

**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 – ANNUAL MEETING**  
**Instructional Planning Center/Huron Arena**  
**July 12, 2021**  
**5:30 p.m.**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **According to SDCL 13-8-14, the Board of Education’s first order of business is to swear in Kristi Glanzer and Tim Van Berkum as new term board members.**  
Mr. Christopherson will chair the meeting for the swearing in exercises.
4. **Selection of the Board Chairperson**  
Mr. Christopherson will chair the meeting until the new board chairperson has been selected. Nominations do not require a “second” to the nomination.
5. **Selection of the Vice-Chairperson**
6. **Roll Call**
7. **Adoption of the Agenda**
8. **Dates to Remember**

June 7 – August 6	Grab & Go Lunches – Mondays & Thursdays 11:00 a.m. – 12:00 p.m. at the Madison School Parking Lot
June 7 – August 6	Hot Lunches – Monday–Friday – 11:30 a.m. – 12:30 p.m. at the Middle School
June 28 – July 22	ESY Summer School–EC-12 <sup>th</sup> – Monday–Thursday – 8:00-12:00 HMS
July 26	On-line only Auction at Benmeyerauctions.com. Check website for bidding hours
August 9	Board of Education Meeting 5:30 p.m. - IPC
August 9-13	NEW Teacher Orientation Days
August 9	NEW Teacher/Board Luncheon – 11:30 Middle School Commons
August 9	Substitute Teacher In-Service – Middle School Commons 1:00 High School 2:00 Elementary / Middle School
August 17	All Staff <b><u>Required</u></b> Meeting – 9:30 – 12:15 – HHS Auditorium
August 17-20	Teacher In-Service
August 23	Board of Education Meeting 5:30 p.m. – IPC
August 23	First Day of School for Grades 1 – 12
August 23-26	Kindergarten Screening
August 27	First Day of School for Kindergarteners
September 1	Early Release – State Fair
September 2-6	South Dakota State Fair
September 6	State Fair / Labor Day Holiday
September 17	Homecoming – Early Release

9. **Community Input on Items Not on the Agenda**
10. **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 disclosure submitted for the purpose of notifying the School Board of a direct benefit from a contract that was previously approved, requires disclosure and no action by the Board. A disclosure submitted for the purpose of notifying the School Board of an interest in a contract will not require Board action. Disclosure information will appear on the agenda and in the meeting minutes.

**Disclosure Reflecting a Direct Benefit from a Contract (Requires Board Action – Roll Call Vote May be Needed):**

**Board Members**

- a) School Board Member Tim Van Berkum – DB2022-1

**Administrators**

- a) Principal Heather Rozell Madison 2<sup>nd</sup>/3<sup>rd</sup> Grade Center – DB2022-7  
 b) Director of Technology Roger Ahlers – DB2022-3  
 c) Director of Buildings and Grounds John Halbkat – DB2022-4  
 d) Assistant Principal – Huron High School - Rodney Mittelstedt – DB2022-2  
 e) Director of School Nutrition Amanda Reilly – DB2022-5  
 f) Director of School Nutrition Amanda Reilly – DB2022-6  
 g) Principal Mike Radke Huron High School – DB2022-8

**Disclosure Reflecting an Interest in a Contract (No Board Action):**

- a) School Board Member Tim Van Berkum – IC2022-1

11. **CONSENT AGENDA**

The superintendent recommends approval of the following:

- a) **Approval and/or Corrections of Minutes of Previous Meetings**  
 b) **Approval and/or Corrections of the Financial Report**  
 c) **Consideration and Approval of the Bills**  
 d) **Official Designation of the Business Manager**  
 ➤ Kelly Christopherson shall be designated as the business manager. This designation shall include the authorization to handle all financial transactions on behalf of the District, to negotiate and oversee all savings accounts, checking accounts, and investments.  
 e) **Determination of Meeting Dates**  
 ➤ The Board of Education normally meets the 2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month with the exception of the second meeting in December and the second meeting in July. Also, if a Monday holiday falls on a Board meeting day, the meeting will be moved to the following Tuesday. Board meetings currently begin at 5:30 p.m. in the Instructional Planning Center located on the 2<sup>nd</sup> floor, southwest corner, of the Huron Arena.  
 f) **Set Salary for Board Members**  
 ➤ The Superintendent recommends board members be paid \$70 per meeting – and the Board Chairman/Vice-Chairman be paid \$75 per meeting. (According to statute, board members may be paid up to \$75 per meeting.)  
 g) **Designation of an Official Newspaper**  
 The board should designate the Huron Plainsman as the official newspaper.



- h) **Designation of Internal Accounts with Custodians**  
 Internal accounts the Board must designate are listed below as well as the individuals to be designated as the custodians of those accounts. These individuals are properly bonded to protect the District’s interest.
  - Huron School Custodial Accounts Kelly Christopherson  
Brenda Snyder
  - Health Insurance Account Kelly Christopherson  
Ashley Neuharth
- i) **School Closing**  
 The superintendent or his/her designee has the authority to carry out this function.
- j) **Designation of School Truant Officer**  
 The superintendent recommends that we designate the school resource officer (SRO) and the Beadle County Sheriff as truant officers.
- k) **Designate Individuals to Sign for and Accept Government Funds.**  
 Linda Pietz, Jolene Konechne, Ralyna Schilling, and Kelly Christopherson will sign for and accept government funds.
- l) **Comparability Assurances**  
 Section 1120(a) of Title I law contains the requirements concerning comparability of services between project or attendance areas. Attached is the Comparability Assurances document.
- m) **Designation of Title IX Coordinator**  
 Linda Pietz, Director of Curriculum, Instruction, Assessment, and TAP, will be appointed as the District Title IX Coordinator. (By law, the Board of Education must appoint a district official to serve as Title IX Coordinator.)
- n) **Designation of School Attorney**  
 Rodney Freeman will act as school district attorney for the 2021-2022 school term—with a monthly retainer of \$1,100.
- o) **Authorize Annual Publication of School Policies**  
 According to state and federal regulations, school districts must comply with a number of laws, rules, and regulations. Listed below are these areas:
  - 1) General Discrimination & Title I Grievance Policies
  - 2) Educational Records Policy
  - 3) Personally Identifiable Information on Students or Former Students
  - 4) Title IX – Discrimination Policy
  - 5) Drug Free Workplace
  - 6) Drug Use by Students / Drug Use by Employees
  - 7) Complaint Policy for Federal Programs
  - 8) District-Wide Title I Parental Involvement Policy
- p) **Adoption of Rates for Travel Expenses**  
 Board policy for rates transportation, meals, and lodging costs (actual costs for in-state and out-of-state) are listed below:

<b><u>In-State Meal Allowance</u></b>		<b><u>Out-of-State Meal Allowance</u></b>	
Breakfast	\$ 6.00	Breakfast	\$ 10.00
Lunch	\$14.00	Lunch	\$ 18.00
Dinner	\$20.00	Dinner	\$ 28.00

Mileage reimbursement - \$.42 per mile for privately owned vehicle. If private vehicle used when school vehicle is available, reimbursement is \$.18.

- q) **Senior Citizen Passes**  
The board provides complimentary passes for school activities to Huron School District residents who are 62 years of age or older. These passes are now undated and will be available at the Superintendent's office.
- r) **Complimentary Passes**  
Complimentary passes will be issued through the Activity Director's office for a pre-approved list of referees, media, etc.
- s) **Early Release Days**  
The following dates are days for school to be dismissed 2 hours early for staff development activities:
- |        |       |       |       |        |
|--------|-------|-------|-------|--------|
| Sept 1 | Oct 6 | Nov 3 | Dec 8 | Jan 12 |
| Feb 2  | Mar 2 | Apr 6 | May 4 |        |
- (Sept 17, Nov 24, Dec 23, and May 19 may also be early release)
- t) **Approval of Student Fees, Fine, and Charges**  
The board policy regarding instrument music rental fees and textbook fines is enclosed. There has been no change in the fees, fines, and charges.
- u) **Approve Publication of Salaries**  
Attached please find the list of salaries of the employees of the Huron Public Schools. The Board needs to approve the official publication of this list.
- v) **Life Time Passes**  
It is the policy of the school district to issue life time passes to staff members who have reached retirement age while still employed by the District, and School Board members who serve the District.
- w) **New Hires to the District**  
Classified personnel and substitute teachers must be approved in order to be covered by our workmen's compensation plan.
- 1) Nway (NeMo) Kyaw/Ass't Coach-Boys' Soccer/\$1,170.00 per year
  - 2) Pywe Der/Ass't Coach-Boys' Soccer/\$1,170.00 per year
  - 3) Hae Kler/Ass't Coach-Boys' Soccer/\$1,170.00 per year
  - 4) Kyle Johnson/Ass't Coach-Girls' Golf/Wage TBD depending on number of girls out
  - 5) Ally Kacmarynski/TAP Site Greeter-\$18.11 per hour/TAP Classroom Leader-\$18.11 per hour
- x) **Resignations for Board Approval**
- 1) Marcia Brown/ESL Para-Educator-Buchanan/11 years
  - 2) Eric Bliss/SPED Para-Educator-Madison/1 year
  - 3) Susan Fleck/2<sup>nd</sup> Gr Teacher-Madison/35 years – End of Year May 2022
- y) **Contracts for Board Approval**
- 1)
- z) **Adoption of Supplemental Budgets for:**
- General Fund
  - Capital Outlay Fund
  - Special Education Fund
  - Bond Redemption Fund
- aa) **Surplus Property**  
Board approval of the surplus property for the July 26 auction. On-line only auction at Benmeyerauctions.com. Check website for bidding hours.
- bb) **Engagement Letter Agreement with ELO CPA's & Advisors to conduct the 2020-2021 Audit**



cc) **Request to Approve 10-Year Beverage Bid**

dd) **Chamber Request for Use of School District Bus**

The Chamber & Visitors Bureau has submitted a request to the Huron Board of Education for use of the Huron Public Schools bus for city-wide transportation during the SD State Fair, September 2 – September 6, 2021. The bus will have a designated route from the fairgrounds to the former Huron Mall. It would run every day of the fair with pre-determined designated hours.

The Chamber will provide proof of insurance as well as paying the driver's fee and fuel.

(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.)

## 12. **CELEBRATE SUCCESSES IN THE DISTRICT**

### **Congratulations to:**

- **Sara (HS Teacher) and Robbie Sonne** on the birth of their son, Geo Robert Sonne. Geo was born June 6, weighed 6lbs 6oz and was 19.5" long.
- **Kylie (2<sup>nd</sup> Gr Teacher-Madison) and Damien Davis** on the birth of their son, Barrett Clay Davis. Barrett was born on June 30<sup>th</sup>.
- **Tara (1<sup>st</sup> Gr Teacher-Buchanan) and Andrew Ulvestad** on the birth of their son, Beckett Rylee Ulvestad. Beckett was born on June 8<sup>th</sup> and weighed 8lbs 11oz.

### **Thank You to:**

➤

## 13. **REPORTS TO THE BOARD**

- a) **Good News Report** – ESL Summer School – Jolene Konechne
- b) **Business Manager's Report**
- c) **Superintendent's Report**

## 14. **OLD BUSINESS**

- a) **Goal Statements 2021-2022 – Huron Board of Education**
- b) **Policy GDE – Part-Time Substitute Support Staff Employment** – Substitute Pay for Class I & Class II – 2<sup>nd</sup> Reading
- c) **Policy GDA-30 – Job Description – Administrative Assistant to Activities Director/Arena Manager (Old & Proposed)** – 2<sup>nd</sup> Reading

## 15. **NEW BUSINESS**

a) **District Bus Pickup Points**

SDCL 13-28-45 The Superintendent is seeking permission to contact the Wolsey-Wessington and Iroquois school districts and determine the viability of the neighboring districts' approving the 2013-14 agreement for the 2021-2022 school year.

b) **Designation of Official Depositories for School District Funds**

- 1) American Bank & Trust 2021-2022 school year.
- 2) Huron Area Education Federal Credit Union (Scholarship Fund)

c) **Policy AE – Huron Public School District Wellness Policy** – Contact Updates for 2021-2022 School Year – Introduction

d) **Declare List of Band Instruments Surplus Property** to be traded in to purchase other band equipment.

e) **Concessions Pricing**

- f) **Kyburz-Carlson Construction - Change Order #1 – HSD Career & Technical Educational Building Addition – Total Net Add to Contract - \$131,014.00**

**16. EXECUTIVE SESSION**

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

(4) Preparing for contract negotiations or negotiating with employees or employee representatives.

**17. ADJOURNMENT**



**STATE OF SOUTH DAKOTA**

County of Beadle

**OATH**

I, **Kristi Glanzer**, of Huron School District #2-2, having been elected as School Board member of Huron School District, in Beadle County, South Dakota, do solemnly swear that I will support the laws and Constitution of the United States and the State of South Dakota and will faithfully perform the duties of School Board membership and by filing a bond if required by law and having it approved.

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Kristi Glanzer

Subscribed and sworn to before me this 12<sup>th</sup> day of July 2021.

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Kelly Christopherson  
Business Manager

**STATE OF SOUTH DAKOTA**

County of Beadle

**OATH**

I, **Tim Van Berkum**, of Huron School District #2-2, having been elected as School Board member of Huron School District, in Beadle County, South Dakota, do solemnly swear that I will support the laws and Constitution of the United States and the State of South Dakota and will faithfully perform the duties of School Board membership and by filing a bond if required by law and having it approved.

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Tim Van Berkum

Subscribed and sworn to before me this 12<sup>th</sup> day of July 2021.

