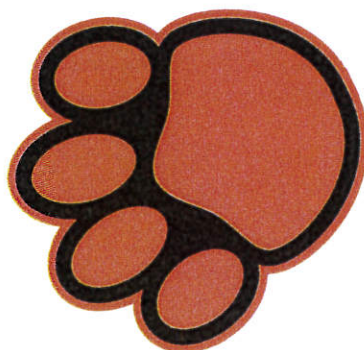
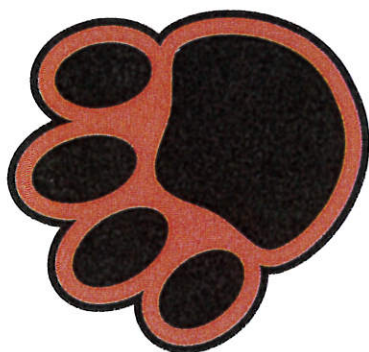
HURON ATHLETIC LOGO - TIGER FULL BODY







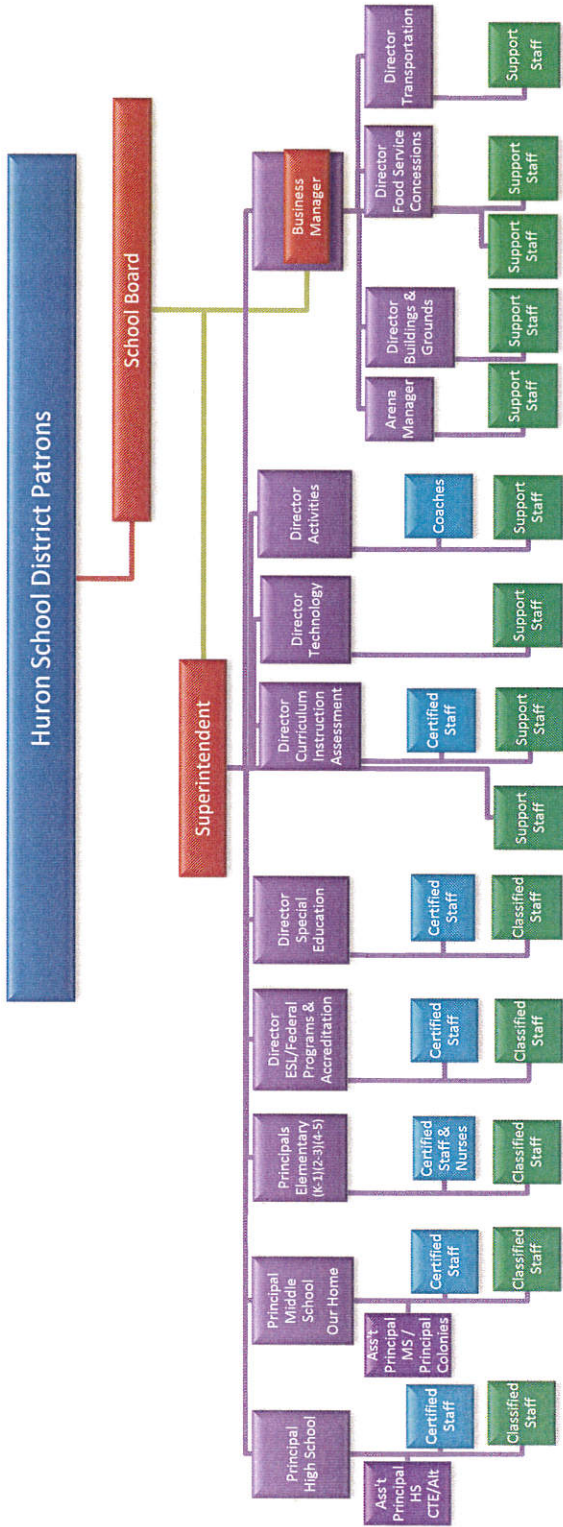
B&W OUTLINED PAW




OUTLINED PAW



PAW



	Huron School District #2-2	Code:
	Policies and Regulations	AB Non-Discrimination

Non-Discrimination

The Huron School District is committed to a policy of non-discrimination and equal opportunity in all of its educational policies, programs, activities, employment, and contracting. Respect for the dignity and worth of each individual shall underlie all of the operations of the school district.

