

**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 – REGULAR MEETING**  
**Instructional Planning Center/Huron Arena**  
**Monday, December 9, 2019**  
**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 12	Legislator/School Board Luncheon – 11:30 a.m. – Madison 2-3 Center
December 18	Calendar Committee Meeting – 3:45 p.m. - IPC
December 23-31	Holiday Break – No School
January 1	New Year’s Day Holiday – Happy New Year!
January 2	School Resumes
January 8	Early Release
January 13	Board of Education Meeting 5:30 p.m - IPC
January 20	Martin Luther King Holiday
January 27	HHS Registration Open House 5:30 – 8:30
January 27	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) **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, substitute teachers/classroom aides, and volunteers must be approved in order to be covered by our workers’ compensation plan.

    - 1) David Nemmers/Volunteer
  - e) **Contracts for Board Approval**
    - 1)
  - f) **Resignations for Board Approval**
    - 1) Gordon Foss/Teacher-Our Home/11 years
    - 2) Janna Cobb/Instructional Leader-Madison Elementary/13 years
    - 3) Lisa Mickelsen-Strubel/Occupational Therapist/26 years
    - 4) Carolyn Stahl/Food Service Substitute (effective 12/17/19)/Concessions (effective 12/31/19)/6 years

- 5) Ron Curr/Custodian-Buchanan K-1<sup>st</sup> Grade Center/19 years
- 6) Linda Hanks/HSD Social Worker/29 years
- 7) Betty Gussiaas/Kindergarten Teacher-Buchanan K-1 Center/35 years

- g) **Request Permission to Operate the Summer Nutrition Program at the Huron Middle School and the Summer Mobile Nutrition Program**
- h) **Request Permission to let Bids for a Prime Vendor for Food**
- i) **Request Permission to let Bids for Milk/Dairy Products**
- j) **Request to open Middle School Orchestra Account**

Beth Neitzert/Orchestra Director-Huron Middle School/is seeking permission to create an activity account for the middle school orchestra. Letter attached. Approval recommended by Mr. Christopherson.

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

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

- **Huron Middle School Quiz Bowl Team – Aurora Dreyer, Alec Pester, Logan Gerrits, and Hannah Schoenfelder** for their 3<sup>rd</sup> place trophy at the Huron Quiz Bowl Invitational. Colleen Jensen is the coach.
- **Justin and Morgan Boomsma (1<sup>st</sup> Grade Teacher-Buchanan)** on the birth of their baby girl, Emberlyn Kay Boomsma. Emberlyn weighed 7 lbs. 1 oz and was 19 inches long.
- **Kobe Busch-Wide Receiver (Sr) – 11 AA All-State Football. Honorable Mention – Cooper Fryberger (Sr), Derrick Siemonsma (Jr.), and Cade McNeil (Soph).**

**THANK YOU TO:**

- **Sarah and Teegan Radke** for the wonderful meat and cheese, vegetables and dip, and fruit and dip trays for the Buchanan school staff. Everyone enjoyed these treats right before the Thanksgiving holiday break.

**10. REPORTS TO THE BOARD**

- a) **Classified Employee of the Month – Presented by Kelly Christopherson Ashley Neuharth, Administrative Assistant-Payroll and Benefits** has been selected as Classified Employee of the Month for December 2019. Nomination comments are included in this packet. Congratulations Ashley!
- b) **Good News Report – “Project Lead the Way” – Beth Foss, Bonnie Biel, 5<sup>th</sup> Grade Student Group**
- c) **Business Manager’s Report**
- d) **Superintendent’s Report**

**11. OLD BUSINESS**

- a)

**12. NEW BUSINESS**

- a) **Review of Job Descriptions for Principals - Introduction**

**13. EXECUTIVE SESSION**

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

- (1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor.
- (4) Preparing for contract negotiations or negotiating with employees or employee representatives.

**14. ADJOURNMENT**

Rec'd  
11-25-2018

Gordon O Foss  
1365 Illinois Ave SW  
Huron, SD 57350

---

November 25, 2018  
Huron School District  
150 5<sup>th</sup> Street SW  
Huron, SD 57350

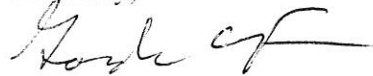
Huron School Board

I am writing to inform you that I will be formally retiring effective the end of the 2019-2020 School Year.