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Kelly Christopherson  
Business Manager



	<b>Huron School District #2-2</b>	# DB 2022-1 Code:
	Policies and Regulations	AH-E(1) Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: July 1, 2021

Name of the School Official submitting the conflict of interest disclosure: Tim Van Berkum

The disclosure is for the purpose of notifying the School Board of  
 \_\_\_\_\_ an interest in a contract  
 \_XXX\_ a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract: Lorinda Van Berkum & Tim Van Berkum
- (2) the person's role in the contract: Lorinda is employed by the School District. Tim is a School Board member
- (3) the purpose(s)/objective(s) of the contract: Employment with the Huron School District
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: Lorinda's salary
- (5) the length of time of the contract: Lorinda is an at will employee
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Tim Van Berkum

**THIS IS A PUBLIC DOCUMENT**

DB 2022-7

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	AH-E(1) Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: July 6, 2021

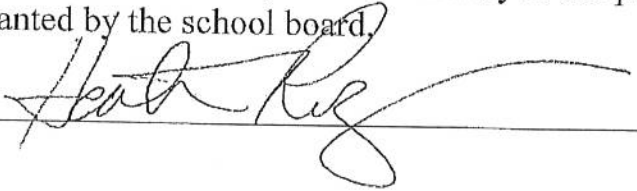
Name of the School Official submitting the conflict of interest disclosure:  
Heather Rozell- Elementary Principal

The disclosure is for the purpose of notifying the School Board of  
       an interest in a contract  
 X  a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract: Chris Rozell (spouse) and Huron School District
- (2) the person's role in the contract: teaching and coaching
- (3) the purpose(s)/objective(s) of the contract: Chris fulfills all the teaching and coaching responsibilities as directed by the Middle School Principal and Activities Director
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: Chris is paid salary and benefits as per the certified negotiated agreement
- (5) the length of time of the contract: yearly
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official:  7/6/21

**THIS IS A PUBLIC DOCUMENT**



	<b>Huron School District #2-2</b>	#DB 2022-3 Code:
	Policies and Regulations	AH-E(1) Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: July 1, 2021

Name of the School Official submitting the conflict of interest disclosure:  
Roger Ahlers

The disclosure is for the purpose of notifying the School Board of  
 an interest in a contract  
 a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract: April Ahlers- Huron School District
- (2) the person's role in the contract: April teaches at the Buchanan K-1 Center
- (3) the purpose(s)/objective(s) of the contract: April is serving as a kindergarten teacher in 2021-2022
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: April's salary
- (5) the length of time of the contract : 2021-2022 school year
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Roger Ahlers

**THIS IS A PUBLIC DOCUMENT**

#DB2022-4

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	AH-E(1) Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: June 29, 2021

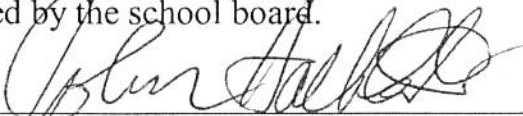
Name of the School Official submitting the conflict of interest disclosure:  
John Halbkat

The disclosure is for the purpose of notifying the School Board of  
         an interest in a contract  
  X   a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract: Darla Halbkat and Huron School District
- (2) the person's role in the contract: Administrative Assistant Activities
- (3) the purpose(s)/objective(s) of the contract: Darla fulfills the administrative duties and responsibilities as directed by the Activities Director.
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: Darla is paid salary and benefits per negotiated agreement.
- (5) the length of time of the contract: annual
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: 

**THIS IS A PUBLIC DOCUMENT**

#DB 2022-2

	<b>Huron School District #2-2</b>	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: 6-28-21

Name of the School Official submitting the conflict of interest disclosure:  
Rodney Mittelstedt

The disclosure is for the purpose of notifying the School Board of  
         an interest in a contract

a direct benefit from a contract:

My wife, Erica Boomsma, is employed by the district.

Identify the following:

(1) all parties to the contract

Erica Boomsma

(2) the person's role in the contract

School District Employee

(3) the purpose(s)/objective(s) of the contract

Washington 4-5 Center - 4th Grade Teacher

(4) the consideration or benefit conferred or agreed to be conferred upon each party

Erica receives her income and benefits as stated in the contract

(5) the length of time of the contract

2021-2022 school year

(6) any other relevant information

Erica's salary was set pursuant to the established hiring schedule


If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: Rodney Mittelstedt

**THIS IS A PUBLIC DOCUMENT**



#DB2022-5

	<b>Huron School District #2-2</b>	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: 6-28-2021

Name of the School Official submitting the conflict of interest disclosure:  
Amanda Reilly

The disclosure is for the purpose of notifying the School Board of  
         an interest in a contract  
  x   a direct benefit from a contract:

Identify the following:


- (1) all parties to the contract  
Quinn Reilly (husband) and the Huron School District
- (2) the person's role in the contract  
Quinn is the Occupational Therapy Assistant for the Huron School District
- (3) the purpose(s)/objective(s) of the contract  
Quinn serves as the Occupational Therapy Assistant for the District
- (4) the consideration or benefit conferred or agreed to be conferred upon each party  
Quinn is paid by the District for his services
- (5) the length of time of the contract  
2021-2022 school year
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: \_\_\_\_\_

**THIS IS A PUBLIC DOCUMENT**

# DB 2022-6

	<b>Huron School District #2-2</b>	Code: AH-E(1)
	Policies and Regulations	Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: 6-28-2021

Name of the School Official submitting the conflict of interest disclosure:  
Amanda Reilly

The disclosure is for the purpose of notifying the School Board of  
         an interest in a contract  
  x   a direct benefit from a contract:

Identify the following:

- (1) all parties to the contract  
Melanie Freiermuth (mother) and the Huron School District
- (2) the person's role in the contract  
Melanie is the cashier at the High School
- (3) the purpose(s)/objective(s) of the contract  
Melanie cashiers for the High School Nutrition Program
- (4) the consideration or benefit conferred or agreed to be conferred upon each party  
Melanie is paid by the District for her services
- (5) the length of time of the contract  
2021-2022 school year
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: \_\_\_\_\_

**THIS IS A PUBLIC DOCUMENT**

DB2022-08

CONFLICT OF INTEREST DISCLOSURE

AH-E (1)

Date: 7/6/21

Name of the School Official submitting the conflict of interest disclosure:  
Mike Radke

The disclosure is for the purpose of notifying the School Board of  
\_\_\_\_\_ an interest in a contract  
 X  a direct benefit from a contract:

Identify the following:

- (1) all parties to the contract - HSD and Danielle Radke
- (2) the person's role in the contract - Curriculum and Assessment Secretary
- (3) the purpose(s)/objective(s) of the contract - To support Mrs. Pietz
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
- (5) the length of time of the contract - 2021-2022 School Year
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official:







**Huron School District #2-2**  
Policies and Regulations

#IC2022-1  
Code:  
AH-E(1)  
Conflict of Interest Disclosure

**Conflict of Interest Disclosure**

Date: July 1, 2021

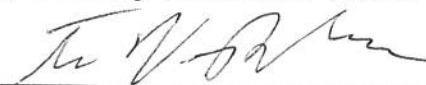
Name of the School Official submitting the conflict of interest disclosure: Tim Van Berkum

The disclosure is for the purpose of notifying the School Board of  
\_XXX\_ an interest in a contract  
\_\_\_\_\_ a direct benefit from a contract:


Identify the following:

- (1) all parties to the contract: Manford Music & Vending & Tim Van Berkum
- (2) the person's role in the contract: Tim is employed by Manford Music & Vending
- (3) the purpose(s)/objective(s) of the contract: Manford Music has an ATM placed in the Huron Arena which is owned by the Huron School District
- (4) the consideration or benefit conferred or agreed to be conferred upon each party: Tim's salary comes from Manford Music. The Huron School District receives the convenience of having an ATM in the Huron Arena
- (5) the length of time of the contract: Ongoing
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: 

**THIS IS A PUBLIC DOCUMENT**

	<b>Huron School District #2-2</b>	Code: CGC Title I Comparability Assurances
	Policies and Regulations	

## Title I Comparability Assurances

Title I of the Improving America’s Schools Act requires the school district to establish comparability policies. The policies set forth below have been adopted by the Huron School District to ensure equivalence among schools within organizational levels.

- 1) This district has established a district-wide salary/hiring schedule. This salary/hiring schedule is implemented without regard to Title I staffing in eligible attendance areas.
- 2) It is the policy of this district that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title I staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators, and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state and local funds in schools receiving Title I services are at least comparable to services provided among schools of the districts which are not receiving Title I funds.
- 3) It is the policy of this district that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title I funding.

## COMPARABILITY ASSURANCES

Title I of the Improving America's Schools Act requires the school district to establish comparability policies. The policies set forth below have been adopted by the Huron School District to ensure equivalence among schools within organizational levels.

1. This district has established a district-wide hiring schedule. This hiring schedule is implemented without regard to Title I staffing in eligible attendance areas.
2. It is the policy of this district that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title I staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators, and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state and local funds in schools receiving Title I services are at least comparable to services provided among schools of the districts which are not receiving Title I funds.
3. It is the policy of this district that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title I funding.


I HEREBY CERTIFY that the Huron School District has adopted these comparability assurances as of July 10, 2017.

July 12, 2021  
Present Date

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Signature of Authorized Representative  
Jolene Konechne/Director of Federal Programs



	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	JFH Student Complaints and Grievances

## Student Complaints and Grievances

### **Federal Programs Discrimination Grievance Procedure**

The Huron school district will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and will not violate any provisions of applicable federal programs, statutes or regulations (e.g., Title IX, Title I, Rehabilitations Act, Americans with Disabilities Act [ADA], Section 504, etc.).

### **Definitions**

- A. A grievance is a complaint made by a student, parent, or other patron of the district, an employee, employee representatives, or other concerned groups or advisory organizations based upon or concerning an alleged violation, misinterpretation or inequitable application of any existing policy, rule, regulation, or program of the school district, state or federal statutes/regulations, regarding discrimination or concerning violations of Title IX, Title I, 504, ADA, and/or federal programs.
- B. An employee is considered to mean all persons employed by the school district.
- C. A student is considered to mean all persons enrolled in the school district.
- D. An aggrieved person is the individual making the claim.
- E. The board means the board of education of the Huron school district.
- F. Days shall mean calendar days.

### **Informal Procedure**

Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication, involving the teacher, administrator, or board in an attempt to seek clarification of areas of concern and resolution of the problem. It is of utmost importance that prior to filing a grievance, students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible.


### **Formal Procedure**

#### **Level I**

A grievance should be filed in writing within a reasonable amount of time after the grievant knew, or should have known, of the act or condition on which the grievance is based. The grievant shall file a formal grievance in writing with the Title IX coordinator/Title I coordinator/504 coordinator/ADA coordinator/and/or federal programs coordinator. Such coordinator or his/her designee shall act upon said grievance within seven days. If the grievant is not satisfied with this disposition of the complaint at this level, or if this level is inapplicable, grievant may proceed to Level II.

#### **Level II**

Within three days after disposition at Level I, grievant may file in writing a grievance with the superintendent, stating the full nature of the complaint and the procedural history to date, including the disposition at Level I and the remedy requested. The superintendent shall act on said grievance within ten days.

	<b>Huron School District #2-2</b>	Code: JFH Student Complaints and Grievances
	Policies and Regulations	


**Level III**

If the aggrieved is not satisfied with the disposition of the grievance at Level II, he or she shall within five days thereafter, transmit it by letter to the business manager with a statement of reasons why it is being appealed.

At its next regular meeting, the board or its designated agent, shall consider the grievance or may designate a committee which may or may not include the board members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The hearing or other manner prescribed shall provide, if requested, an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question parties involved. The board shall make a final decision thereon at the following regular or special board meeting.

**Level IV**

If the aggrieved is not satisfied with the disposition of the grievance at Level III, he/she may appeal the final resolution of the local educational agency to a state educational agency within 30 days after receipt of the written decision. The appeal may be submitted to the South Dakota Division of Human Rights or the Office of Civil Rights.

	<b>Huron School District #2-2</b>	Code: JO Student Records
	Policies and Regulations	

## Student Records

### **Any student over 18 years of age is entitled to:**

- (1) inspect and review all his/her records, and to receive explanations and interpretations of the records;
- (2) request an amendment in his/her educational records believed to be in error;
- (3) receive copies of all educational records (a charge for copying will be made);
- (4) request an impartial hearing if the educational agency refuses to amend an educational record. Records shall be kept on file in the office of the school principal.

Any parent or guardian may examine the education records of his/her children as per the above policy stipulations.

### **Release of Personally Identifiable Information Regarding Students or Former Students**

#### **Directory Information**


Huron School District designates the following personally identifiable information regarding its students as directory information:

- ❖ name
- ❖ address and phone number
- ❖ date of birth
- ❖ school attending
- ❖ dates of attendance
- ❖ parents or guardian of student
- ❖ participation in school-recognized activities
- ❖ weight, height, age, and grade of members of athletic team
- ❖ awards received
- ❖ individual and group photographs pertaining to school activities
- ❖ similar information which denotes accomplishment or achievement

#### **Right of Parent, Guardian, or Student to Prohibit Release of Information**

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the directory information by notifying the principal of the student's school in writing which of the above directory information may not be released in respect to the particular student. Such notification may be made at any time.



	<b>Huron School District #2-2</b>	Code: AC
	Policies and Regulations	Nondiscrimination in Federal Programs

### **Nondiscrimination in Federal Programs**

The District will not violate any of the provisions of applicable federal programs, statutes or regulations, including but not limited to Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), ESSA, and McKinney-Vento Act (homeless children). The District will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The District will provide the following:

1. an adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant and alleged perpetrator to present witnesses and provide evidence;
2. evaluation of all relevant information and documentation relating to a complaint of discrimination;
3. specific, reasonably prompt time frames at each stage of the grievance process;
4. written notice to all parties within a specified timeframe of the outcome or disposition of the grievance at each stage of the process;
5. an opportunity to appeal the findings or remedy, or both;
6. an assurance that the District will take steps to prevent recurrence of any discrimination and correct discriminatory effects on others; and
7. language in the policies and grievance procedures indicating that any attempts to informally or voluntarily resolve the complaint or grievance should not delay the commencement of the District's investigation.


In compliance with applicable federal laws and regulations, the Board has appointed the Superintendent as the District's Compliance Officer to coordinate program compliance with federal programs. The Superintendent can be reached at:

Kraig Steinhoff Ed.D  
 Superintendent - Huron School District  
 150 5th St SW, Huron, SD 57350  
 W-605-353-6990 C-701-210-2325

A complaint may also be filed with the United States Office for Civil Rights, U.S. Department of Education at: 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Facsimile: (816)268-0599; Telecommunication Device for the Deaf: (877) 521.2172; E-mail: OCR.KansasCity@ed.gov.

### **COMPLAINT PROCEDURE**

The Board has adopted a specific procedure to ensure that parental/student/ public complaints related to the provisions of applicable federal programs, statutes or regulations, including claims of retaliation. The Board will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

	<b>Huron School District #2-2</b>	Code: AC
	Policies and Regulations	Nondiscrimination in Federal Programs

The purpose of this complaint procedure is to outline a procedure for addressing parental/student/public complaints about federal program compliance and/or discrimination. Complaints against school employees and complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.

For the purposes of this policy, a “complaint” is a perceived or alleged violation of federal programs, statutes or regulations (e.g., Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), ESSA, McKinney-Vento Act (homeless children), etc.) and/or discrimination in a policy and/or program on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

To protect the confidentiality of all concerned, it is imperative that any school employee in receipt of a complaint treat the complaint as confidential and that the complaint not be reproduced in any form, nor disclosed or discussed with any person other than those identified as proper recipients of the complaint (i.e., the principal, superintendent, school board).


When a federal program compliance complaint or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints) is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person’s complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the employee against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

Should it be determined that discrimination or harassment occurred based on race, color, national origin, age or sex, the District will take steps to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on others, if appropriate.

**STEP 1: Initial Complaint**

- A. The person having the complaint related to federal program compliance or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints), the person must initiate the complaint procedure in one of the following ways:
    - meet and discuss the concern with the Employee involved; OR
    - meet and discuss the concern with the Employee’s Principal.
1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee’s Principal within ten (10) calendar days of the meeting with the Employee. The Principal shall complete a Complaint Form, Exhibit AC-E (1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
  2. If the Complainant initiates the complaint by meeting with the Principal, the Principal shall complete a Complaint Form, Exhibit AC-E (1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.



