

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, June 14, 2021
5:30 p.m.

The meeting can be viewed live from a link on the School's website at <http://huron.k12.sd.us/watch-school-board-meetings/>. In the days following the meeting, the meeting can also be viewed on the local cable TV public access channel 6.

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

June 7 - 24	ESL Summer School - K-7 th - Monday - Thursday - 7:45-1:00 - HMS
June 7 - 25	ESL Summer School - 8-11 th - Monday - Friday - 7:45 - 1:00 - HHS
June 28	Board of Education Meeting - 5:30 p.m. - IPC - Goal Setting Retreat Following Meeting
June 28 - July 24	ESY Summer School - EC-12 th - Monday - Thursday - 8:00-12:00 - HMS
July 12	Annual Board of Education Meeting - 5:30 p.m. - IPC
July 26	Annual Surplus Auction - Online - Ben Meyer Auction
6. **Community Input on Items Not on the Agenda**
7. **Budget Hearing** - Public Input on Hearing is Welcome
8. **Public Comment on the "Huron School District Pandemic Contingency Plan" - 1st Reading**
9. **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)
10. **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, Board Members, and volunteers must be approved in order to be covered by our workers' compensation plan.

 - 1) Susan Fleck/TAP Site Greeter / TAP Classroom Leader/\$18.11 per hour
 - 2) Excell Daguinotan/TAP Site Greeter / TAP Classroom Leader/\$18.11 per hour
 - 3) Kristal Sacay/TAP Site Greeter / TAP Classroom Leader/\$18.11 per hour
 - 4) Shawn Newton/Substitute Teacher - \$120 per day / Substitute Para-Educator - \$15.87 per hour
 - 5) Sarah Owen/Administrative Assistant-HMS/\$40,261 per year

e) **Contracts for Board Approval**

- 1) Elizabeth Katz/Revised Contract – MA Degree + \$1,500/\$55,615 per year
- 2) Benjamin Halbkat/Revised Contract-Marching Band Ass't/\$57,214 per year

f) **Resignations for Board Approval**

- 1) Abby Masat/5th Grade Teacher-Washington/3 years
- 2) Molly Stueckrath/Marching Band Assistant/2 years
- 3) April Krueger/Study Hall Supervisor/2 years

g) **Permission to Advertise for Bids for a 10-year Exclusive Beverage Contract**

(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.)

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

- **Rachel Kary, HHS Librarian**, on the state library recognizing the Huron High School Library as a “21st Century Library” with an Enhanced Award.
- **Huron Girls Golf Team** for their 4th place finish at the ESD Meet in Mitchell. All Conference Golfers include **Karlie Bigelow (12)**, **Bryn Huber (10)**, & **Kenya Bigelow (11)**.
- **Abby (5th Grade Teacher-Washington) and Sutton Masat** on the birth of their son, Rylen Leroy. Rylen was born on May 5th and weighed 6lbs, 9oz.
- **Kayla (3rd Grade Teacher-Madison) and Tim McCloud** on the birth of their daughter, Evelyn Marie. Evelyn was born on June 6th.
- **Bryn Huber (10) 15th and Karlie Bigelow (12) 16th at State Golf Tournament.** Both players are All-State. Team finished 8th overall.

THANK YOU TO:12. **REPORTS TO THE BOARD:**

- a) **Business Manager’s Report**
- b) **Superintendent’s Report**

13. **OLD BUSINESS**

- a) **Policy GDBA-4 – Bus Driver Hiring Schedule 2021-22 – 1st Reading**

14. **NEW BUSINESS**

- a) **Policy GDE – Part-Time Substitute Support Staff Employment- Substitute Pay for Class I & Class II – Introduction**
- b) **Policy GDA-30 – Job Description – Administrative Assistant to Activities Director/Arena Manager (Old & Proposed) – Introduction**
- c) **Handbooks for 2021-2022 – Introduction**

15. **RECESS**16. **6:00 P.M. – GOALS REPORT WORK SESSION**

No action will be taken.

17. **ADJOURNMENT**

Ey

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

Elizabeth Katz

June 1, 2021

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 55615** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/16/2021** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

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

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

MS

Hired 2020-2021 W/BS+15 and 2 years of teaching experience. The above salary includes \$4774 (ES-1) for 9th Gr VB. MS earned May 2021 - +\$1,500.

CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY TUESDAY, JUNE 8, 2021

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

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

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

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

Witness my hand this ... 3 ... day of June ... 2021

Witness: Jamie A. Hoek

Print Name: Elizabeth Katz

Sign here: Elizabeth Katz

Teacher

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

Benjamin Halbkat

May 24, 2021

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of \$ **57214** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/16/2021** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

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

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

BS

Hired 2019-2020 w/BS and 0 years of teaching experience. The above salary includes \$4867 (ES-2) for Asst Speech & Debate Coach & \$4680 (ES-0) for Marching Band Ass't.

CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY MONDAY, MAY 31, 2021

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

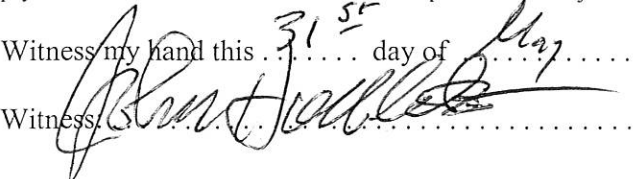
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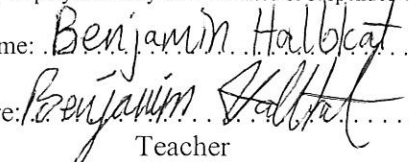
.....
Business Manager of the School District

By
Chairman of School District Board

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

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

Witness my hand this 31st day of May 2021

Witness:

Print Name: Benjamin Halbkat
Sign here: 
Teacher

May 27, 2021

Dear Huron School District Board Members,

I would like you to inform you that I am resigning from my fifth grade teaching position for the upcoming year school year. I have accepted a teaching position closer to home due to the arrival of our son this May. While teaching fifth grade I have had many wonderful experiences and have gotten to know many members of the Huron community. I am deeply saddened to be leaving the Huron school district, but I know it is what is best for my family.

Thank you for the opportunities for professional and personal development through teaching in Huron. I have enjoyed working for such an outstanding school district.

Please let me know if I can be of assistance during this transitional process.

Sincerely,

Abby Masat

June 7, 2021

Mr. Mike Radke
Principal
Huron School District
701 18th Street SW
Huron, SD 57350

Dear Mr. Radke –

Please accept my formal resignation as Marching Band Staff Assistant for the Huron Tiger Marching Band to become effective immediately. I have greatly enjoyed my time working with the staff and students of the marching band the past two years, and I am very appreciative for the opportunity to have done so.

Sincerely,

Molly Stueckrath

From: "Krueger, April" <April.Krueger@k12.sd.us>

Date: Thursday, May 13, 2021 at 11:36 AM

To: Mike Radke <Mike.Radke@k12.sd.us>, "Mittelstedt, Rodney" <Rodney.Mittelstedt@k12.sd.us>

Subject: End of year

It is with a heavy heart that I will not be returning next year. I have received a job offer that is hard for me to turn down. I will miss working for the high school. Even though some of the student are trying at times, I really enjoy them. Thank you for the opportunity and experience you have given me.

Thank you for all you do,
April Krueger
Study Hall Supervisor A121
Ext 8844



Huron School District #2-2

Policies and Regulations

Code:
 GDBA-4
 Support Staff Salary Schedule
 Bus Driver Hiring Schedule 2021-22

Support Staff Salary Schedule
 Bus Driver Hiring Schedule 2021-2022

Bus drivers will be paid \$30 per hour.

BUSES


25 miles or less per day	90.23
26 to 50 miles per day	92.44
51 to 80 miles per day	99.99
81 to 85 miles per day	101.23
86 to 90 miles per day	102.60
91 to 95 miles per day	103.98
96 to 100 miles per day	105.16
101 to 105 miles per day	106.08
106 to 110 miles per day	109.02
111 to 115 miles per day	111.64
116 to 120 miles per day	114.07
121 to 125 miles per day	116.88
126 to 130 miles per day	119.68
131 to 135 miles per day	122.53
136 to 140 miles per day	125.53
141 to 145 miles per day	128.35
146 to 150 miles per day	131.16
151 to 155 miles per day	133.97

EXPERIENCE RATING

After 1 full year driving	\$.95 a day extra
After 2 full years driving	\$ 1.20 a day extra
After 3 full years driving	\$ 1.60 a day extra
After 4 full years driving	\$ 2.00 a day extra
After 5 full years driving	\$ 2.30 a day extra
After 10 full years driving	\$ 2.75 a day extra

Wages for each route will be paid according to the above scale after the daily average mileage has been established by the transportation supervisor, which will normally be prior to the first pay period. In case of a question regarding the daily average mileage, the transportation supervisor, along with the route driver, will review the GPS path report from Zonar. The daily average mileage arrived at by the

transportation supervisor during this review will be judged the correct mileage for the route. Any route changes made by the school administration will be charged according to scale. The daily average

	Huron School District #2-2	Code: GDBA-4
	Policies and Regulations	Support Staff Salary Schedule Bus Driver Hiring Schedule 2020-21

mileage for each route will be reviewed for any changes, and adjusted accordingly, on a quarterly basis each school year.