I have given considerable thought to this decision over the past years, but I feel this is the right time to retire as I approach the age of seventy. I am proud to have worked with such fine and respectable peers these past eleven years.

I sincerely appreciate Huron School District Administration's support during my tenure. I wish all of my colleagues the best and am certain that Our Home School will continue to be successful.

Sincerely,



Gordon O. Foss, PhD

Math/Science Teacher

Our Home School

CC: Laura Willemsen

Rec'd  
11-26-2019

November 25, 2019

Dear Mr. Nebelsick,

I am writing this letter to inform you that I will be retiring as the instructional coach at the Madison 2-3 Center effective at the end of the 2019-2020 school year. The last 15 years working in the Huron School district have been an opportunity for me to grow in many ways as an educator and a person. The staff I have worked with both at the Washington building and at Madison have been encouraging and inspiring to me. Thank you for hiring me to work alongside dedicated staff and with students who have taught me many things. I will always be a supporter of the work being done in this district.

Sincerely,

*Janna L. Cobb*

Janna L. Cobb

Rec'd  
11-26-19

Lisa Mickelsen-Strubel  
Occupational therapist  
(605)354-2011  
[lisa.strubel@k12.sd.us](mailto:lisa.strubel@k12.sd.us)

November 25, 2019

Mr. Nebelsick, Superintendent of Schools  
Mrs. Wehlander, Director of Special Education  
Huron Public Schools  
Huron, South Dakota 57350

Dear Mr. Nebelsick and Mrs. Wehlander,

I would like to inform you of my decision to resign from my position as occupational therapist for the Huron Public School District effective at the conclusion of the 2019-2020 school year.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to assist however I can.

Sincerely,

  
Lisa Mickelsen-Strubel OTR/L

December 2, 2019

Carol Tompkins  
Director - Nutrition Services  
Huron Public Schools

Dear Carol:

It has been a fun and wonderful adventure working as a sub for nutrition services. Now it is time for me to move on to new adventures.

Currently I am scheduled every day until December 17, so my final day for nutrition services will be December 16.

I am also resigning my position in concessions. I am scheduled to work in December so my final day for concessions will be December 31.

Thanks for all you have done these past several years. Wishing you and your staff all the best!

Sincerely,

A handwritten signature in black ink, appearing to read "Stahl", with a horizontal line extending to the right.

Carolyn Stahl

CC: Karla Sawvell  
Kelly Johnson

Sent: Tuesday, December 3, 2019 6:21 PM

To: Nebelsick, Terry <Terry.Nebelsick@k12.sd.us>

Cc: Sawvell, Rex <Rex.Sawvell@k12.sd.us>; Heinz, Peggy <Peggy.Heinz@k12.sd.us>; Curr, Ron <Ron.Curr@k12.sd.us>

Subject: Retirement for Ron Curr

Dear Mr. Nebelsick,

This email is to inform you that I am retiring from my position as custodian at Buchanan K-1 Center effective May 28, 2020 or the last day of school depending on snow days. I have enjoyed being employed by the Huron School District.

Sincerely,

Ron Curr

Sent from my iPad



Revd  
12-4-2019

Linda Hanks  
School Social Worker  
Huron School District  
12/03/2019

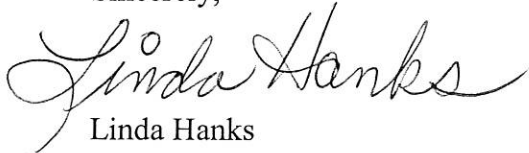
To:  
Superintendent Terry Nebelsick  
Huron School District Board of Education

Dear Mr. Nebelsick and School Board Members

Please accept my resignation from the position of Huron School Social Worker effective the final day of the 2019-2020 academic school year. It has been a pleasure working for the Huron School District for 29 years.

I have grown professionally and made life-long friends in the school district and in the community. I would like to thank the Huron School District for 29 years of rewarding experiences and an interesting and educational career.