	<b>Huron School District #2-2</b>	Code: AC
	Policies and Regulations	Nondiscrimination in Federal Programs

- B. Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the District’s Compliance Officer (Superintendent). The Principal shall also give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. However, attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District’s investigation. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.
- C. If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. During the Principal’s investigation the complainant and alleged perpetrator shall both have the opportunity, at separate times, to present witnesses and provide evidence to the Principal. The Principal shall evaluate all relevant information and documentation related to the complaint of discrimination or harassment and shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal’s determination/resolution.
- D. The Principal’s decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Principal’s written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.


Should the complaint be against a Principal, the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

Should the complaint be against the Superintendent (or the Principal who also is the Superintendent) the Complaint Form, Exhibit AC-E(1), shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

**STEP 2: Appeal to the Superintendent**

The following procedure shall be used to address an appeal of the Principal’s decision made in Step 1, or if the Principal failed to render a decision in the required time frame:



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	Policies and Regulations	Nondiscrimination in Federal Programs

- A. The appeal shall be in writing using Exhibit AC-E(2). The appealing party must attach the complaint and the Principal's written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.
- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
- E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.
- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

### **STEP 3: Complainant's Appeal to the School Board**

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

- A. An appeal to the School Board shall be in writing using Exhibit AC-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.
- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the Employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the School Board:
  1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the Hearing Officer.





## Huron School District #2-2


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AC

Nondiscrimination in Federal Programs

2. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the Hearing Officer until the appeal process has been completed.
5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the complaint.
6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
7. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The Hearing Officer and school board members may ask questions of any witness.
8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The Hearing Officer and board members may also ask questions of the Superintendent.
9. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
10. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.").
11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.
13. Within twenty (20) calendar days of the hearing, the School Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
14. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the complaint in the absence of a Superintendent's decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.

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15. If the Complainant is dissatisfied with the School Board’s decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.





**Huron School District #2-2**  
Policies and Regulations

Code:  
GBEB Drug Free Workplace

### Drug Free Workplace

It is the policy of the board of education to provide a drug-free workplace and to work toward a drug-free society. It is the goal of the district to prevent the illicit use of controlled substances and alcohol.


The unlawful manufacture, or the distribution, dispensing, use, possession, or being under the influence of controlled substances and/or alcohol by any employee during the work day, at any school activity, or while in the performance of his/her employment by the district wherever located, is absolutely prohibited. Violation of this rule by any employee will constitute insubordination and will be cause for disciplinary action up to and including termination of employment and referral for prosecution. In appropriate circumstances, disciplinary action may include completion of an approved rehabilitation program at the employee's expense; however, any applicable insurance benefits will be applied.

For purposes of this policy, controlled substances include, but are not limited to, narcotics, drugs, hallucinogenic, or mind-altering drugs or substance, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and any other controlled substance as defined in law, or any prescription medicine, or other chemical substances not taken in accordance with a physician's prescription. This definition also includes substances presented to be any such controlled substance or which an employee believes to be such a substance.

#### **Tobacco Use Prohibited**

The board of education recognizes that the use of tobacco poses a serious threat to the health and well-being of the district's students and employees. Tobacco products are in direct conflict with the district's goal of comprehensive health education. The policy stipulations below apply to all individuals regardless of age, and regardless of whether they may legally use the products.

1. The use of tobacco products shall be forbidden on all school properties and in all school vehicles.
2. The use of tobacco products in the Huron Arena when the Huron Arena is utilized by the city of Huron as a public convention hall shall be determined by the city of Huron.

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	GBEB Drug Free Workplace

## Employee/Student Use of Alcohol & Drugs

### **Drug Abuse by Students**

#### **Philosophy**

The Huron public school district #2-2 recognizes that chemical abuse/dependency is a concern that needs to be addressed by the school and the community. Chemical dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student.

The use or possession of alcoholic beverages or any controlled substance, as defined by South Dakota Codified Laws (SDCL), by any student on any school property or while attending any school related function is prohibited. No student shall be intoxicated, use, sell, distribute, buy, receive, be under the influence of, or in the possession of a controlled substance as defined by SDCL. Students who use prescription drugs authorized by a licensed physician do not violate this administrative procedure if the students conform to the prescription and appropriate school policies.

The Huron public school district is committed to the development and the implementation of programs and policies which contribute to the well-being of students through prevention, intervention, after-care, and staff development. The major components of our approach to chemical abuse are defined as follows:

1. **Prevention**

An educational process that promotes the development of a healthy self-attitude and provides individuals with information and inter-actions needed to make responsible decisions regarding chemical use.

2. **Intervention**

An established process in which caring persons confront an individual with data regarding his/her chemically-related behaviors in an effort to encourage that individual to seek appropriate corrective measures.

3. **After-care**


Information on community support systems, individual counseling through school counselors as deemed necessary by the student, parents, administration, and chemical health facility.

4. **Staff Development**

A process through which individuals acquire the knowledge and skills required to constructively respond the problems of chemical abuse.

A biennial review of this policy will be conducted to insure that current and effective measures are being taken to meet the needs of the students.



	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	GBEB Drug Free Workplace

**Drug Abuse by Employees**

It is the policy of the board of education to provide a drug-free workplace and to work toward a drug-free society. It is the goal of the district to prevent the illicit use of controlled substances and alcohol.

The unlawful manufacture, or the distribution, dispensing, use, possession, or being under the influence of controlled substances and/or alcohol by any employee during the work day, at any school activity, or while in the performance of his/her employment by the district wherever located, is absolutely prohibited. Violation of this rule by any employee will constitute insubordination and will be cause for disciplinary action up to and including termination of employment and referral for prosecution. In appropriate circumstances, disciplinary action may include completion of an approved rehabilitation program at the employee’s expense; however, any applicable insurance benefits will be applied.

For purposes of this policy, controlled substances include, but are not limited to, narcotics, drugs, hallucinogenic, or mind-altering drugs or substance, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and any other controlled substance as defined in law, or any prescription medicine, or other chemical substances not taken in accordance with a physician’s prescription. This definition also includes substances presented to be any such controlled substance or which an employee believes to be such a substance.

**Tobacco Use Prohibited**

The board of education recognizes that the use of tobacco poses a serious threat to the health and well-being of the district’s students and employees. Tobacco products are in direct conflict with the district’s goal of comprehensive health education. The policy stipulations below apply to all individuals regardless of age, and regardless of whether they may legally use the products.

1. The use of tobacco products shall be forbidden on all school properties and in all school vehicles.
2. The use of tobacco products in the Huron Arena when the Huron Arena is utilized by the city of Huron as a public convention hall shall be determined by the city of Huron.

**Procedure**

The Huron board of education charges the administration with the responsibility to develop a procedure to complement the board’s philosophy and policy in regard to the chemical health of its students.

1. **Prevention**

Prevention activities may include the following:

- a. Adoption and continued implementation and revision of drug/alcohol curriculum as recommended by the district (ad hoc) curriculum committee under the leadership of the director of instruction.
- b. Development of chemical health support groups or individual counseling on an “as needed” basis.



## Huron School District #2-2

### Policies and Regulations

Code:  
GBEB Drug Free Workplace

#### 2. Intervention

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs on school property and during school activities.

##### A. First Offense

1. The administration will try to notify the parent(s)/ guardian(s) by phone to explain the incident and arrange for a conference.
2. The administration may suspend the students for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/ guardian(s) in writing of the suspension within two (2) school days.
4. The administration may notify available law enforcement authorities.
5. The school district and/or law enforcement authorities may require that students complete the Youth Diversion Class through Community Counseling Services to address chemical use issues. Fees for assessment or treatment are the responsibility of student or family. The suspension of a student who agrees to participate in this class will be commuted to three (3) days.
6. Depending on the severity of the circumstances, the school district may recommend that a student with alcohol and other drug-use problems seek professional assessment from a trained chemical dependency counselor.
7. A record of offenses is carried over each year for grades K-8. A clean slate will be granted at grade 9 for as long as the student is attending school.

##### B. Second Offense and Subsequent Offenses

1. The administration will contact the parent(s)/ guardian(s) to arrange for a conference.
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
4. The administration will notify the parent(s)/guardian(s) in writing of the suspension within two (2) school days.
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
  - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
  - b. Upon appropriate authorization, the agency or professional person notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting of recommended treatment, the ten (10) day suspension may be commuted to three (3) days. Fees for this assessment and/or treatment are the responsibility of the student and family.





## Huron School District #2-2

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#### C. Reasonable Suspicion That a Student is Under the Influence

1. Staff members will immediately report the problem to an administrator.
2. Administrator and/or reporting staff member and/or school counselor will confer with the student as soon as possible. The following options are available:
  - a. If it is determined that the student is not under the influence, the administrator or his/ her designee calls the student's parent(s)/ guardian(s) regarding the nature and outcome of the conference with the student.
  - b. If it is determined the student is under the influence, the administrator notifies the parents and the police, detaining the student until the police arrive.
  - c. If a behavior is repetitive, the parent(s)/ guardian(s) should be called immediately and a conference scheduled as soon as possible. The conference may include the administrator, school counselor, reporting staff member, and the parent(s)/guardian(s) of the student. In the conference, the following issues will be addressed:
    - 1) A review of the circumstances (behaviors) which necessitated the conference;
    - 2) A request for information from both the student and parent(s)/guardian(s) to aid in determining the possible reasons for the student's behavior; and,
    - 3) A review of possible referral sources within the school and community, both medical and counseling, that may help the parent(s)/guardian(s) and student in dealing with the behavior exhibited. Follow-up will be with the school counselor.

#### D. Supplying/Distributing or Selling Alcohol and Other Drugs or Materials Represented to be a Controlled Substance

1. Supplying or selling chemicals may result in suspension for ten (10) days.
2. The administration will notify parent(s)/guardian(s) verbally and in writing of the suspension within two (2) school days.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

#### 3. Aftercare


Upon completion of treatment, a conference will be held prior to the student's return to school. The conference will include the student, parent(s)/guardian(s), administrator, and school counselor.

- a. The student should agree to the provider's after-care plan and the successful completion of it;
- b. The student should agree to the recommendations and behavioral agreement which will be established for the returning student;
- c. The student should agree to the make-up assignments and responsibilities and time-line for completion which will be established;
- d. Parent(s)/guardian(s) and students will be informed of available chemical health resources in the community, as well as individual/group school counseling; and,
- e. Follow-up with school counselor as determined necessary by student, parent(s)/guardian(s), and school.

#### 4. Staff Development


The Huron school district will provide and coordinate on-going training in the area of chemical health. Appropriate time will be set aside for key personnel (counselors, teachers, administrators, and support service staff) at all levels of instruction. In-service training will focus on skill development in the following:

- a. Continued instruction of the chemical health curriculum;

	<b>Huron School District #2-2</b>	Code:
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- b. Recognizing chemical abuse symptoms; and,
- c. Information on dangers of alcohol and/or other drug use/abuse.



	<b>Huron School District #2-2</b>	Code: ABAA
	Policies and Regulations	District Wide Title I Parental Involvement Policy

### **District Wide Title I Parental Involvement Policy**

**NOTE:** In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by Section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district-wide parental involvement policy). The policy establishes the


LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and is incorporated into the LEA's plan submitted to the State Educational Agency (SEA).

The Huron School District agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
3. The Huron School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA: Parent representatives will be invited on an annual basis to participate in the district's development of the consolidated plan that is submitted to the South Dakota Department of Education.
4. The Huron School District will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA: Each year parents will be invited to participate in meaningful discussions to review and provide input for suggestions they might have related to revisions/improvement to the district's parent involvement policy and their individual building level parent involvement policy as well as school-parent compacts.
5. The Huron School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Each year a district-wide Title I advisory meeting will be held for parents to participate in discussion related to district and building-level goals related for parental involvement activities to enhance academic achievement and school performance.

6. The Huron School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:


	<b>Huron School District #2-2</b>	Code: ABAA
	Policies and Regulations	District Wide Title I Parental Involvement Policy

- a. Parents with children supported by Title I, Part A funds will be invited to participate in training provided by their child’s individual Title I school, Head Start, Even Start, and Birth to Three to integrate strategies between and within each of these programs.
7. The Huron School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The district will use the finding of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, (and with the involvement of parents) its parental involvement policies:
    - a. Each spring parents will be invited by school district/building-level personnel to participate in an advisory meeting to review the district parental involvement policy as well as their building level parent involvement policy and parent-teacher compacts. Input from the parents and other members of the community will then be used in revising/improving parental involvement throughout the district and individual buildings.
  8. The Huron School District will build the schools’ and parents’ capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below.
    - a. The Huron School District will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—
      - the State’s academic content standards,
      - the state’s student academic achievement standards, the state and local academic assessments including alternate assessments,
      - the requirements of Part A,
      - how to monitor their child’s progress, and
      - how to work with educators

Small group meetings and conferences will be held throughout the school year as well as home visits. Printed material will also be used as a vehicle to help parents better understand the state’s content standards, state and local assessments, and how to monitor their own children’s progress (e.g., Parent Portal) and suggestions on how to communicate with school personnel.

- b. The Huron School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:



	<b>Huron School District #2-2</b>	Code: ABAA
	Policies and Regulations	District Wide Title I Parental Involvement Policy

The holding of parental involvement activities at least quarterly in the Title I buildings will provide parents with resources and training in how to improve their own children’s achievement in the areas of literacy, math skills, use of technology, etc. The district will provide support to the building personnel in identifying resources (e.g., presenters, trainers, topics) to meet their individual building needs.

- c. The Huron School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principal and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

All new teachers in the district will be provided with an initial training on how to communicate successfully with parents in a meaningful and helpful manner. Also, all staff members will be provided opportunities on an annual basis to update their skills in the same manner.

- d. The Huron School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

A district-wide Title I parent advisory meeting will be held each year to help facilitate the sharing of opportunities for future trainings and activities provided by the various resources (e.g., Head Start, Even Start, Birth to Three, Community Counseling Services, etc.) within the community, as well as, accessing Parent Connection and the parent resource center that is provided at the state level.

- e. The Huron School District will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Every effort will be made to provide information about school and community activities, meetings, etc. in understandable (e.g., first language translations) format minus “educationeze.” This will include interpreters for the deaf and hard-of-hearing, as well as second language needs.

In appreciation for years of service to the  
**COMMUNITY & HURON PUBLIC SCHOOLS**  
this Senior Pass is issued to

---

*Kraig Steinbohl*  
NON-TRANSFERABLE  
(Must be 62 years old)

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**COMMUNITY & HURON PUBLIC SCHOOLS**  
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**Huron City Schools  
Complimentary Ticket**

Issued to

For 2021-2022 School Activities

Signed *Kraig Steinhilber*  
Not Transferable and Good  
Only for Whom Issued

**Huron City Schools  
Complimentary Ticket**

Issued to

For 2021-2022 School Activities

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**Huron School District #2-2**  
Policies and Regulations

Code:  
JN Student Fees, Textbook Fines,  
and Charges

**Student Fees, Textbook Fines, and Charges**

**Instrumental Music Rental Fees**

Listed below are the semester rental fees for the various school-owned instruments:

Piccolo	None	Concert Tuba	\$10
Oboe	\$10	Marching Sousaphone	None
Bassoon	\$10	Percussion	\$10*
Alto Clarinet	\$10	Viola	\$10
Bass Clarinet	\$10	Violin	\$10
Baritone Sax	\$10	Cello	\$10
French Horn	\$10	(1/2, 3/4 and full)	
Bass Trombone	None	Bass	\$10
Baritone	\$10	(1/4, 3/4, Cello Bass)	
Flugel Horn	None		

\* None for elementary students

**Student Use of Textbooks**

It is expected that each student will exhibit care in using the textbooks which are checked out to him/her.