Wages are to be paid only for days driven hours worked. We do not pay for vacation periods or days when school is not in session.

Pay scale is a daily rate so we will not pay extra for minor breakdown, bad weather, or other delays.

Extra pay will be allowed if driver is required by the school administration to make an extra run during the day, such as for field trips and class activities.

Rates of pay will be established each year based on the daily average mileage for each established route. We have no salary guarantees from one year to the next. Experience rating is the only carryover.

Drivers for activity trips will be chosen from those who volunteer for such service and who we feel are fully qualified for this duty. Pay will be on an hourly basis of \$25.00 \$30.00 per hour.

Substitute drivers will be paid \$25.00 \$30.00 per hour or the applicable daily rate of pay from the route salary schedule if subbing for an out of town route.

If buses or vans are stored at a driver's residence, we will allow the following for electrical tank heaters:


- \$ 75.00 per year for 1000 watt heaters
- \$100.00 per year for 1500 watt heaters
- \$125.00 per year for 2500 watt heaters

This allowance will be paid in February.

Hiring Bonuses – Authorized Beginning August 18, 2014


A \$1,000 signing bonus will be paid to route drivers with \$500 being paid when they start and \$500 being paid at the end of the school year if they work the entire year. The route driver signing bonus lifetime limit is \$1,000 per person.

A \$500 signing bonus will be paid to substitute drivers with \$250 being paid when they start and \$250 being paid at the end of the school year if they work the entire year. The substitute driver signing bonus lifetime limit is \$500 per person.

	Huron School District #2-2	Code: GDE Part-Time / Substitute Support Staff Employment
	Policies and Regulations	

PART-TIME/SUBSTITUTE SUPPORT STAFF EMPLOYMENT
Substitute Pay for Class I & Class II

Any employee who substitutes for another for an extended length of time, after the first five consecutive working days of the extended length of time, shall receive an increased rate of pay for the remainder of the absence, as defined by the guidelines set forth in the substitute wage letter. (See attached.)

	Huron School District #2-2	Code:
	Policies and Regulations	GDE Part-Time / Substitute Support Staff Employment

Substitute Classified Wages
2021-2022

Substitute para-educators will be paid on Experience Step 0 of the Para-Educator “Hiring” Schedule. The hourly rate of pay is as follows:

Licensed SLPA/PTA/OTA	\$23.00
Class AAA	\$16.84
Class AA	\$16.67
Class A	\$15.87
Class S1	\$16.87
Class A1	\$15.87
Class B	\$15.36

Substitutes for food service workers will be hired on the Level II Experience Step 0 of the Food Service ‘hiring’ schedule. The hourly rate of pay is \$15.31 per hour for the 2021-2022 school year. Substitutes will receive the same wage increase as regular food service employees in subsequent years of employment.

Substitute full-time personnel working in place of full-time personnel covered under the negotiated policy will be placed on Step 0 of the Full-Time Personnel “hiring” schedule. The hourly rate of pay is as follows:

Division I/Office Personnel	\$19.36
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All non-supervisory substitute custodians will be paid \$17.15 per hour.

Supervisory substitute custodians will be paid \$17.69 per hour.


Any classified personnel who currently works for the district and who substitutes for more than five consecutive days in another classified position in a higher pay category will receive a lateral move to the higher hourly pay category of the two, beginning on the sixth day.

**HURON SCHOOL DISTRICT #2-2
JOB DESCRIPTION**

- TITLE:** Administrative Assistant to Activities Director/Arena Manager/Building & Grounds Director
- QUALIFICATIONS:** High school diploma.
Typing, word processing skills, computer experience.
Experience in secretarial work as well as ability to work with the public very discreetly. Attention to detail and accuracy and ability to perform office operations without direct supervision. Must have good organizational skills and be flexible.
- REPORTS TO:** Activities Director/Arena Manager
Building & Grounds Director
- JOB GOAL:** Assist activities director/arena manager as well as the director of buildings and grounds so both departments may devote maximum attention to their respective areas. Need to ensure each department head that his/her area can be run in a smooth and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a regular filing system of all student eligibility records as well as maintaining a computer data base of all eligibility requirements for every student in every sport. This must be completed for all sports as well as all fine arts participants.
2. Place and receive telephone calls and record messages.
3. Establish a good rapport with administrators, coaches, staff, and public.
4. Type contracts for all sports involving other schools.
5. Prepare programs for all home sporting events.
6. Type Work Assignment booklet for Short Term Leave.
7. Prepare reminders to email for all short term leave assignments.
8. Assign 'in-charge' and 'clean-up' personnel for all events held at Arena and Tiger Stadium.
9. Prepare monthly district calendar for all staff and general public.
10. Type monthly practice schedules for all sports.
11. Other jobs as designated by the supervisors.