Sincerely,

  
Linda Hanks

Cc: Rodney Mittelstedt

Rcvd  
11/29/19

Betty Gussiaas  
730 Illinois S.W.  
Huron, South Dakota 57350

Mr. Terry Nebelsick  
Superintendent  
Huron Public School System  
150 5<sup>th</sup> Street S.W.  
Huron, South Dakota 57350

Mrs. Peggy Heinz  
Principal  
Buchanan K/1 Center  
5<sup>th</sup> and Mellette S.W.  
Huron, South Dakota 57350

November 27, 2019

Dear Mr. Nebelsick,  
Dear Mrs. Heinz,

I am writing this letter to inform you that I will be resigning from my position as a kindergarten teacher at the Buchanan K/1 Center, effective at the end of the 2019-2020 school year. It is time to retire.

Teaching has been a rewarding career. I have loved coming back to school in the fall and being met with shiny floors and colorful bulletin boards. I have loved watching the big yellow school buses pull up to the school filled with noisy little people. I begin each year with excitement and anxiety as I meet my new students and their parents. Each year brings challenges and a renewed zest for teaching as I experience my student's exuberance for learning and their innocent outlook on life. I will miss their cheerful greetings in the morning and students calling out my name when they see me in the hallway.

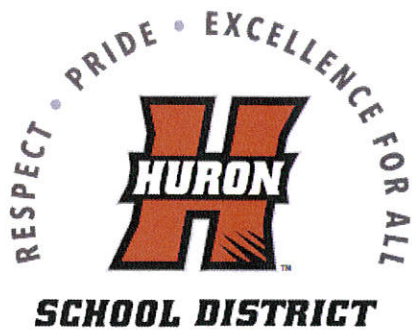
The students won't be all that I will miss. Experiencing the building of the K/1 Center and working with the dedicated administration and staff was something I was proud to be a part of. I learned many things from my principal and colleagues – and always knew that I could go to them for guidance and advice.

Thank you for this opportunity, as well as numerous others that have fostered my professional and personal growth over the course of my career.

Sincerely,

*Betty Gussiaas*

Betty Gussiaas



**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. Terry Nebelsick  
Mr. Kelly Christopherson

From: Carol Tompkins

Re: Summer Nutrition Program

Date: November 20, 2019

We request permission to operate both the summer nutrition program at the Middle School commons and the summer mobile nutrition program. We will offer adults accompanying children the opportunity to purchase a lunch on site. All sites will serve lunch Monday through Friday from June 8 through August 7 for a total of 44 days.

Lunch would be available to any child 1 to 18 years of age **FREE** at all sites. No paperwork needed, just come and eat at the Middle School or at either mobile site in the city parks. Supervision will be provided at all summer sites during serving time and for 15-20 minutes after serving time ends.

We request to pay the wages listed below.

**Proposed Wages**

MS Helpers/Mobile Servers & Supervisors	\$15.22
Cook/POS cashier	\$17.48
Team Leader	\$18.04

We are excited to offer both programs again this summer and hope it allows more children to participate without need to travel to the Middle School site. The Middle School site will offer hot lunch meals while the mobile sites will offer cold lunch meals.

Thank you for your support of both our summer nutrition programs.



**SCHOOL DISTRICT**

**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](mailto:carol.tompkins@k12.sd.us)**

**Carol Tompkins**

**School Nutrition Director**

**Concessions Director**

To: Board of Education  
Mr. Nebelsick  
Mr. Christopherson

From: Carol Tompkins

Date: November 20, 2019

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 2020-2021 school year.

Thank you for all your consideration.



**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](mailto:carol.tompkins@k12.sd.us)**

**Carol Tompkins  
School Nutrition Director  
Concessions Director**

To: Board of Education  
Mr. Nebelsick  
Mr. Christopherson

From: Carol Tompkins  
Date: November 20, 2019  
Re: Request permission to let bids for milk/dairy products

I respectfully request permission to let bids for milk/dairy products for the 2020-2021 school year.

Thank you for your consideration.





**Beth Neitzert**  
5-8 Orchestra Instructor  
Beth.Neitzert@k12.sd.us

November 27, 2019

RE: Middle School Orchestra Activity Account

Dear Huron School Board,

This is a formal request for permission to open a middle school orchestra activity account. The middle school bands and orchestras recently completed a fundraiser and the money earned from said fundraiser would start this account.

Money in the activity account would be used for small orchestra items including but not limited to strings, rosin, cello anchors, rock stops, shoulder rests, replacement music, and uniform orchestra t-shirts. These smaller items would be on hand at the middle school and would be purchased by students as needed. The account would then be reimbursed with these payments. Purchases from this account would provide a dispensable inventory similar to the workings of our own private music store. I would be the advisor of this account.