No book deposits of any kind are required, but when the student withdraws from school, or at the end of the school year, damages may be assessed for excessive book abuse.

**Textbook Fines/High School and Middle School**

Fines will be assessed as follows:

1. 100% of the replacement cost for a new book
  - a. for a book lost in the year in which it is purchased
  - b. for a book suffering such extreme abuse that it is useless
2. 50% of the cost of a new book for a used book that is lost.
3. \$15 for a book suffering unusual damage
4. \$10 for a book suffering minor damage

**Textbook Fines/Elementary Schools**

Fines will be assessed as follows:

1. 100% of the cost for a new book
  - a. for a book lost in the year in which it is purchased
  - b. for a book suffering such extreme abuse that it is useless



<b>Huron School District #2-2</b>
Policies and Regulations

Code: JN Student Fees, Textbook Fines, and Charges
----------------------------------------------------------

2. 50% of the cost of a new book for a used book that is lost.
3. \$10 for a book suffering unusual damage
4. \$ 5 for a book suffering minor damage



# Certified Salaries for Publication July 12, 2021

Last Name	First Name	Total Contract
Ahlers	April	58645
Ahlers	Roger	76520
Aker	Alyssa	47492
Anderson	Brice	58293
Ashbaugh	Kate	53496
Axtmann	Robin	53815
Azar	Michelle	52541
Babcock	Alex	47667
Ball	Marli	47492
Barnes	Tamera	52619
Bartholow	Bonnie	56862
Baszler	Rita	54634
Baszler	Courtney	47492
Beck	Lisa	48506
Beck	Laura	60036
Beers	Sophie	47492
Berger	Julie	56467
Bergeson	Joel	54799
Bergquist	Brittany	47492
Berkenpas	Lauren	50103
Beyer	Gretchen	50332
Blue	Heidi	57730
Boomsma	Erica	56629
Boomsma	Morgan	47909
Bostrom	Kathie	67146
Branaugh	Leah	61182
Brandenburg	Breanne	47492
Brewer	Lindsey	55728
Britzman	Carson	55846
Brooks	Sabrena	51448
Buddenhagen	Tim	79845
Busch	Matthew	62392
Carabantes	Kira	52409
Carda	Charlotte	62916
Carda	Michael	72082
Carr	Sarah	54422
Carr	Lisa	55274
Chase	Michelle	66405
Christensen	Kristle	61455
Christopherson	Kelly	131445
Clark	Angel	50867
Clarke	Courtney	47909
Cook	Rita	48807
Crater	Sierra	47667
Cunard	Brooke	53270
Cundy	Holly	53614
Curr	Kathryn	66337

# Certified Salaries for Publication July 12, 2021

Daguinotan	Excell	48809
Davis	Kylie	51667
DeJong	Amanda	59869
DesLauriers	Staci	61791
Dickson	Michelle	51804
Dreyer	Sarah	47667
Eckmann	Lexi	47492
Eddy	Lilia	47909
Eggleston	Lori	59510
Eichstadt	Amber	50442
Engelhart	Sharon	57023
Erwin	Victoria	58174
Fitzgerald	Brandi	54181
Fleck	Susan	64401
Fryberger	Lacey	53766
Fuchs	Jennifer	55939
Fuller	Shelly	52541
Gaffer	Mitchel	73976
Gill	McKenzie	47909
Girton	Destinni	47909
Glanzer	Desiree	50420
Goltermann	Sandi	53793
Goth	Mathew	55576
Guy	Laci	52970
Halbkat	John	73000
Halbkat	Benjamin	57214
Halter	Linda	50524
Hanten	Lynne	52655
Hedblom	Timothy	58303
Hein	Megan	52772
Heinz	Peggy	96977
Henrich	Kelly	63771
Hinker	Kari	99977
Hoek	Jamie	48747
Holforty	Heidi	60520
Holtrop	Myranda	56947
Holtrop	Schuyler	60107
Horsley	Nicole	47332
Hotchkiss	Michelle	51457
Hudson	Lyndi	80575
Iverson	Laura	60552
Janssen	Juliana	64401
Johnson	Kyle	52827
Johnson	Jeffrey	60319
Johnson	Michelle	60685
Johnson	Abby	61664
Johnson	Kelby	51364
Jones	Gracelynn	47492

# Certified Salaries for Publication July 12, 2021

Jones	Craig	75016
Jons	Trisha	49898
Joy	Alanna	54694
Jungemann	Leah	52114
Kacmarynski	Ally	47332
Kaderabek	Zachary	47332
Kary	Rachel	65008
Kattner	Kristine	48293
Katz	Elizabeth	55615
Katz	Sydney	47787
Katzenberger	Amanda	52366
Kaufman	Amy	53533
Keleher	Lori	54627
King	Julie	78890
Kissner	Lisa	65215
Knippling	Brandi	52528
Konechne	Jolene	90000
Kopfmann	Megan	47492
Korkow	Krissa	51863
Krekelberg	Marisa	48293
Kruse	Samantha	53756
Kruse	Mia	48097
Ladwig	Travis	51630
Ladwig	Amanda	47909
Larson	Raleigh	48807
Larson	Anne	51490
Lavallee	Kris	51266
Lavallee	Mackenzie	47667
Lord	Shari	56644
Lowe	Dania	47492
Marshall	Dawn	49617
McCarty	Lisa	67807
McCloud	Kayla	47959
Mittelstedt	Rodney	88095
Moeding	Rebecca	52053
Mudge	Nicholle	50890
Myhre	Barbara	75033
Neitzert	Beth	60231
Nicholas	Barbara	65985
Nihart	Tim	57868
Perry	Molly	59820
Person	Renee	47787
Peterson	Melissa	56573
Pietz	Linda	90000
Postma	Michael	73389
Preston	Todd	58512
Radke	Michael	119639
Raml	Andrew	47787



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Reilly	Amanda	67146
Rodacker	Jessica	48095
Rotert	Terry	99214
Rotert	Kelly	73093
Rozell	Heather	96977
Rozell	Chris	69436
Rubish	Sarah	38527
Sacay	Kristal	48809
Sadler	Rebecca	55849
Salinas	Emily	47910
Savery	Truman	53454
Savery	Nadine	57417
Schilling	Ralyna	90000
Schinderling	Janet	49588
Schlader	Terri	53622
Schmitz	Joselyn	52038
Schmitz	Michael	62417
Schoenfelder	Amy	60000
Schouten	Jonathan	58243
Schouten	Hannah	47909
Scott	Michael	56925
Scott	Lyndsay	50361
Sieh	Heather	53168
Small	Kelsey	47787
Small	Christian	47667
Smith	Megan	64903
Smith	Teresa	65192
Sonne	Sara	51458
Soward	Lynn	61245
Spanton	Tyler	54056
Stahly	Chris	73512
Steffen	Allen	70466
Steinhoff	Kraig	165600
Stobbs	Wade	61301
Stoddard	Rebecca	55408
Strand	Brittini	50585
Strand	Dru	58256
Stueckrath	James	56754
Stueckrath	Molly	57155
Swenson	Jerald	62392
Thomas	Angela	70295
Thomas	Tony	73850
Trandall	Marianne	57638
Tschetter	Brook	47492
Tschetter	LaVae	61602
Ulmer	TyAnn	60425
Ulvestad	Tara	47909
Urzabia	Ma. Christina F.	51871

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Van Diepen	Jessica	48807
Van Loh	Kelsey	47667
Velthoff	Amy	58699
Vissia	Michelle	54346
Wagemann	Vanya	64465
Westby	David	59978
Westby	Carolyn	59134
Westby	Stacey	51261
Wheeler	Kristin	55067
White	Tori	51261
Wilde	Lacey	54769
Willemsen	Laura	103673
Wilson	Kathleen	58373
Winegar	Kristi	55296
Witte-Trowbridge	Melody	57924
Ziegenbein	Caitlin	47492
Zins	Tatym	47332

# Classified Salaries for Publication July 12, 2021

Last Name	First Name	Hrly Rate	Yearly Rate
Adauto	Nayeli	\$20.69	
Almond	Cindie	\$14.88	
Alves	Lindsey	\$16.79	
Anderson	Jessica	\$16.81	
Arnold	Michael		\$45,618
Barnes	Eva	\$15.97	
Beck	Jared		\$53,842
Beck	Chad		\$47,889
Behlke	Robert	\$17.86	
Biel	Pamela		\$48,051
Bishop	Lisa	\$17.18	
Boetel	Angie	\$18.57	
Bradley	Juletta	\$16.34	
Brake	Ginger	\$17.34	
Brenner	Brent		\$43,034
Brooks	Robert	\$16.77	
Brotherton	Danyelle	\$16.12	
Brotherton	Cheryl	\$16.98	
Brown	Nathaniel	\$16.56	
Brueske	Sandra	\$17.00	
Bultje	Jeanie	\$17.18	
Corcoran	Dave	\$30.00	
Couey	Garth		
Davis	Vicky	\$18.68	
DeBoer	Steve		\$46,199+\$80/mo
Deutsch	Pamela	\$15.45	
DeVries	Ellie	\$16.47	
Dramstad	Michael		\$65,070
Eckmann	Tiffany		\$42,496
Fenske	Ann		\$43,293
Fisher	Bill	\$30.00	
Ford	Karen	\$17.65	
Forrest	Russell		\$45,047
Foster	Mary	\$17.94	
Frank	Donna	\$17.47	
Freese	Donald	\$15.91	
Freese	Mary Kay	\$15.45	
Freideman	Kimberly	\$17.24	
Freiermuth	Melanie	\$16.95	
Friedel	Emma	\$16.62	
Friedrichsen	Brenda	\$16.81	
Gabriel	Gina		\$51,366
Garrels	Lenore	\$15.51	
Gibson	Linda	\$17.22	
Goetz	Amber	\$15.99	
Granados	Rebecca	\$16.86	
Halbkat	Darla		\$43,573
Hanson	Duane	\$30.00	



# Classified Salaries for Publication July 12, 2021

Harkness	Peggy	\$16.99	
Harman	Jonalyn		\$42,981+\$80/mo
Harmon	Mark		\$46,113
Harp	Toni	\$16.12	
Harris	Rebecca	\$16.81	
Henning	Debbie	\$17.49	
Hernandez	Ashley	\$15.97	
Hernandez	Hazel	\$17.24	
Hernandez	Ana	\$15.71	
Hins	Jill	\$17.42	
Hirschhorn	Dean		\$46,780
Hofer	Mandy	\$17.93	
Hofer	Amy	\$17.49	
Hofer	Richard	\$30.00	
Hoffman	Nakita	\$23.98	
Holmquist	Shawn	\$25.00	
Huber	Erv	\$30.00	
Johnsen	Janet	\$17.95	
Johnson	Kelly	\$15.99	
Kempf	Nancy	\$17.41	
Kempf	Kathy		\$41,205
Kleinsasser	Jamie	\$16.81	
Knouse	Sarah	\$16.05	
Kopfmann	Lori	\$17.02	
Kotas	Neil	\$30.00	
Kotas	Mona	\$30.00	
Krueger	Brandi	\$16.12	
Kut	Lu		\$43,669
Larson	Janet	\$16.23	
Leiferman	Tanya	\$16.60	
Lindhorst-Dennis	Angela	\$16.81	
Lisowski	Peggy	\$16.34	
Lorenz	Jeannie	\$17.49	
Lunders	Christi	\$16.36	
Mahowald	Charles	\$30.00	
Malley	Sonia		\$42,259
Maras	Joyce	\$17.03	
Martens	Steve	\$30.00	
Martinson	Glenn		\$45,569
McAlister	Debra	\$16.81	
McFarland	Kelli	\$17.02	
McLaury	Ann	\$17.24	
Meh	Vina	\$15.23	
Miller	Marcia	\$16.81	
Moo	Hezekiah	\$16.98	
Moo	Ethan		\$43,142
Morales	Henry		\$43,325
Moser	Lona	\$18.84	
Nedved	Harold (Bill)	\$25.00	

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Nelson	Amy	\$17.41	
Nelson	Jeff	\$17.47	
Neuharth	Ashley		\$42,819
Ochsner	Cassidee	\$17.07	
Olivo	Romana		\$43,228
Olmsted	Janelle	\$18.96	
Olsen	Breanne	\$17.12	
Owen	Sarah		\$40,262
Packard	Joni		\$42,744
Palmquist	Callie	\$16.29	
Palmquist	Drew	\$16.66	
Papka	Randi	\$18.11	
Paw	Eh Myee	\$17.18	
Paw	Yoe Kaw	\$15.97	
Picek	Montana	\$16.81	
Picek	Carla		\$43,034
Plooster	Cassandra	\$15.23	
Podhradsky	Peggy	\$17.96	
Polsean	Charlene	\$17.12	
Pomerico	Mark		\$45,026
Ptak	Maria	\$16.99	
Radke	Danielle		\$41,764
Ramirez	Samuel		\$45,047
Range	Kelsey	\$23.64	
Ranney	Vicki	\$16.38	
Ransom	Rhonda	\$16.99	
Raschke	Allison	\$23.54	
Regnier	Terry		\$42,798
Reilly	Quinn	\$23.23	
Rennich	Wesley	\$30.00	
Retzer	Zachary		\$47,049
Rieck	Kerry	\$16.77	
Riggen	Carol	\$16.46	
Rodriguez	Holli	\$15.73	
Ruedebusch	Matthew	\$30.00	
Sawvell	Karla		\$42,475
Schell	Kelly	\$16.54	
Schnabel	Kerry	\$15.99	
Schneider	Lisa	\$17.49	
Schweigert	MaKiah	\$16.19	
Scofield	Courtney	\$16.46	
Shoemaker	Dale		\$46,371
Shoultz	Nancy	\$16.80	
Sibley	Hannah	\$16.81	
Sibson	Brad	\$30.00	
Sifuentes	Jasmine	\$15.51	
Sifuentes	Krysten	\$15.73	
Skorheim	Jessica	\$17.02	
Skorheim	Joseph	\$16.12	

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Snow	Chit	\$16.29	
Snyder	Brenda		\$46,156
Steele	Tracey	\$17.02	
Steilen	Nikki	\$30.00	
Sterett	Roberta	\$16.71	
Stevens	Vanessa	\$16.77	
Strote	Sharice	\$16.12	
Styer	Cheryl	\$30.00	
Swenson	Sandy		\$47,835
Tapken	Dianne		\$43,745
Thies	Phil		\$47,641
Timm	Chelsey	\$16.29	
Tomczak	Tarryn	\$16.62	
Tschetter	Stephanie	\$17.55	
Urena	Jessica	\$16.86	
Vaillancourt	Abby	\$17.44	
Van Berkum	Suzie		\$41,538
van Engelenhoven	Katie	\$16.50	
Van Poll	Louise	\$16.58	
Van Vleet	Patricia	\$17.56	
Van Zee	Adele	\$17.65	
VanWyhe	Tyler	\$16.81	
Vaudrin	Madison	\$16.79	
Vega	Derick		\$44,121+\$80/mo
Venables	Dolly		\$43,293
Wagemann Jr.	Walter		\$45,397
Wallace	Licia	\$16.99	
Wallenstein	Ken	\$30.00	
Warner	Charles		\$46,081
Weber	Donna	\$16.54	
Wehrmann	Patricia	\$16.90	
Wendel	Cheryl		\$46,091
Wenzel	Emily	\$16.29	
Westerberg	William	\$30.00	
Whites	Ron	\$30.00	
Will	Kyle	\$16.86	
Williams	Cynthia	\$18.38	
Williams	MiKayla	\$23.30	
Williams	Wilber	\$30.00	
Winter	Dayna	\$17.86	
Wipf	Allison	\$16.50	
Wipf	DoraJean	\$16.47	
Wipf	Dean	\$30.00	
Witte	Rod		\$48,045
Zachrison	Chad	\$17.00	
Zimmerman	Karen	\$16.86	



In appreciation for the years of service to the

**HURON PUBLIC SCHOOLS**

This

**LIFE TIME PASS**

is issued to

**JEAN A. WOLFF**

This will admit you to events such as athletics, drama,  
and music – except special fundraising events.