	Huron School District #2-2	Code: GDA-30 Administrative Assistant to Activities Director/Arena Manager
	Policies and Regulations	

**HURON SCHOOL DISTRICT #2-2
JOB DESCRIPTION**

TITLE: Administrative Assistant to Activities Director/Arena Manager

REPORTS TO: Activities Director/Arena Manager

QUALIFICATIONS: Must have completed high school. Must possess computer skills and ability to master district-required software. Must possess excellent planning and organizational skills. Must use English language correctly and be proficient at creating & editing printed materials. Must respect matters of a confidential nature & be able to work discreetly with the public. Must be flexible & be willing to work in a fast-paced environment with multiple deadlines.

JOB GOAL: To assist the Activities Director/Arena Manager in office procedures. To ensure that the Activities Office operates in a smooth and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a yearly filing system of all student eligibility records as well as maintaining a computer database of all eligibility requirements for each student by specific sport. This must be completed for all sports as well as fine arts participants
2. Review student athlete's files for EAPs, share with in-season coaches
3. Prepare Sports Packets for MS & HS student-athletes
4. Review Academic Eligibility for in-season student-athletes following each quarter grade posting.
5. Request & compile Letter Winners for each sport. Maintain complete listing of all letter winners
6. Establish rapport with administrators, coaches, staff and public
7. Input schedules & rosters into SDHSAA website prior to deadlines
8. Prepare contracts for sporting events of participating schools
9. Prepare contracts for all Arena rentals and Tiger Stadium rentals
10. Prepare/proof programs for all home sporting events
11. Prepare list of events where admission is charged & give to the Business Office
12. Work with Tiger Roar Representatives to produce Senior Spotlights for programs
13. Develop & maintain Work Assignment booklet for Short Term Leave
14. Prepare reminders to email for all Short Term Leave assignments
15. Document Short Term Leave participants & number of events they choose to work
16. Assist custodians to prepare a monthly calendar for clean-up personnel at all events held at Arena and Tiger Stadium
17. Request information & prepare the Monthly District Calendar for all staff and public
18. Prepare Master Calendar for upcoming school year and submit to administrators and administrative assistant in each building
19. Prepare Calendar for the Huron School District website and submit to Creative Printing. Update as needed throughout the school year
20. Prepare Summer Camps & Open Gym Calendar, email to coaches, administrative assistants, principals, building custodians, athletic director
21. Type monthly practice schedules for sports & disseminate
22. Assist with the fall orientation for middle/high school athletes



Huron School District #2-2

Policies and Regulations

Code:
GDA-30 Administrative Assistant
to Activities Director/Arena
Manager

23. Maintain daily correspondence with in-season coaches to ensure paperwork, physicals, ImPACT tests are obtained for athletes
24. Set up hotel accommodations for sports teams staying overnight, email confirmation information to coaches
25. Become familiar with Huron School District Accounting system & input requisitions as needed
26. Set up computer systems for all home Cross Country & Track Meets
27. Produce, process requisitions for athletic & fine arts needs
28. Work with athletic trainers to ensure supplies are ordered/maintained
29. Work with retired volunteers to establish dates workers needed for basketball games/tournaments
30. Disseminate freight to appropriate coaches/sports as it arrives
31. Record absences, vacations, sick leave and verify time sheets at end of each month for the Arena custodial personnel
32. Type travel schedules for fall, winter and spring activities and email to all coaches, principals, administrative assistants & Transportations Department
33. Prepare Tiger Roar Calendar with all activities for the following school year
34. Sell activity passes, stadium chairs and senior pictures for Tiger Roar
35. Maintain confidentiality of all information regarding the school, students, parental concerns, coaches and personnel issues
36. Organize, purchase, prepare food for State Tournament Hospitality Rooms; work with Chamber of Commerce for donations
37. Compile information for end of year Athletic Awards Program. Develop power point, handout, scholarship certificates
38. Following each school year, roll student information forward a year for eligibility and enter all 6th grade students for the upcoming school year
39. Complete SDHSAA annual state reports by assigned dates; Annual Athletic Eligibility Report, Annual Fine Arts Eligibility Report, Participation Report
40. Complete SDHSAA Academic Achievement Team Award by assigned dates
41. Complete all other general office daily duties
42. Prepare Monthly Walking Calendar for patrons of the District
43. Other duties as assigned

TERMS OF EMPLOYMENT: Twelve-month position

EVALUATION: the Activities Director will evaluate this position annually.