Thank you for your consideration of this new account and for your support of the music department at Huron Middle School.

Sincerely,

*Beth Neitzert*

## Classified Employee of the Month

Name Ashley Neuharth  
Position Business Office – Admin Assistant - Payroll and Benefits  
Date December 2019

Ashley Neuharth is a very valuable employee of the Huron School District and I am proud to recognize her as the Employee of the Month for December, 2019. Ashley is responsible for payroll, benefits, and human resources for over 400 employees of the District. Ashley's position has huge responsibilities, requires attention to detail, and has many deadlines that must be met each month. Ashley excels at these things and makes sure all employees are accurately paid each month, we all rely on her!

Employees of the District and new employees all rely on Ashley's expertise to guide them through the complicated maze of benefits offered by the District including health insurance, life insurance, dental insurance, vision insurance, South Dakota Retirement, supplemental retirement, special pay plan, TSA's, flexible spending accounts, and payroll taxes. Ashley is one of the first people to welcome new employees to the District and she does a great job of greeting them, helping them with the paperwork, and answering all their questions. Ashley is also one of the last people to bid farewell to our employees as they transition to retirement or move on to other opportunities. I receive many compliments from staff members across the District for your dedication to your work and patient explanation of all these things when they have questions.

Ashley is highly competent and always dependable, we are very happy to have her on our team in the Business Office.

Congratulations Ashley!

Kelly Christopherson  
Business Manager





## PROFESSIONAL STAFF POSITIONS

### Elementary Principal

**Buchanan K-1, Madison 2-3, Washington 4-5, Huron Colony K-8, Riverside Colony K-8**

#### Appointment

1. The annual period of service shall be 260 days with paid vacation as determined by policies established by the board and/or contract as agreed by the board and principal. (Two principals remain “grandfathered” in under the old job description calling for annual period of service shall be 210 working days. This comes with a \$3,000 deduction in annual pay).
2. The principal's immediate supervisor is the superintendent of schools.

#### Duties

The principal shall -

1. - be responsible to the superintendent for the general administration and supervision of the school and will work in close cooperation with the superintendent to carry out and enforce the policies of the board of education.
2. - consult with the superintendent before making a decision or adopting a course of action for which there is no policy or precedent.
3. - keep the staff, students, parents, superintendent, board, and the general public properly informed about the progress of the school.
4. - provide instructional leadership in establishing yearly goals, activities, and strategies for improving student achievement.
5. - instill a climate conducive to improved learning opportunities for all students and staff.
6. - coordinate the master schedule for the school.
7. - organize and plan staff meetings and other meetings necessary to effectively administer the school.
8. - supervise parent-teacher conferences, reports to parents, and communicate with superintendent on “grade appropriate” plans for parent events or organizations.
9. - be responsible for the supervision/evaluation of all school staff and shall make personnel recommendations to the superintendent including employment, assignment, and dismissal of personnel.
10. - supervise the school counseling program.
11. - in cooperation with the director of instruction - plan, develop, and maintain a comprehensive, up-to-date school academic program and shall be responsible for maintaining and improving standards of achievement under this program.
12. - in conjunction with the director of instruction - supervise all standardized testing programs in the building and plan for their subsequent use and follow-up.