---

Supt. of Schools

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President/Bd. Of Educ.

In appreciation for the years of service to the

**HURON PUBLIC SCHOOLS**

This

**LIFE TIME PASS**

is issued to

**LINDA ECK**

This will admit you to events such as athletics, drama,  
and music – except special fundraising events.

---

Supt. of Schools

---

President/Bd. Of Educ.

In appreciation for the years of service to the

**HURON PUBLIC SCHOOLS**

This

**LIFE TIME PASS**

is issued to

**SHARLA MEES**

This will admit you to events such as athletics, drama,  
and music – except special fundraising events.

---

Supt. of Schools

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President/Bd. Of Educ.

In appreciation for the years of service to the

**HURON PUBLIC SCHOOLS**

This

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is issued to

**JEANNE OLSON**

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and music – except special fundraising events.

---

Supt. of Schools

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President/Bd. Of Educ.

In appreciation for the years of service to the

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This

**LIFE TIME PASS**

is issued to

**KATHY ENGST**

This will admit you to events such as athletics, drama,  
and music – except special fundraising events.

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Supt. of Schools

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President/Bd. Of Educ.

In appreciation for the years of service to the

**HURON PUBLIC SCHOOLS**

This

**LIFE TIME PASS**

is issued to

**JODI WALTER**

This will admit you to events such as athletics, drama,  
and music – except special fundraising events.

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Supt. of Schools

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President/Bd. Of Educ.

In appreciation for the years of service to the

**HURON PUBLIC SCHOOLS**

This

**LIFE TIME PASS**

is issued to

**LISA SARGENT**

This will admit you to events such as athletics, drama,  
and music – except special fundraising events.

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Supt. of Schools

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President/Bd. Of Educ.

In appreciation for the years of service to the

**HURON PUBLIC SCHOOLS**

This

**LIFE TIME PASS**

is issued to

**TERRY NEBELSICK**

This will admit you to events such as athletics, drama,  
and music – except special fundraising events.

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Supt. of Schools

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President/Bd. Of Educ.

Marcia Anne Brown  
2369 Illinois Ave SW  
Huron, South Dakota 57350

June 28, 2021

Mrs. Heinz  
Buchanan K-1 Center  
Huron School District  
Huron, South Dakota 57350

Dear Mrs. Heinz,

Please accept this letter as formal notice of my resignation from my position as Kindergarten ESL Para-Educator at Buchanan K-1 Center. My decision to resign was made after long and careful consideration.


Thank you for giving me the opportunity to work in this position for the past 11 years. I have thoroughly enjoyed working with the growing minds of the little kindergarteners, helping them to bloom in their education in preparation for their future, and appreciate all of the opportunities you have given me. I will tremendously miss the little ones, however, I have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish Buchanan K-1 Center all the best for the future.

Yours sincerely,

Marcia A. Brown

A handwritten signature in cursive script that reads "Marcia A. Brown". The signature is written in black ink and is positioned below the typed name.

Huron School District

Letter of Resignation for Eric Bliss

July 1st, 2021

With appreciation of the opportunities for professional growth afforded me by the Huron School District, I hereby resign my position as a Paraprofessional Educator. I extend my thanks to the Staff and Administration with whom I worked, especially those in the Special Education Department. My intention for the 2021-2022 school year is to accept a position as the Middle and High School Choir and Band Director for the Wolsey-Wessington School District. I look forward to continuing my professional development through this new position, building on the skills and experience I gained while working in Huron.

Sincerely,

Eric Bliss



7-5-21

To whom it may concern:

I, Susan Fleck will retire, upon completion of my contract obligations, in May of 2022. My 35 year career within the Huron School District continuously inspires, challenges, and affirms me. It has been a privilege to teach in Huron.

Signed,  
Susan Fleck

Huron School District 2-2  
 Adoption of Supplemental Budget  
 Resolution 2021-07-12-01  
 July 12, 2021 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the General Fund:

Appropriation	Means of Finance	Amount
Middle School (10-1121-600)	Fund Balance and ESSER	231,000
Preschool Services (10-1141)	Title III Grant and Donations	4,000
Culturally Different/ESL - (10-1250)	Title III Grant	92,000
Title I Part A, C, and D Attendance (10-2116)	Title I Part A, C, and D Grant	146,000
Title I Part A (10-2128)	Title I Grant	9,000
Title IV - Health (10-2130)	Title IV Grant	4,000
Nurse Services (10-2134)	ESSER Grant Funds	3,000
Title IV - Curriculum (10-2212)	Title IV Grant	37,000
School Improvement (10-2214)	Title I 1003A Grant	1,000
Title II (10-2219)	Title II Grant	3,000
Title III (10-2219)	Title III Grant	6,000
Library (10-2222)	Fund Balance	3,000
Election Services (10-2314)	City of Huron Cost Share	500
Legal Services (10-2315)	Fund Balance	500
Office of the Superintendent (10-2321)	Fund Balance	38,000
Office of the Principals (10-2410)	Fund Balance	2,000
Operations and Maintenance Director (10-2541)	Fund Balance	2,000
Title IV - Security (10-2546)	Title IV Grant	37,000
Operation and Maintenance (10-2549)	Fund Balance and ESSER	605,000
Pupil Transportation Director (10-2551)	Fund Balance	1,000
Fresh Fruits and Vegetables (10-2569)	Fresh Fruits and Vegetables Grant	30,000
21st Century Grant (10-3500)	21st Century Grant	25,000
Non-public School Instruction (10-3711)	Title I Grant and ESSER	63,000
Non-public School Instruction (10-3719)	Title I and Title IV Grants	2,000
Unemployment (10-4500)	Fund Balance	3,500
Male Activities (10-6100)	Fund Balance	7,000
Boys Basketball (10-6121)	Fund Balance	1,000
Boys Cross Country (10-6151)	ESSER Grant Funds	1,000
Female Activities (10-6200)	Fund Balance	21,000
Girls Cross Country (10-6252)	ESSER Grant Funds	1,000
Combined Co-Curr Activities (10-6910)	Fund Balance	11,000
	Total	1,390,500

\_\_\_\_\_  
 Presiding Officer

\_\_\_\_\_  
 Business Manager

Huron School District 2-2  
Adoption of Supplemental Budget  
Resolution 2021-07-12-02  
July 12, 2021 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the Capital Outlay Fund:

Appropriation	Means of Finance	Amount
Care/Upkeep Buildings - MS Chiller (21-2542)	Fund Balance or ESSER	490,000
Vehicle Operation Services (21-2552)	Fund Balance or ESSER	32,000
Debt Service - Refinance Madison (21-5000)	Capital Outlay Certificates	1,350,000
	Total	1,872,000

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Business Manager



Huron School District 2-2  
Adoption of Supplemental Budget  
Resolution 2021-07-12-03  
July 12, 2021 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the Special Education Fund:

Appropriation	Means of Finance	Amount
Early Childhood (22-1226)	Fund Balance	31,000
Nurses (22-2134)	Fund Balance	2,000
Psychological Testing (22-2142)	Fund Balance	3,000
Physical Therapy (22-2171)	Fund Balance	20,000
Vehicle Operations (22-2730)	Fund Balance	68,000
	Total	124,000

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Presiding Officer

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Business Manager

Huron School District 2-2  
Adoption of Supplemental Budget  
Resolution 2021-07-12-04  
July 12, 2021 Board Meeting

Let it be resolved, that the school board of the Huron School District 2-2, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total for the Bond Redemption Fund:

Appropriation	Means of Finance	Amount
Issuance Costs (32-5000)	Bond Proceeds	98,000
	Total	98,000

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Business Manager



e l o c p a ■ c o m

June 24, 2021

To Kelly Christopherson, Business Manager  
Huron School District No. 2-2  
PO Box 949  
Huron, SD 57350

We are pleased to confirm our understanding of the services we are to provide Huron School District No. 2-2 for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Huron School District No. 2-2 as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Huron School District No. 2-2's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Huron School District No. 2-2's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of the School District's Contributions
- 4) Schedule of the School District's Proportionate Share of the Net Pension Liability (Asset)

We have also been engaged to report on supplementary information other than RSI that accompanies Huron School District No. 2-2's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report

on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the school board of Huron School District No. 2-2. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major



programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Huron School District No. 2-2's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Huron School District No. 2-2's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Huron School District No. 2-2's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Huron School District No. 2-2 in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported

audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the date of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit



findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of ELO Prof. LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to SD Department of Legislative Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ELO Prof. LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the agencies listed above. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 7, 2021 and to issue our reports no later than December 31, 2021. Jamie Eldeen, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$20,000 plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) Our invoices for these fees will be rendered as follows: 50% upon completion of fieldwork and 50% upon final approval of the financial statements and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Huron School District No. 2-2 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. Please also submit one copy to:

Sheri Doolittle  
Senior Secretary  
SD Department of Legislative Audit  
427 South Chapelle St  
%500 East Capitol Ave  
Pierre, SD 57501-5070



Very truly yours,

ELO Prof. LLC



Jamie Eldeen, CPA

RESPONSE:

This letter correctly sets forth the understanding of Huron School District No. 2-2.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHOOL DISTRICT**  
Business Office

**Kelly Christopherson**

Business Manager

150 5<sup>th</sup> St. SW

Huron, SD 57350

P: (605) 353-6995

F: (605) 353-6994

kelly.christopherson@k12.sd.us

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## Memorandum

Date: July 1, 2021

To: School Board Members  
Dr. Kraig Steinhoff, Superintendent

From: Kelly Christopherson, Business Manager 

RE: 10-Year Beverage Bid

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Bids for the 10-year exclusive beverage contract were opened on June 30.

Bids were received from Coca-Cola and Pepsi-Cola. The complete bid forms are attached.

I recommend accepting the bid from Coca-Cola because it is the best financial package for the School District.

**BEVERAGE BID PROPOSAL**

Huron School District No. 2-2  
PO Box 949  
Huron, SD 57350-0949

Huron Board of Education:

Pursuant to your call for sealed bids on bottled pop, canned pop, bottled water, sport drinks, bottled juice, tea, and vending commissions; returnable to the Business Office on or before 10:00 a.m. June 30, 2021 and in accordance with your detailed specification sheet, which is enclosed, we submit the following bid:

1. **Bottled Pop bid per case of 24, firm bid through June 30, 2022:**  
\$ \$20.00
2. **Bottled Water bid per case of 24, firm bid through June 30, 2022:**  
\$ \$14.00
3. **Sport Drinks bid per case of 24, firm bid through June 30, 2022:**  
\$ \$20.00
4. **Bottled Juice bid per case of 24, firm bid through June 30, 2022:**  
\$ \$16.50
5. **Bottled Tea bid per case of 12, firm bid through June 30, 2022:**  
\$ \$14.00
6. **Percent increase for July 1, 2022 through June 30, 2023:** 3%
7. **Percent increase for July 1, 2023 through June 30, 2024:** 3%
8. **Percent increase for July 1, 2024 through June 30, 2025:** 3%
9. **Percent increase for July 1, 2025 through June 30, 2026:** 3%
10. **Percent increase for July 1, 2026 through June 30, 2027:** 3%
11. **Percent increase for July 1, 2027 through June 30, 2028:** 3%
12. **Percent increase for July 1, 2028 through June 30, 2029:** 3%
13. **Percent increase for July 1, 2029 through June 30, 2030:** 3%
14. **Percent increase for July 1, 2030 through June 30, 2031:** 3%
15. **Cash Donation payable January 1, 2022:** \$ \$4,000
16. **Cash Donation payable January 1, 2023:** \$ \$4,000
17. **Cash Donation payable January 1, 2024:** \$ \$4,000
18. **Cash Donation payable January 1, 2025:** \$ \$4,000
19. **Cash Donation payable January 1, 2026:** \$ \$4,000
20. **Cash Donation payable January 1, 2027:** \$ \$4,000
21. **Cash Donation payable January 1, 2028:** \$ \$4,000

- 22. Cash Donation payable January 1, 2029: \$ \$4,000
- 23. Cash Donation payable January 1, 2030: \$ \$4,000
- 24. Cash Donation payable January 1, 2031: \$ \$4,000
- 25. Vending Commissions Percentage based on selling price, payable monthly:  
55 %

Furthermore, the successful bidder will agree to a 10-year contract that will cost an additional \$6,000 per year for scoreboard sponsorship.

Bidder acknowledges the bid specifications have been received and reviewed.