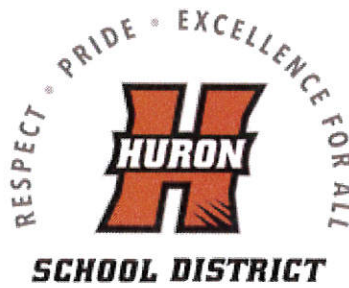
Discrimination--including harassment of any kind against any individual, on the basis of gender, race, color, religion, sexual orientation, marital status, disability or handicapping condition, age, and national origin or ancestry--will not be tolerated. Appropriate action will be taken to address any such discrimination and to prevent its future recurrence.

If anyone feels that he/she is being discriminated against regarding those factors listed above, he/she may contact the following:

Title IX Coordinator
Huron Public Schools
150-5th Street SW
PO Box 949
Huron, SD 57350
Phone: 353-8660 or 353-6992

Individuals may also contact the following:

Regional Director
Department of Education, Office of Civil Rights
10020 North Executive Hills Blvd., 8th Floor
Kansas City, MO 64153-1367
(Phone: 816-880-4202; TDD 816-891-0582)



Linda J Pietz
Director of Curriculum,
Instruction & Assessment
Linda.Pietz@k12.sd.us

Tiger After-School Program Handbook Proposed Changes for 2018-2019

August 17, 2018

The Tiger After-School Program (TAP) director has reviewed and revised the TAP Handbook and is submitting the document to the Huron School District Board of Education for approval.

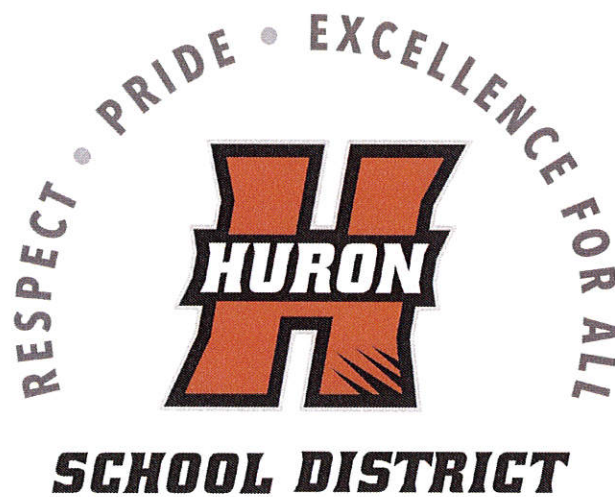
The following changes were made:

- Updated policy in regards to a Completed Behavior Incident Form
- Clarified policy on suspension of children from TAP due to disruptive or dangerous behavior.

Thank you.

Linda Pietz
TAP Director

TIGER AFTER-SCHOOL PROGRAM (TAP)



Parent Handbook
2018-2019

TABLE OF CONTENTS

Introduction	1
Program Mission	1
Program Objectives	1
TAP Program Description	1
Program Components.....	1
General Policies:	
Registration	2
Staff.....	2
Child Abuse and Abandoned Children Policy.....	2
Attendance Policy.....	2
Cost	2
Hours	2
Transportation.....	2
Location.....	2
Accidents, Illness, Medications, Allergies, and Other Emergencies	3
Emergency Contact	3
Sign-Out/Attendance Policy for Grades K-5.....	3
Behavior/Discipline	4
Video recordings for Student Disciplinary Action.....	4
Termination of Services.....	4
Notification of TAP Closing.....	4
Snack	4
Confidentiality of Records.....	5
Job Duties	5
Procedures for Handling Suspected In-house Child Abuse.	5
Volunteer Opportunities	5
TAP Contacts	6
K-12 Building Principals.....	6
Notification of Rights Under FERPA.....	7
Notice of Nondiscrimination.	8
Appendix “A” (Registration Form).....	9-10
Appendix “B” (Student Accident Form).	12
Appendix “C” (Behavior Incident Report).....	12
Appendix “D” (Attendance Waiver).	13

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:

- Students will improve reading, writing, math, and science knowledge and skills.
- Students will develop physical fitness habits through organized gym and movement activities.
- Students will practice good health and nutrition habits.
- Students will grow culturally, socially, and emotionally through positive interaction with peers and adults.
- Students will be enriched through art, music, and community service activities.