13. - make recommendations to the superintendent relative to the general operation of the school. This may include recommendations concerning personnel, curriculum, organization, buildings and grounds, or any other items deemed necessary.
14. - carry out any additional duties or responsibilities as directed by the superintendent or board of education.
15. - ensure accountability for all entities under his/her jurisdiction.
16. - complete all such reports and duties as may be required of him/her to the school board, superintendent, and all educational governing bodies.
17. - supervise the system of student accounting which shall include registration, attendance, tardiness, permanent records, report cards, and other pertinent records necessary for the successful operation of the school system.
18. - in cooperation with the director of special services - administer and monitor the special education program within the building.
19. - in cooperation with the director of ESL/Federal Programs, administer and monitor the ELL program within the building.
20. - make necessary arrangements for supervision of students before school, during instructional and non-instructional time, and after school.
21. - establish, supervise, and assist in maintaining the student discipline program in the school.
22. - cooperate with the business manager and staff to budget, requisition, and inventory supplies, materials, and equipment deemed necessary for success in all departments.
23. - in cooperation with the director of buildings and grounds - prepare and submit to the business manager identified facility needs and custodial staffing according to prescribed procedures and time schedules.
24. - be responsible for the rental of the school facility and shall keep records necessary to assure collection of rental fees and other payments to the office of the business manager.
25. - administer safety programs in cooperation with community agencies such as the fire department, the police department, the safety council, office of emergency management, and crisis & emergency response teams.
26. - in cooperation with the director of food service/nutrition - supervise the building's lunch program.
27. - in cooperation with the activities director - have general charge of all school co-curricular activities, including field trips, unless otherwise directed or limited by the superintendent.
28. - in cooperation with the director of transportation - develop plans for safe transfer and transportation of students.
29. - in cooperation with the director of technology - develop and implement plans for technology that will enhance teaching and increase student learning.
30. - keep abreast of current educational practices by reading and studying current literature, by visiting other educational institutions, by attending workshops, short courses, state or national meetings (on a rotational basis) or by any other means.
31. - recommend, each year, to the superintendent the names of students who have advanced to the next grade level or are retained with cause.



## PROFESSIONAL STAFF POSITIONS

### Middle School Principal

#### Appointment

1. The annual period of service shall be 260 days with paid vacation as determined by policies established by the board and/or contract as agreed by the board and principal.
2. The principal's immediate supervisor is the superintendent of schools.

#### Duties

The principal shall -

1. - be responsible to the superintendent for the general administration and supervision of the school and will work in close cooperation with the superintendent to carry out and enforce the policies of the board of education.
2. - consult with the superintendent before making a decision or adopting a course of action for which there is no policy or precedent.
3. - keep the staff, students, parents, superintendent, board, and the general public properly informed about the progress of the school.
4. - provide instructional leadership in establishing yearly goals, activities, and strategies for improving student achievement.
5. - instill a climate conducive to improved learning opportunities for all students and staff.
6. - coordinate the master schedule for the school.
7. - organize and plan staff meetings and other meetings necessary to effectively administer the school.
8. - supervise parent-teacher conferences, reports to parents, and communicate with superintendent on "grade appropriate" plans for parent events or organizations.
9. - be responsible for the supervision/evaluation of all school staff and shall make personnel recommendations to the superintendent including employment, assignment, and dismissal of personnel.
  - a. - support, assign, supervise, and evaluate the administrative responsibilities of the assistant principal as per job description.
10. - supervise the school counseling program.
11. - in cooperation with the director of instruction - plan, develop, and maintain a comprehensive, up-to-date school academic program and shall be responsible for maintaining and improving standards of achievement under this program.
12. - in conjunction with the director of instruction - supervise all standardized testing programs in the building and plan for their subsequent use and follow-up.

13. - make recommendations to the superintendent relative to the general operation of the school. This may include recommendations concerning personnel, curriculum, organization, buildings and grounds, or any other items deemed necessary.
14. - carry out any additional duties or responsibilities as directed by the superintendent or board of education.
15. - ensure accountability for all entities under his/her jurisdiction.
16. - complete all such reports and duties as may be required of him/her to the school board, superintendent, and all educational governing bodies.
17. - supervise the system of student accounting which shall include registration, attendance, tardiness, permanent records, report cards, and other pertinent records necessary for the successful operation of the school system.
18. - in cooperation with the director of special services - administer and monitor the special education program within the building.
19. - in cooperation with the director of ESL/Federal Programs, administer and monitor the ELL program within the building.
20. - make necessary arrangements for supervision of students before school, during instructional and non-instructional time, and after school.
21. - establish, supervise, and assist in maintaining the student discipline program in the school.
22. - cooperate with the business manager and staff to budget, requisition, and inventory supplies, materials, and equipment deemed necessary for success in all departments.
23. - in cooperation with the director of buildings and grounds - prepare and submit to the business manager identified facility needs and custodial staffing according to prescribed procedures and time schedules.
24. - be responsible for the rental of the school facility and shall keep records necessary to assure collection of rental fees and other payments to the office of the business manager.
25. - administer safety programs in cooperation with community agencies such as the fire department, the police department, the safety council, office of emergency management, and crisis & emergency response teams.
26. - in cooperation with the director of food service/nutrition - supervise the building's lunch program.
27. - in cooperation with the activities director - have general charge of all school co-curricular activities, including field trips, unless otherwise directed or limited by the superintendent.
28. - in cooperation with the director of transportation – develop plans for safe transfer and transportation of students.
29. - in cooperation with the director of technology – develop and implement plans for technology that will enhance teaching and increase student learning.
30. - keep abreast of current educational practices by reading and studying current literature, by visiting other educational institutions, by attending workshops, short courses, state or national meetings (on a rotational basis) or by any other means.
31. - recommend, each year, to the superintendent the names of students who have advanced to the next grade level or are retained with cause.