BIDDER Daryl Green

BY 

TITLE Branch Manager

DATE 6/25/21



**BEVERAGE BID PROPOSAL**

*Pepsi pg 1*

Huron School District No. 2-2  
PO Box 949  
Huron, SD 57350-0949

Huron Board of Education:

Pursuant to your call for sealed bids on bottled pop, canned pop, bottled water, sport drinks, bottled juice, tea, and vending commissions; returnable to the Business Office on or before 10:00 a.m. June 30, 2021 and in accordance with your detailed specification sheet, which is enclosed, we submit the following bid:

1. **Bottled Pop bid per case of 24, firm bid through June 30, 2022:**  
\$ 24.00
2. **Bottled Water bid per case of 24, firm bid through June 30, 2022:**  
\$ 18.00
3. **Sport Drinks bid per case of 24, firm bid through June 30, 2022:**  
\$ 24.00
4. **Bottled Juice bid per case of 24, firm bid through June 30, 2022:**  
\$ 18.00
5. **Bottled Tea bid per case of 12, firm bid through June 30, 2022:**  
\$ 15.00
6. **Percent increase for July 1, 2022 through June 30, 2023:** 5%
7. **Percent increase for July 1, 2023 through June 30, 2024:** 5%
8. **Percent increase for July 1, 2024 through June 30, 2025:** 5%
9. **Percent increase for July 1, 2025 through June 30, 2026:** 5%
10. **Percent increase for July 1, 2026 through June 30, 2027:** 5%
11. **Percent increase for July 1, 2027 through June 30, 2028:** 5%
12. **Percent increase for July 1, 2028 through June 30, 2029:** 5%
13. **Percent increase for July 1, 2029 through June 30, 2030:** 5%
14. **Percent increase for July 1, 2030 through June 30, 2031:** 5%
15. **Cash Donation payable Jan 1, 2022:** \$3000
16. **Cash Donation payable Jan 1, 2023:** \$3000
17. **Cash Donation payable Jan 1, 2024:** \$3000
18. **Cash Donation payable Jan 1, 2025:** \$3000
19. **Cash Donation payable Jan 1, 2026:** \$3000
20. **Cash Donation payable Jan 1, 2027:** \$3000





Huron Chamber & Visitors Bureau  
1725 Dakota Avenue S  
Huron, SD 57350

Toll Free: 1-800-HURONSD  
Phone: 605-352-0000  
Fax: 605-352-8321

July 8, 2021

Huron Public Schools  
Dr. Kraig Steinhoff, Superintendent  
PO Box 949  
Huron, SD 57350

Dear Dr. Steinhoff and Huron School Board Members:

On behalf of the Huron Chamber & Visitors Bureau, I would like to request the use of the Huron Public Schools bus for city-wide transportation during the SD State Fair, September 2, 2021 to September 6, 2021. The bus will have a designated route from the fairgrounds to the former Huron Mall. It would run every day of the fair with pre-determined designated hours.

Upon approval of this request, we will provide proof of insurance as well as paying the driver's fee and fuel. Thank you for your consideration and please feel free to contact me with any questions.

Sincerely,

Laurie A. Shelton  
President & CEO  
Huron Chamber & Visitors Bureau  
[laurie@huronsd.com](mailto:laurie@huronsd.com)  
605-352-0000



**Jolene Konechne, Ed.S.**

Director of ESL, CTE, Federal Programs, & Accreditation

150 5<sup>th</sup> St. SW

Huron, SD 57350

P: (605) 353-8660

F: (605) 353-6993

Jolene.Konechne@k12.sd.us

## ESL Summer School June 2021

Grade Level	Number of Students (who came on a consistent basis)
Kindergarten	55
1st Grade	58
2nd Grade	54
3rd Grade	74
4th Grade	50
5th Grade	52
6th Grade	11
7th Grade	15
<b>Total K-7</b>	<b>369</b>
High School	
Health	2
Welding	4
<b>Total HS</b>	<b>6</b>



Staffing	
KG - 7 Grade Teachers	23
KG - 7 Grade Para Professionals	24
High School Teachers	2

**Focus & Intent:** Language Acquisition & Math

**Additional Activities:** United Way Day of Action, Succulent plant donation, Huron Public Library partnership

June 7 – June 24  
Monday – Thursday  
7:45 AM – 1 PM

Bussing provided  
School Nutrition served breakfast and lunch daily



**Goal Statements**  
**Huron Board of Education**  
**2021-2022**  
 Draft - June 28, 2021


- **Student Achievement**

- All students will read at grade level.
  - All students will exceed projected growth on NWEA assessment.
  - BOE will receive interim NWEA reports on demographic/grade level subgroups
  - Year-end report with cumulative data
    - Proficiency levels as defined by state ELA and state math test
    - Exceeded growth defined by NWEA
- All students will have mathematical proficiencies / problem solving skills preparing them to be successful in college or career.
  - All students will exceed projected growth on NWEA assessment
  - BOE will receive interim NWEA reports on demographic / grade level subgroups
  - Year-end report with cumulative data
    - Proficiency levels as defined by state ELA and state math test
    - Exceeded growth defined by NWEA
- Empower students to:
  - Effectively communicate orally and in writing.
  - Access, interpret, utilize, and evaluate information.
  - Develop independent critical thinkers.
  - Visualize graduation from high school (K - 12)  
 (Administrators will provide either hard data or anecdotal data on instruction, programming and any assessment of these four bullet points.)
- Focus on academic and social behavior readiness skills for the next building level.
- Recognize / address / assess mental health issues and their connection to student learning and safety.
  - General mental health issues
  - Unique to COVID
- Increase educational opportunities for all students.
  - Career and Technical Education (CTE) and Advanced offerings
    - BOE will receive a report on number of course offerings, enrollment in each course, digital opportunities, and dual credit participation trends.
    - Collaboration with workforce development
    - Explore opportunities created through the new construction of CTE complex
  - Explore opportunities for alternative education.
- Seek opportunities to support and challenge advanced learners through Gifted Education
- Emphasize preparation, process, and priority of ACT testing.
  - BOE will receive a report from counselors/principals on the entire process of communicating college readiness information to parents.

- Begin preparation for a strategic plan that investigates the individual learning needs to increase student achievement
- Emphasize improving student attendance.
  - BOE will receive a report from principals on trends.
- **Staff Development**
  - Collaboration
    - Improve effectiveness of teacher collaboration
  - Adequate training
    - Keep BOE informed on all professional development
    - Align professional development to student achievement goals.
    - Accountability for administrators to know and adhere to board policy.
  - Retention and recruitment
    - BOE will receive an annual report on staff turnover including, but not limited to information/trends on retirement, recruitment, relocation, leaving profession and qualified candidates for positions.
    - Research and review recruitment opportunities
    - Review market-comparable compensation.
  - Leadership Development
    - Develop and grow individual administrative capacities, led by the Superintendent
- **Community Relations**
  - Market our school district.
    - Grow our capacity to promote our schools
      - Social media strategies
      - Highlight our unique achievements and offerings.
  - Promote our district brands
  - Ongoing education with the community on funding, diversity, and long-range planning.
  - Focus on interacting with the community to understand their vital role.
    - Emphasize improving student attendance.
    - Emphasize improving parent involvement.
- **Fiscal Responsibility/ Management**
  - Continue to maintain open communication with our financial stakeholders.
  - Continue to articulate the need for funding support at the state and local level.
  - Focus our funding plan to accommodate our educational programs.
    - Seek innovative ways to strengthen the general fund.
- **Facilities**
  - Maintain long-range plans to meet AA facility standards.

- Maintain focus on facility safety upgrades.
  
- **Board Matters**
  - Superintendent will provide a schedule for review of the policy manual.
  - Plan for development opportunities for boardmanship, public governance and networking.
    - Encourage board members to attend ASBSD regional and state meeting and training opportunities.
  - Goal Setting
    - Strategic planning
    - Administrative / Board goal sessions



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

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**  
Policies and Regulations

Code:  
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.

	<b>Huron School District #2-2</b>	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 6<sup>th</sup> 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.



## Huron School District #2-2

Policies and Regulations

Code:  
AE HSD Wellness Policy

# HURON PUBLIC SCHOOL DISTRICT WELLNESS POLICY

Based on the SOUTH DAKOTA MODEL WELLNESS POLICY and the ALLIANCE FOR A HEALTHIER GENERATION MODEL WELLNESS POLICY

### Table of Contents

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## Huron School District #2-2

Policies and Regulations

Code:  
AE HSD Wellness Policy

### Preamble

Huron Public School District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. <sup>1,2,3,4,5,6,7</sup>

Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. <sup>8,9,10</sup>

In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. <sup>11,12,13,14</sup>


Finally, there is evidence that adequate hydration is associated with better cognitive performance. <sup>15, 16, 17</sup>

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives. This policy applies to all students, staff and schools in the District. Specific measureable goals and outcomes are identified within each section below.



	<b>Huron School District #2-2</b>	Code: AE HSD Wellness Policy
	Policies and Regulations	

## I. School Wellness Committee

### *Committee Role and Membership*

The District will convene a representative district wellness committee (hereto referred to as the local wellness committee or work within an existing school health committee) periodically to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”). The local wellness committee membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. The name(s), title(s), and contact information (email address is sufficient) of this/these individual(s) is (are): (Wellness Policy Committee).

Wellness Policy Committee Name	Title / Relationship to the School or District	Email address	Role on Committee
Dr. Kraig Steinhoff Garret Bischoff Mike Radke Rodney Mittelstedt Laura Willemsen Lyndi Hudson Peggy Heinz Heather Rozell Kari Hinker  Linda Pietz Jolene Konechne Kathie Bostrom Amanda Reilly Rita Baszler Jessica Van Diepen Raleigh Larson	Superintendent of Schools Board of Education Member High School Principal Asst. High School Principal Middle School Principal Asst. Middle School Principal Buchanan K-1 Center Principal Madison 2-3 Center Principal Washington 4-5 Center Principal  Director of Curriculum Director ESL Program Transportation Director Nutrition Director School Nurse (Mad) School Nurse (Buch & Wash) School Nurse (MS/HS)	<a href="mailto:kraig.steinhoff@k12.sd.us">kraig.steinhoff@k12.sd.us</a> <a href="mailto:g_bisch@hotmail.com">g_bisch@hotmail.com</a> <a href="mailto:Mike.Radke@k12.sd.us">Mike.Radke@k12.sd.us</a> <a href="mailto:Rodney.Mittelstedt@k12.sd.us">Rodney.Mittelstedt@k12.sd.us</a> <a href="mailto:Laura.Willemsen@k12.sd.us">Laura.Willemsen@k12.sd.us</a> <a href="mailto:Lyndi.Hudson@k12.sd.us">Lyndi.Hudson@k12.sd.us</a> <a href="mailto:Peggy.Heinz@k12.sd.us">Peggy.Heinz@k12.sd.us</a> <a href="mailto:Heather.Rozell@k12.sd.us">Heather.Rozell@k12.sd.us</a> <a href="mailto:Kari.Hinker@k12.sd.us">Kari.Hinker@k12.sd.us</a>  <a href="mailto:Linda.Pietz@k12.sd.us">Linda.Pietz@k12.sd.us</a> <a href="mailto:Jolene.Konechne@k12.sd.us">Jolene.Konechne@k12.sd.us</a> <a href="mailto:Kathie.Bostrom@k12.sd.us">Kathie.Bostrom@k12.sd.us</a> <a href="mailto:Amanda.Reilly@k12.sd.us">Amanda.Reilly@k12.sd.us</a> <a href="mailto:Rita.Baszler@k12.sd.us">Rita.Baszler@k12.sd.us</a> <a href="mailto:JessicaVanDiepen@k12.sd.us">JessicaVanDiepen@k12.sd.us</a> <a href="mailto:Raleigh.Larson@k12.sd.us">Raleigh.Larson@k12.sd.us</a>	Assists in the evaluation of the district wellness policy and implementation

### *Leadership*

The Superintendent or designee(s) will convene the local wellness committee and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. Designated official for oversight Amanda Reilly, Nutrition Director, [Amanda.Reilly@k12.sd.us](mailto:Amanda.Reilly@k12.sd.us)

Each school will designate a school wellness policy coordinator, who ensures compliance with the policy.

Buchanan K-1 Center - Jessica Van Diepen, School Nurse, [Jessica.VanDiepen@k12.sd.us](mailto:Jessica.VanDiepen@k12.sd.us)

Madison 2-3 Center - Rita Baszler, School Nurse, [Rita.Baszler@k12.sd.us](mailto:Rita.Baszler@k12.sd.us)

Washington 4-5 Center – Jessica Van Diepen, School Nurse, [Jessica.VanDiepen@k12.sd.us](mailto:Jessica.VanDiepen@k12.sd.us)

Middle School - Raleigh Larson, School Nurse, [Raleigh.Larson@k12.sd.us](mailto:Raleigh.Larson@k12.sd.us)

High School – Raleigh Larson, School Nurse, [Raleigh.Larson@k12.sd.us](mailto:Raleigh.Larson@k12.sd.us)



	<b>Huron School District #2-2</b>	Code: AE HSD Wellness Policy
	Policies and Regulations	

## II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

### *Implementation Plan*

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about responsibilities, specific goals, and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report. This wellness policy and the progress reports can be found at: [www.huron.k12.sd.us/](http://www.huron.k12.sd.us/) Look under the Food and Nutrition tab for wellness policy progress reports.

### *Recordkeeping*

The District will retain records to document compliance with the requirements of the wellness policy at Nutrition Office and the District website for three years past the current year. Documentation maintained in location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the local wellness committee;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.


### *Annual Notification of Policy*

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District’s (or schools’) events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### *Triennial Progress Assessments*

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District’s wellness policy compares to a model policy (like the Alliance for a Healthier Generation’s model wellness policy or the State Model Wellness Policy); and
- A description of the progress made in attaining the goals of the District’s wellness policy.

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The position/person responsible for managing the triennial assessment and contact information is Amanda Reilly, Nutrition Director. Email address [Amanda.Reilly@k12.sd.us](mailto:Amanda.Reilly@k12.sd.us)

The local wellness committee, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy. The District will actively notify households/families of the availability of the triennial progress report.


***Revisions and Updating the Policy***

The local wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of local wellness committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of mechanisms, such as email or displaying notices on the district’s website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.



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### III. Nutrition

#### *School Meals*


Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs. All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), and the Summer Food service Program (SFSP).

All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.
- Promote healthy food and beverage choices, such as one or more of the following:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

#### *Staff Qualifications and Professional Development*

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA’s Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

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**Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

**Competitive Foods and Beverages**

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks> . The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org) . To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

**Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas.

**Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community. The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/> .



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***Nutrition Education***


The District will model, encourage and support healthy eating by all students. Schools will engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;

***Essential Healthy Eating Topics in Health Education***

The District supports a health education curriculum; examples of topics below:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

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***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student’s health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District’s wellness policy.

Any foods and beverages marketed or promoted to students on the school campus\* during the school day\* will meet or exceed the USDA Smart Snacks in School nutrition standards such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.


Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.<sup>15</sup>

This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.



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**IV. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students’ physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All schools in the district will be encouraged to participate in *Let’s Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason [*This does not include participation on sports teams that have specific academic requirements*]. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education for at least 70 minutes per week throughout the school year.

Buchanan K-1 Center - Students will receive physical education 2 days a week for 35 minutes each day.


Madison 2-3 Center - Students will receive physical education 2 days a week for 35 minutes each day.

Washington 4-5 Center - Students will receive physical education 2 days a week for 35 minutes each day.

All Huron Public School District secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

Middle School-Students will receive 24 weeks of physical education for 40 minutes each day.

High School - Students will receive 18 weeks of physical education for 40 minutes each day.

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***Examples of Physical Activity Topics in Health Education***

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

**V. Other Activities that Promote Student Wellness**

The District encourages integration of wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District encourages coordination and integration of other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes. Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District’s curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the local wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.