TAP Program Description***Program Components:***

- Academic Support and Enrichment:
 - Writing curriculum
 - Reading intervention/enrichment
 - Study time (will vary depending on grade level)
 - Wellness Activities:
 - Healthy snack
 - Structured games and free play
 - Community Partnerships

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/guardian for each program year. **Registration forms must be updated when information changes concerning schedules, phone numbers, addresses, and emergency contacts.** A signed student registration is considered acceptance by the parent/guardian of the policies and regulations laid out in this handbook and 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/guardian, signs will be posted and flyers distributed at the TAP sites and the TAP and Huron School District Social Media pages will be updated.

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:

To maintain enrollment in the TAP program, children must fully attend TAP 90% of the days they attend school each month (from 3:30 pm - 4:45 pm). Students who do not meet the attendance criteria will be immediately withdrawn from the program at the end of the month. **Attendance Waiver (Appendix D) Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*

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-5. There will be **no TAP on school vacation days, early release teacher in-service days, parent-teacher conference days and when school is canceled or dismissed early due to weather conditions.** Parents will be notified by the site supervisor 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 17, 2018 and end on Friday, May 10, 2019.**

If a child has not been picked up from the after-school program by 5:30 p.m., the site supervisor will attempt to contact the parent and other adults listed on the child's registration form. If the parent is not at the school by this time, the site supervisor 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, the child is not allowed to attend TAP that day.

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 show photo identification. Family or friends authorized to pick up your child, should 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 supervisor so we can work together to find a solution. 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 the site supervisor will send the completed form to the program director and coordinator. **The completed Behavior Incident Form will not be given to anyone without the approval of the Director of TAP.** A child who is a threat to other children or staff at TAP will be removed from the program **for the remainder school year.**

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.
4. **If disruptive behavior persists the child may be removed from the program for the remainder of the school year.**

Students who previously have been removed from the program due to disruptive or dangerous behavior may be re-admitted to the program on a probationary status.

Video recordings may be used as a basis for student disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Video recordings may only be viewed by the TAP Director, school administrators, school officials, or (if deemed appropriate by the TAP Director) school staff members with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only).

Termination of Services:

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

Students who do not meet the attendance criteria will be immediately withdrawn from the program at the end of the month. To maintain enrollment in the TAP program, children must fully attend TAP (3:30 pm - 4:45 pm) 90% of the days they attend school each month. **Attendance Waiver (Appendix D) - Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*

Notification of TAP Closing:

Parents will be notified through a note sent home, provided by the site supervisor with input from the program 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 program coordinator and site supervisors will be responsible for activities and snack planning. They will also ensure the TAP is sufficiently staffed to provide for the children in care. The site supervisors and classroom leaders will have daily involvement in preparation and delivery of activities and assisting students with homework, when needed. Each staff member must report to work as scheduled. If unable to work, they must secure a qualified substitute and email the program coordinator before the scheduled start time of his/her shift.

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.

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 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 program director or program coordinator.

TAP Contacts:

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

Superintendent: Mr. Terry NebelsickEmail: Terry.Nebelsick@k12.sd.us

Office phone: 605-353-6990

TAP Program Coordinator: Marcia ReadyEmail: Marcia.Ready@k12.sd.us**TAP Program Director:** Linda PietzEmail: Linda.Pietz@k12.sd.us

Office phone: 605-353-6992

K-8 Principals:*Buchanan K-1 Center*

Principal: Mrs. Peggy Heinz

Email: Peggy.Heinz@k12.sd.us

Office phone: 605-353-7875

Madison 2-3 Center

Principal: Mrs. Heather Rozell

Email: Heather.Rozell@k12.sd.us

Office phone: 605-353-7885

Office phone: 605-353-7885

Washington 4-5 Center

Principal: Mrs. Beth Foss

Email: Beth.Foss@k12.sd.us

Office phone: 605-353-7895

TAP Site Supervisors:

KG - Laci Hettinger --Laci.Hettinger@k12.sd.us

- Brandi Knippling—Brandi.Knippling@k12.sd.us

Gr. 1 - Melody Witte—Melody.Witte@k12.sd.us

- Jeanne Olson—Jeanne.Olson@k12.sd.us

Gr. 2 - Jennifer Fuchs --Jennifer.Fuchs@k12.sd.us

- Kristi Winegar --Kristi.Winegar@k12.sd.us

- Shari Lord - Shari.Lord@k12.sd.us

Gr. 3 - Kelby Van Wyk—Kelby.VanWyk@k12.sd.us

- Heather Sieh --Heather.Sieh@k12.sd.us

Gr. 4/5 -Amanda.DeJong—Amanda.Dejong@k12.sd.us

-Anne Larson --Anne.R.Larson@k12.sd.us

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Huron School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

NOTICE OF NONDISCRIMINATION

Section 504 of The Rehabilitation Act and Americans with Disabilities Act

It is the policy of Huron School District that no student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district educational program or activity receiving assistance. Equal opportunity is a priority of the Huron School District Any person having inquiries concerning the school's compliance with the regulations implementing Section 504 is directed to contact:

Site 504 Coordinator: Lori Wehlander
School: Huron School District
Phone/Fax: 605-353-6997

**Appendix A:
Huron School District
Tiger After-School Program (TAP) REGISTRATION**

Please complete the form and return to your child's school on or before September 7th.
TAP will begin on Monday, September 17, 2018 and end May 10, 2019.

Child's name: _____ Grade: _____
School of Attendance: _____
Classroom Teacher: _____
Mailing Address: _____ Preferred Phone Contact: _____
Name(s) of siblings also registering for TAP

The Huron School District is a proud recipient of the 21st Century After-School Program Grant and will begin serving children on Monday, September 17th 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:

- To maintain enrollment in the after-school program, children must fully attend TAP 90% of the days they attend school each month (3:30 pm - 4:45 pm). Students who do not meet the attendance criteria will be immediately withdrawn from the program at the end of the month and children from the waiting list will be added to the after-school program.
- **Attendance Waiver (Appendix D) Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*
- Children must be picked up by 5:30 pm. Pick-up location will be determined at each program site.
- If there is no school due to 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 other scheduled events. This may vary from building to building. Please check with the building site supervisor if you have questions.

This program has limited enrollment. Enrollment will be determined by a lottery that will take place in the Instructional Planning Center at the Huron Arena on September 10th at 3:00 pm. You do not need to be present to be eligible for enrollment. If a child is accepted into the program, his/her siblings will also be accepted if they are listed on the registration form. Children of TAP employees will automatically be enrolled. You will receive notification if your child has been accepted into the TAP.


CONTACT INFORMATION:

Mother's Name: _____
Mother's Work Phone #: _____
Mother's Cell Phone #: _____
Mother's Email/Mailing Address: _____

(Please print clearly)

Father's Name: _____
Father's Work Phone #: _____
Father's Cell Phone #: _____
Father's Email/Mailing Address: _____

(Please print clearly)

Please complete back page 

First emergency contact person and number: _____

Second emergency contact person and number: _____

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 School District Tiger After-School Program Student Accident Report

Instructions: The person who was supervising the student must complete this form at the time of the accident. The site supervisor must email this form to the program director and coordinator before his/her work shift ends.

Student Name: _____

Grade: _____ School: _____

Date: _____ Time: _____ Location of Accident: _____

People in attendance: _____

How did the injury happen?

Nature of Injury:

Part of Body Injured:

Were parents notified? Yes No When: By Whom:

Was a nurse notified? Yes No When: By Whom:

Doctor called? Yes No When: By Whom:

Treatment and disposition:

Follow-up:

Signature

Appendix C:
Huron School District
TIGER AFTER-SCHOOL PROGRAM BEHAVIOR INCIDENT FORM

Instructions: The person who was supervising the student must complete this form. The site supervisor must email this form to the program director and coordinator before his/her work shift ends. **This form is kept on file.**

STUDENT NAME _____ DATE _____

GRADE: _____

SCHOOL: _____

DESCRIPTION OF INCIDENT:

ACTION TAKEN BY STAFF (in accordance with TAP Handbook):

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

Due to this behavior, what action would you like the TAP Director to take?

- Parent/guardian contacted immediately by site supervisor for chronic/extreme behavior.