## PROFESSIONAL STAFF DESCRIPTION High School Principal

### Appointment

1. The annual period of service shall be 260 days with paid vacation as determined by policies established by the board and/or contract as agreed by the board and principal.
2. The principal's immediate supervisor is the superintendent of schools.

### Duties

The principal shall -

1. - be responsible to the superintendent for the general administration and supervision of the school and will work in close cooperation with the superintendent to carry out and enforce the policies of the board of education.
2. - consult with the superintendent before making a decision or adopting a course of action for which there is no policy or precedent.
3. - keep the staff, students, parents, superintendent, board, and the general public properly informed about the progress of the school.
4. - provide instructional leadership in establishing yearly goals, activities, and strategies for improving student achievement.
5. - instill a climate conducive to improved learning opportunities for all students and staff.
6. - coordinate the master schedule for the school.
7. - organize and plan staff meetings and other meetings necessary to effectively administer the school.
8. - supervise parent-teacher conferences, reports to parents, and communicate with superintendent on "grade appropriate" plans for parent events or organizations.
9. - be responsible for the supervision/evaluation of all school staff and shall make personnel recommendations to the superintendent including employment, assignment, and dismissal of personnel.
  - a. - support, assign, supervise, and evaluate the administrative responsibilities of the assistant principal as per job description.
10. - supervise the school counseling program.
11. - in cooperation with the director of instruction - plan, develop, and maintain a comprehensive, up-to-date school academic program and shall be responsible for maintaining and improving standards of achievement under this program.
12. - in conjunction with the director of instruction - supervise all standardized testing programs in the building and plan for their subsequent use and follow-up.



13. - make recommendations to the superintendent relative to the general operation of the school. This may include recommendations concerning personnel, curriculum, organization, buildings and grounds, or any other items deemed necessary.
14. - carry out any additional duties or responsibilities as directed by the superintendent or board of education.
15. - ensure accountability for all entities under his/her jurisdiction.
16. - complete all such reports and duties as may be required of him/her to the school board, superintendent, and all educational governing bodies.
17. - supervise the system of student accounting which shall include registration, attendance, tardiness, permanent records, report cards, and other pertinent records necessary for the successful operation of the school system.
18. - in cooperation with the director of special services - administer and monitor the special education program within the building.
19. - in cooperation with the director of ESL/Federal Programs, administer and monitor the ELL program within the building.
20. - make necessary arrangements for supervision of students before school, during instructional and non-instructional time, and after school.
21. - establish, supervise, and assist in maintaining the student discipline program in the school.
22. - cooperate with the business manager and staff to budget, requisition, and inventory supplies, materials, and equipment deemed necessary for success in all departments.
23. - in cooperation with the director of buildings and grounds - prepare and submit to the business manager identified facility needs and custodial staffing according to prescribed procedures and time schedules.
24. - be responsible for the rental of the school facility and shall keep records necessary to assure collection of rental fees and other payments to the office of the business manager.
25. - administer safety programs in cooperation with community agencies such as the fire department, the police department, the safety council, office of emergency management, and crisis & emergency response teams.
26. - in cooperation with the director of food service/nutrition - supervise the building's lunch program.
27. - in cooperation with the activities director - have general charge of all school co-curricular activities, including field trips, unless otherwise directed or limited by the superintendent.
28. - in cooperation with the director of transportation – develop plans for safe transfer and transportation of students.
29. - in cooperation with the director of technology – develop and implement plans for technology that will enhance teaching and increase student learning.
30. - keep abreast of current educational practices by reading and studying current literature, by visiting other educational institutions, by attending workshops, short courses, state or national meetings (on a rotational basis) or by any other means.
31. - recommend, each year, to the superintendent the names of students who have completed the requirements for a high school diploma.