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**Glossary:**

**Extended School Day** – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** – the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

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Appendix A:

School Level Contacts

Dr. Kraig Steinhoff, Superintendent	<a href="mailto:Kraig.steinhoff@k12.sd.us">Kraig.steinhoff@k12.sd.us</a>
Kelly Christopherson, Business Manager	<a href="mailto:Kelly.Christopherson@k12.sd.us">Kelly.Christopherson@k12.sd.us</a>
Mike Radke, High School Principal	<a href="mailto:Mike.Radke@k12.sd.us">Mike.Radke@k12.sd.us</a>
Rodney Mittelstedt, High School Assistant Principal	<a href="mailto:Rodney.Mittelstedt@k12.sd.us">Rodney.Mittelstedt@k12.sd.us</a>
Laura Willemsen, Middle School Principal	<a href="mailto:Laura.Willemsen@k12.sd.us">Laura.Willemsen@k12.sd.us</a>
Lyndi Hudson, Middle School Assistant Principal	<a href="mailto:Lyndi.Hudson@k12.sd.us">Lyndi.Hudson@k12.sd.us</a>
Peggy Heinz, Buchanan K-1 Center Principal	<a href="mailto:Peggy.Heinz@k12.sd.us">Peggy.Heinz@k12.sd.us</a>
Heather Rozell, Madison 2-3 Center, Principal	<a href="mailto:Heather.Rozell@k12.sd.us">Heather.Rozell@k12.sd.us</a>
Kari Hinker, Washington 4-5 Center, Principal	<a href="mailto:Kari.Hinker@k12.sd.us">Kari.Hinker@k12.sd.us</a>
Linda Pietz, Curriculum Director	<a href="mailto:Linda.Pietz@k12.sd.us">Linda.Pietz@k12.sd.us</a>
Ralyna Schilling, Special Services Director	<a href="mailto:Ralyna.schilling@k12.sd.us">Ralyna.schilling@k12.sd.us</a>
Jolene Konechne, ESL Director	<a href="mailto:Jolene.Konechne@k12.sd.us">Jolene.Konechne@k12.sd.us</a>
Roger Ahlers, Technology Director	<a href="mailto:Roger.Ahlers@k12.sd.us">Roger.Ahlers@k12.sd.us</a>
Terry Rotert, Activities Director	<a href="mailto:Terry.Rotert@k12.sd.us">Terry.Rotert@k12.sd.us</a>
John Halbkat, Buildings and Grounds Director	<a href="mailto:John.halbkat@k12.sd.us">John.halbkat@k12.sd.us</a>
Kathie Bostrom, Transportation Director	<a href="mailto:Kathie.Bostrom@k12.sd.us">Kathie.Bostrom@k12.sd.us</a>
Amanda Reilly, Nutrition Director	<a href="mailto:Amanda.Reilly@k12.sd.us">Amanda.Reilly@k12.sd.us</a>





513 South Main Street  
Aberdeen, SD 57401  
1-800-872-2263

June 23, 2021  
Revised June 25, 2021

Mr. James Stueckrath, Band Dir.  
Huron High School  
Huron, SD  
Via E-mail: [james.stueckrath@k12.sd.us](mailto:james.stueckrath@k12.sd.us)

Dear James,

Thank you for taking the time to provide a list and photos of the old and unused instruments and percussion equipment that you may wish to trade in. We were able to enlarge your photos which enabled us to see each of the instruments quite well. Your attention to detail with the list and the photos is very much appreciated. Also, because your photos were so good, we were able to figure out the brands of all of your sousaphones that you had listed.

We base our Trade Allowance figure on a variety of factors, what brand and condition they are in, what parts may be needed to fix them again, if we are going to use the item for parts or if there is a market for them, how much it is going to cost to repair them, how many we may already have and also the demand for the item, etc. Based on all of those factors, our manager is able to offer you a Trade Allowance figure of \$3,145. The only item we were unable to offer a Trade Allowance for was the Norma guitar so you wish to keep that for any reason, you can. If not, just bring it along with the rest of the items if you decide to do the trade.

### **Trade Allowance of \$3,145 for the following list of trades. .**

- 1 – Bundy bari sax, complete with neck #545355 - \$250
- 1 – Clarinet, unknown brand - \$5
- 1 – Ludwig concert snare drum #226255 - \$10
- 1 – Ludwig concert snare drum #726779 - \$10
- 1 – Ludwig concert snare drum #3379774 - \$30
- 1 – Ludwig concert snare drum #3382357 - \$30
- 1 – Ludwig concert snare drum #3385499 - \$30
- 2 – Ludwig concert snare drums-no serial # - @\$10/\$20
- 1 – Slingerland concert snare drum #404765 - \$10
- 1 – Slingerland concert snare drum #404772 - \$10
- 1 – Detachable bell, French horn case only (really heavy) - \$30
- 1 – Norma guitar - \$0
- 15 – Misc. old drum carriers - @\$10/\$150
- 8 – Marching stadium stands - @\$5/\$40
- 1 – Yamaha SFZ marching snare drum - \$50
- 1 – Yamaha drum hardware only—drum shell not included.- \$10
- 1 – Very old “rope” drum (doesn't have hardware it has ropes) - \$30
- 1 – Conn alto sax, complete with neck, very old #M145464 - \$50
- 1 – Miraphone brass sousaphone #306 - \$300
- 1 – Holton brass sousaphone with valve section separated from body #684342 - \$250
- 1 – Jupiter brass sousaphone #G02325 - \$300
- 1 – Conn 36-K fiberglass sousaphone #GJ500207 - \$300
- 1 – Conn 22-K fiberglass sousaphone #GL800044 - \$300

- 1 – Conn 36-K fiberglass sousaphone #N49099 - \$300
- 1 – Minor brand American Student tenor saxophone #A4445 - \$30
- 1 – Tenor sax case only (really heavy) - \$30
- 1 – Minor brand Allora Trombone #A4445 - \$10
- 1 – Bach Trumpet #A67831 - \$30
- 1 – Bach Trumpet #A67885 - \$30
- 1 – Holton 4-valve tuba - \$500

If you decide to trade with us, you can use the Trade Allowance amount toward anything that we sell, new and used instruments and percussion equipment, cases, repairs, accessories, etc. There is no time limit to use it up in.

If you have any questions or need more information, please let me know, just give me a call at 1-800-872-2263 or you can e-mail me direct at [amy@1800usaband.com](mailto:amy@1800usaband.com). Thanks, James, it's always a pleasure working with you and the rest of the Huron directors!

Sincerely,

*Amy Charles*

Amy Charles, Sales Representative

**TAYLOR MUSIC, INC.**

513 S. Main Street  
Aberdeen, SD 57401

Phone: 1-800-872-2263

Fax: 1-605-225-2051

Web Site: <http://www.1800usaband.com>

Email: [amy@1800usaband.com](mailto:amy@1800usaband.com)



Concessions Prices	Current	2006	2007	2009	2011	2012	2014	2019	Increase	Increase
	2020-2021	2006	2007	2009	2011	2012	2014	2019	2020-2021	2021-2022
Little Tootsie Rolls	2 / .25					2 / .25				2 / .50
Suckers	\$0.50	\$0.25							\$0.50	
Lollies	2 / .50			2 / .50						2 / \$1
Grandma's Cookies	\$1.25				\$1.00				\$1.25	\$1.50
Coffee	\$1.00				\$1.00					\$1.50
Ice Cream Sandwich	\$1.25				\$1.25					\$1.50
Popcorn	\$1.25				\$1.25					\$2.00
Dasani Water	\$1.25	\$1.25								\$2.00
Candy	\$1.75				\$1.50				\$1.75	\$2.00
Cappuccino	\$1.50				\$1.50					\$2.00
Hot Chocolate	\$1.50				\$1.50					\$2.00
Chilly Dilly Pickles	\$2.00							\$1.75	\$2.00	
Hot Dog	\$2.25				\$2.00					\$2.50
Chips	2020-2021 \$2.00	2006 \$2.00	2007 \$2.00	2009 \$2.00	2011 \$2.00	2012 \$2.00	2014 \$2.00	2019 \$2.00	2020-2021 \$2.00	2021-2022 \$2.50
Pop. 20 ounce bottle	\$2.00	\$2.00								\$3.00
PowerAde	\$2.00	\$2.00								\$3.00
Pretzels w/ Cheese	\$2.25				\$2.00				\$2.25	\$2.50
Minute Maid Juice	\$2.25	\$2.00								\$2.50
Peak Tea	\$2.50									\$3.00
Jack L Beef Jerky	\$2.75							\$2.00	\$2.25	\$3.00
BodyArmor	\$2.50							\$2.50	\$2.75	\$3.00
Domino's Pizza	\$2.50				\$2.25			\$2.50	\$2.50	\$3.00
Nachos	\$3.25				\$3.25					\$3.50
MiniMelts	\$3.75									\$3.50
Walking Tacos	\$4.00			\$4.00				\$3.50	\$3.75	\$4.00
Super Nachos	\$4.00			\$4.00						\$4.50
Sm. Buttered Popcorn	\$4.00								\$4.00	
Lg. Buttered Popcorn	\$6.00								\$6.00	

# KYBURZ-CARLSON

**C O N S T R U C T I O N**

GENERAL CONTRACTOR

729 CIRCLE DRIVE  
ABERDEEN, SD 57401  
Phone 605.225.6161  
Fax 605.225.8708

www.kyburzcarlson.com

## Letter of Transmittal

<b>To:</b>	Huron School District 2-2
	150 5 <sup>th</sup> Street SW
	Huron, SD 57350
<b>Attn:</b>	Kelly Christopherson

<b>Date:</b>	07/07/2021
<b>Project:</b>	Huron School District Career and Technical Educational Building Addition

**WE ARE SENDING YOU:**  Attached  Under separate cover, via \_\_\_\_\_

- |                                                  |                                                                  |                                         |
|--------------------------------------------------|------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Shop Drawings           | <input type="checkbox"/> Plans                                   | <input type="checkbox"/> Literature     |
| <input type="checkbox"/> Samples                 | <input type="checkbox"/> Specifications                          | <input type="checkbox"/> Copy of letter |
| <input checked="" type="checkbox"/> Change Order | <input type="checkbox"/> Application and Certificate for Payment |                                         |

QTY	DESCRIPTION
3	Change Order #1 – for signatures (for RFP's 1-4)

### THESE ARE TRANSMITTED AS CHECKED BELOW:

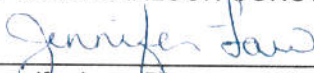
- |                                                    |                                                   |                                                                            |
|----------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> For Signatures | <input type="checkbox"/> Approved as submitted    | <input checked="" type="checkbox"/> Send <u>1</u> original to Architect    |
| <input type="checkbox"/> For your use              | <input type="checkbox"/> Approved as noted        | <input checked="" type="checkbox"/> Return <u>1</u> original to Contractor |
| <input type="checkbox"/> As requested              | <input type="checkbox"/> Returned for corrections | <input checked="" type="checkbox"/> Keep <u>1</u> original for your files  |
| <input type="checkbox"/> For review and comment    | <input type="checkbox"/> _____                    |                                                                            |

### Comments:

Once signed, please send an original to the architect, and return one (1) original to our office. Thank you.

COPY TO: FILE

KYBURZ CARLSON CONSTRUCTION CO.

  
Jennifer Law, Director of Finance & Oper.



**CHANGE ORDER**

**PROJECT:**  
(Name, address)

**Huron School CTE**  
150 5th Street SW  
Huron, South Dakots 57350

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

**TO:**  
(Contractor)

**Kyburz Carlson Construction**  
729 Circle Drive  
Aberdeen, SD 57401

**ARCHITECTS PROJECT #18491**

**CONTRACT FOR: General**

**CONTRACT DATE: 3/29/21**

You are directed to make the following changes in this Contract:	RFP#1, 2, 3, 4
See attached back-up sheets for breakdown of change order items.	
<b>TOTAL NET ADD TO CONTRACT:</b>	131,014.00

The original Contract Sum was.....	\$2,160,000.00
Net change by previous Change Orders.....	\$0.00
The Contract Sum prior to this Change Order was.....	\$2,160,000.00
The Contract Sum will be increased by this Change Order.....	\$131,014.00
The new Contract Sum including this Change Order will be.....	\$2,291,014.00
The Contract Time will be increased by.....	97 days

The Date of Completion as of the date of this Change Order therefore is: **4/1/2022**

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

Recommended by:

Accepted by:

Approved by:

Koch Hazard Architects

Kyburz-Carlson Construction

Huron School District 2-2

431 N. Phillips Avenue, Suite 200

729 Circle Drive

150 5th Street SW

Sioux Falls, SD 57104

Aberdeen, SD 57401

Huron, SD 57350

By:   
Keith Thompson, AIA

By:   
Director of Finance + Oper.

By:

Date 6/30/21

Date 07/06/2021

Date

DATE OF ISSUANCE: 6/30/21

CHANGE ORDER NO. G-1R

*MIC*



RFP

**Date:** April 22, 2021

**Project:** Huron School CTE Addition

**Description:** IsoGard HD Cover Board:  
 Wood fiber cover board is specified for the new roof system at the Huron CTE and High School. Guarantee Roofing is proposing IsoGard HD cover board in lieu of the specified wood fiber cover board. Guarantee Roofing believes the IsoGard HD would provide better adhesion, which they feel would be beneficial in this windy part of the country. There would be a cost increase associated with this, but it will be a better roof system in the long run. Attached is a technical data sheet for the IsoGard. Please let me know if you need additional information in order to make a decision on this matter.

<u>Item #</u>	<u>Work Description</u>	<u>Budget Amount</u>	<u>Notes</u>
1	Guarantee Roofing	\$ 21,147	IsoGard HD in lieu of wood fiber cover board
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
	Subtotal	\$ 21,147	
	General Liability Insurance	Yes \$ 31	
	Professional Liability Insurance	Yes \$ 23	
	Building Permit	N/A \$ -	
	Plan Review Fee	N/A \$ -	
	Builders Risk	Yes \$ 19	
	Bond	Yes \$ 189	
	Overhead & Profit	4.00% \$ 857	
	SD Excise Tax	2.041% \$ 455	
	<b>Total</b>	<b>\$ 22,721</b>	

Please feel free to contact me with any questions or comments.

Sincerely,

KYBURZ CARLSON CONSTRUCTION

Mike Keller, Project Manager



# TECHNICAL INFORMATION SHEET

## ISOGARD™ HD Cover Board

### Item Description

**ASTM C1289 Type II, Class 4, Grade 1**  
4' x 4' (1.2 m x 1.2 m)  
4' x 8' (1.2 m x 2.4 m)

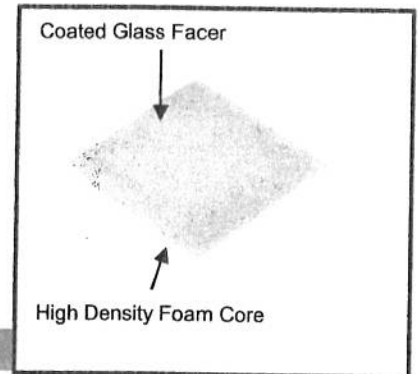
### Item Number

W8H8GG050I (half bundle)  
W8H8GG050H (half bundle)

### **ASTM C1289 Type II, Class 4, Grade 2**

4' x 4' (1.2 m x 1.2 m)  
4' x 8' (1.2 m x 2.4 m)

W8H3GG050I (half bundle)  
W8H3GG050H (half bundle)



## Product Information

Meets or exceeds performance requirements and recommendations of ASTM C 1289, Type II, Class 4

### Description:

Firestone ISOGARD HD Cover Board is a half-inch (13 mm) thick polyiso with insulating properties. It has a high density, closed-cell, polyisocyanurate foam and coated glass facers. Firestone ISOGARD HD Cover Board provides a high thermal performance when compared to other high density insulations or cover boards.