STAFF COMPLETING FORM

FURTHER ACTIONS (in accordance with TAP Handbook):

- Conference with parent, program staff, and/or program director to discuss behavior plan.
- Suspension or permanent dismissal due to excessive discipline problems.

***For internal use only**

**Appendix D:
Huron School District
TIGER AFTER-SCHOOL PROGRAM ATTENDANCE WAIVER**

Instructions: Please list all the regularly scheduled after school activities in which your child participates.

STUDENT NAME _____ DATE _____

GRADE: _____

SCHOOL: _____

After School Activity	Month(s)	Day(s) of the Week	Time

_____ My child does not participate in any regularly scheduled after school activities.

Parent/Guardian

Signature _____

- To maintain enrollment in the after-school program, children must fully attend TAP 90% of the days they attend school each month (3:30 pm - 4:45 pm). Students who do not meet the attendance criteria will be immediately withdrawn from the program at the end of the month and children from the waiting list will be added to the after-school program. **Attendance Waiver (Appendix D) - Upon acceptance into TAP, parents may list the regularly scheduled after school activities in which their children participate and the documented dates/hours will be exempt from the 90% attendance calculation.*

ADOPTION OF ANNUAL BUDGET

Let it be resolved, that the school board of the Huron School District #2-2, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2 hereby approves and adopts its proposed budget and changes thereto, to be its annual budget for the fiscal year July 1, 2018 through June 30, 2019. The adopted annual budget totals are as follows:

General Fund	\$ 20,300,000
Capital Outlay Fund	\$ 3,484,000
Special Education Fund	\$ 4,360,000
Building Fund	\$ 5,000
Elementary Bond Redemption	\$ 1,423,000
Food Service Fund	\$ 1,630,000
Enterprise Fund	\$ 183,000

The adopted annual budget tax levy / tax dollar request are as follows:

Tax Levy Request

<u>General Fund</u>	\$1.512 / per \$1,000 of ag valuation \$3.383 / per \$1,000 of owner-occupied valuation \$7.001 / per \$1,000 of commercial valuation \$7.001 / per \$1,000 of utilities valuation
<u>Special Education Fund</u>	\$1.567 / per \$1,000 of total valuation

Tax Dollar Request

<u>Bond Redemption - Elementary</u>	\$ 1,423,000
<u>Capital Outlay Fund</u>	\$ 3,499,050
<u>General Fund Opt Out Amount</u>	\$ 0

Kelly Christopherson, Business Manager

Date

Received and filed in my office this _____ day of _____

Signature of County Auditor _____

Christopherson, Kelly

From: Juli Schultz <jschultz@nesdhs.org>
Sent: Friday, August 17, 2018 1:02 PM
To: Christopherson, Kelly
Subject: RE: Huron Head Start collaboration

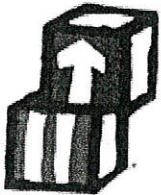
Hi Kelly,

Let me introduce myself. My name is Juli Schultz and I am the new Executive Director of NESD Head Start. Davin Johnson had contacted you earlier this summer regarding a grant we were looking into. I am happy to report that we have received the supplemental grant for playground upgrades. Here is what we are looking at for the Huron Head Start.

- 6 ft fence on the West side from the existing fence to the basketball cage
- 4 ft fence on the East side of the basketball cage with a gate
- Add a storage shed on the cement on the Northeast portion of playground
- Repair/repaint merry-go-round
- Remove old teeter-totter bar and 4 seat spring bouncer
- Add ground cover (pea gravel) and border and install one or two climbing structures where teeter-totter and bouncer were

We are beginning conversations with vendors in the area and wanted to let you know our intentions. We are very excited to be making these improvement for the safety of our children. Please let me know if you need anything from me. Thank you!

Juli Schultz, Executive Director
NESD Head Start Program, Inc.
200 S Harrison St # 1
Aberdeen, SD 57401
Phone: 605-229-4506
Fax: 605-226-0196
Website: nesdhs.org/



From: Christopherson, Kelly <Kelly.Christopherson@k12.sd.us>
Sent: Thursday, May 17, 2018 9:28 AM
To: Davin Johnson <davinjohnson@nesdhs.org>; jschultz@nesdhs.org; gbortnem@nesdhs.org
Subject: RE: Huron Head Start collaboration

Davin,