All Firestone polyisocyanurate insulations use EPA accepted blowing agents. Firestone ISOGARD HD Cover Board with ISOGARD foam technology incorporates a HCFC-free blowing agent that does not contribute to the depletion of the ozone layer (ODP-free).

### Code Approvals:

FM4470, UL 790, UL Classified

### Method of Application:

Insulation shall be neatly fitted to all roof penetrations, projections and nailers. No more insulation shall be installed than can be covered with membrane and completed before the end of each day's work or before the onset of inclement weather.

Firestone ISOGARD HD Cover Board can be applied over:

- existing roof surfaces
- under fully adhered or mechanically attached Single-Ply
- Modified Bitumen systems applied in Multi-Purpose MB Cold Adhesive and BASEGARD™ SA base sheets with a torch applied cap or SBS sand backed cap sheet in hot asphalt

ISOGARD HD Cover Board must be installed using Firestone Fasteners and Plates or one of the following Firestone insulation adhesives:

- I.S.O. Twin Pack™
- I.S.O. Stick™
- Twin Jet
- I.S.O. Spray™ R
- I.S.O. FIX™ II

### Storage:

Keep insulation dry at all times.

### Precautions:

- Elevate insulation above the deck or ground.
- Combustible. Refer to Safety Data Sheet (SDS) for more information.
- Do not install over wet, damp or uneven substrates.
- Do NOT install when wet.
- Do NOT torch apply membranes to ISOGARD HD cover boards
- Do NOT use hot asphalt to attach or apply asphalt roofing systems to ISOGARD HD cover boards

## TECHNICAL INFORMATION SHEET

### ISOGARD™ HD Cover Board

#### LEED® Information:

Recycled Content: approximately 9%\*  
 \*Contains post industrial recycled content.

Manufacturing Location: Corsicana, TX Youngwood, PA Jacksonville, FL  
 DeForest, WI Florence, KY Bristol, CT

Manufactured in an ISO 9000 Registered Facility  
 FM Global Approved when applied with the fastening pattern shown.

\*NOTE: LEED® is a registered trademark of the U.S. Green Building Council.



#### ASTM C1289 Type II, Class 4

Typical Properties			
Property	ASTM Standard	Typical Values	
<b>Compressive Strength</b>			
Grade 1	D1621	≥ 80 psi (≥ 551 kPa)	
Grade 2	D1621	≥ 120 psi (≥ 827 kPa)	
<b>Weight</b>			
Grade 1	---	4' x 4' (1.2 m x 1.2 m)	4' x 8' (1.2 m x 2.4 m)
Grade 2	---	5.5 lb (2.5 kg)	11 lb (5 kg)
		6 lb (2.7 kg)	12 lb (5.4 kg)
Thermal Resistance	C518	2.5 R	
Dimensional Stability	D2126	<0.5%	
Water Absorption	C209	<3%	
Service Temperature	---	-100 to 250 °F (-73 to 121 °C)	
Resistance to Mold	D3273	pass	
Flute Span over metal decks	---	2.625" (66.7 mm)	
Flame Spread	E84	50	
Smoke Developed	E84	160-180	

#### Acceptable Substrates

Property	NOTE
Structural Concrete, 3000 psi (New & Existing)	Please consult Membrane Design Guides on line at <a href="http://www.firestonebpc.com">www.firestonebpc.com</a> to review specific information regarding fastener types appropriate for the type of deck and insulation in use.
Steel, min. 22 gauge	
Lightweight Concrete*	
Plywood and OSB, min. 1/2"	
Gypsum, min. 2"	
<b>NOT ACCEPTABLE</b>	Do not use hot asphalt to adhere ISOGARD HD cover boards. Firestone ISOGARD HD cover board is not suitable as an immediate substrate for a ballasted roof system.

\* A vapor retarder is required to be installed under systems with insulation. A properly prepared, existing, dry and sound, uninsulated built-up roof system (all splits and blisters repaired) can be used as a vapor retarder.

**NOTE: Be sure to use the required fastener for an FM approved system.**

Please contact Firestone Technical Services at 1-800-428-4511 for further information.

This sheet is meant to highlight Firestone products and specifications and is subject to change without notice. Firestone takes responsibility for furnishing quality materials which meet published Firestone product specifications. Neither Firestone nor its representatives practice architecture. Firestone offers no opinion on and expressly disclaims any responsibility for the soundness of any structure. Firestone accepts no liability for structural failure or resultant damages. Consult a competent structural engineer prior to installation if the structural soundness or structural ability to properly support a planned installation is in question. No Firestone representative is authorized to vary this disclaimer.



**Firestone Building  
Products Company, LLC**  
200 4<sup>th</sup> Avenue South  
Nashville, TN 37201

November 2019

Firestone Building Products has always prided itself in being an industry leader. Whether that means introducing new products and services to the industry, or pioneering breakthrough technologies upon which new ideas or testing methods are built.

Continuing in that tradition, we are pleased to announce the launch of our ISOGARD™ family of polyiso insulation. This new line of insulation maintains current thermal performance characteristics at 110 °F and 75 °F but increased lower temperature performance to 6.2R/in at 40 °F to meet both ASTM required and recommended standards. All mechanical performance characteristics, codes, look and feel, packaging, and installation requirements remain the same as the former product offering that we have successfully sold for over 30 years.

As specs are being updated and plants and distribution facilities deplete inventory, there is the possibility of having ISOGARD bundles on a roof specified as ISO 95+™ GL. The below substitutions are permissible and meet the same performance and approval requirements for the intended systems.

ISO 95+ GL → ISOGARD GL

RESISTA™ → ISOGARD CG

HAILGARD™ → ISOGARD HG

This notice serves as confirmation of the acceptability of the ISOGARD series of products as replacement for those listed above.

Thank you for supporting Firestone Building Products.



Rip 2

**Date:** April 14, 2021

**Project:** Huron School CTE Addition

**Description:** Cost Summary  
Additional General Conditions associated with contract time extension to April 1, 2022.

<u>Item #</u>	<u>Work Description</u>	<u>Budget Amount</u>	<u>Notes</u>
1	Builders Risk Insurance	\$ 171	1 month of additional duration
2	Jobsite Toilet	\$ 384	1 month of additional duration
3	Supervision	\$ 15,098	24 additional work days (191 vs 167)
4	Credit 14 Days with No Supervision	\$ (8,812)	14 work days of no supervision while waiting for building (Nov. 2 - Nov. 19)
5	Credit 2 Months of Temp. Heat (Owner to provide all temporary heat)	\$ (4,083)	2 months of heat required in original schedule
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
16		\$ -	
17		\$ -	
	Subtotal	\$ 2,758	
	General Liability Insurance	Yes \$ 5	
	Professional Liability Insurance	Yes \$ 4	
	Building Permit	N/A \$ -	
	Plan Review Fee	N/A \$ -	
	Builders Risk	Yes \$ 3	
	Bond	Yes \$ 26	
	Overhead & Profit	6.00% \$ 168	
	SD Excise Tax	2.041% \$ 61	
	<b>Total</b>	<b>\$ 3,025</b>	

Please feel free to contact me with any questions or comments.

Sincerely,

KYBURZ CARLSON CONSTRUCTION

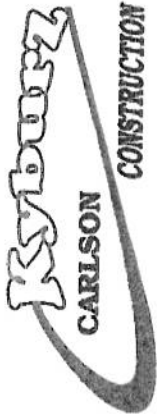
Mike Keller, Project Manager











**Credit 14 Days with No Supervision**

Work Items	Quantity	Units	Sub-Contractor	Sub-Contractor Price	Material Unit Price	Materials	Equipment Unit Price	Equipment	Labor Unit Price	Labor
Additional Supervision Vehicle	(14) Days			\$ -		\$ -		\$ -	\$.0000001	\$ -
Subsistence	(14) Days			\$ -		\$ -		\$ -	\$.0000001	\$ -
Lodging	(14) Days			\$ -	\$13.00	(182)	\$31.42	(440)	\$473.79	(6,634)
Travel	(3) Trips			\$ -	\$37.56	(526)			\$0.00	
				\$ -	\$55.00	(770)			\$0.00	
				\$ -					\$54.29	(163)
				\$ -					\$.0000001	
				\$ -					\$.0000001	
				\$ -					\$.0000001	
				\$ -					\$.0000001	
<b>TOTALS</b>				\$ -		(1,478)		(440)		(6,797)
					Sale Tax 6.5%	(97)			Labor Tax (included)	
				Subtotal		(1,575)			Subtotal	(6,797)
				Fee 0%					Fee 0%	
				Subcontracts		(1,575)			Labor	(6,797)

SUMMARY	
Subcontracts	\$ -
Small Tools	\$ -
Materials	\$ (1,575)
Equipment	\$ (440)
Labor	\$ (6,797)
<b>Subtotal</b>	<b>\$ (8,812)</b>
Change Order Fee	\$ 0.0%
SD Excise Tax	\$ 0.0%
<b>TOTAL</b>	<b>\$ (8,812)</b>







**Date:** May 20, 2021

**Project:** Huron School CTE Addition

**Description:** Roof ladders per RFP #3, except ladders shall be Precision Ladders brand in lieu of Alaco.

<u>Item #</u>	<u>Work Description</u>		<u>Budget Amount</u>	<u>Notes</u>
1	Roof Ladders		\$ 7,194	see attached
2			\$ -	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
	Subtotal		\$ 7,194	
	General Liability Insurance	Yes	\$ 11	
	Professional Liability Insurance	Yes	\$ 8	
	Building Permit	N/A	\$ -	
	Plan Review Fee	N/A	\$ -	
	Builders Risk	Yes	\$ 7	
	Bond	Yes	\$ 66	
	Overhead & Profit	6.00%	\$ 438	
	SD Excise Tax	2.041%	\$ 158	
	<b>Total</b>		<b>\$ 7,882</b>	

Please feel free to contact me with any questions or comments.

Sincerely,

KYBURZ CARLSON CONSTRUCTION

*Mike Keller, Project Manager*





# Precision Ladders, LLC

Quote #RMC05112021003

05/11/2021

Revised: 05/20/2021

### Quote For

### Shipping Address

### Quoted By

Kyburz Carlson Construction  
729 Circle Drive  
Aberdeen SD 57401  
Phone: 605-225-6161  
Fax: 605-225-8708

Huron CTE RFP 009  
Huron SD 57350

McCoy Select  
P. O. Box 91933  
Sioux Falls, SD 57109  
Phone: 605-212-3303  
Fax: 605-368-2203  
Robb McCoy  
robb@mccoysselect.com

Matt Beaner  
Phone: 605-225-6161  
Fax: 605-225-8708  
mbeaner@kyburzcarlson.com

Item # / Description	Weight	Qty	Price	Total
----------------------	--------	-----	-------	-------

FLH-207 - Fixed Ladder	601	1	\$3,265.00	\$3,265.00
------------------------	-----	---	------------	------------

Walk-Thru  
Tubular Side Rails  
Vertical Height: 17' 3"  
Return Ladder: 1' 9"  
Parapet Platform: 24"W x 33"L  
Standard Brackets  
Floor Brackets  
Security Door  
Mill Finish Aluminum

**Notes**  
Lower Ladder

FLH-110 - Fixed Ladder	432	1	\$2,298.00	\$2,298.00
------------------------	-----	---	------------	------------

Walk-Thru  
Tubular Side Rails  
Vertical Height: 9' 2"  
Return Ladder: 1' 0"  
Parapet Platform: 24"W x 35"L  
Standard Brackets  
Floor Brackets  
Mill Finish Aluminum

**Notes**  
Upper Ladder

Freight included to Shipping Address shown above.

Subtotal: \$5,563.00

Tax: \$0.00

Total: \$5,563.00

**QUOTE IS GOOD FOR 30 DAYS. Installation is NOT included.**

### Notes

All bolts and install by others.  
Precision Ladders standard material and design.  
PE stamps are \$300 per line item, if required.

A signed copy of this contract may be substituted in lieu of your formal purchase order.

Accepted: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Make All Purchase Orders out to:  
Precision Ladders L.L.C.

**WBE Certification may be viewed here. All sales are subject to the terms of Precision's Credit Application.  
Precision must have a signed copy of this agreement on file.**





**REQUEST FOR PROPOSAL (RFP)**

RFP # 3

DATE: 05-07-2021

TO: Kyburz-Carlson Construction

PROJECT: Huron CTE Addition/#1849B

Owner Requested:  Contractor Requested: \_\_\_\_\_ Unforeseen Conditions \_\_\_\_\_ Design Issue \_\_\_\_\_

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

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

**PLEASE SUBMIT PROPOSAL WITHIN TEN (10) DAYS OR LESS**

DESCRIPTION OF WORK:

Provide for the Huron CTE Addition as follows:

1. Install 2 new roof ladders as shown in the attached plan.
2. Basis of design: Alaco Fixed Wall Ladder- Model 564- Parapet return w/ crossover platform. Provide security door at lower ladder only. Ladder to be mill finish. See attached general specification.

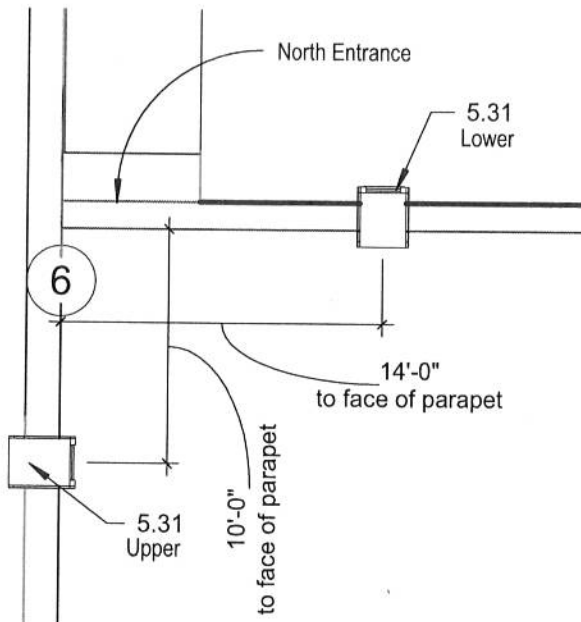
ARCHITECT - KOCH HAZARD

A handwritten signature in black ink, appearing to read 'Chris Brockevelt', is written over a horizontal line.

Chris Brockevelt, Project Manager

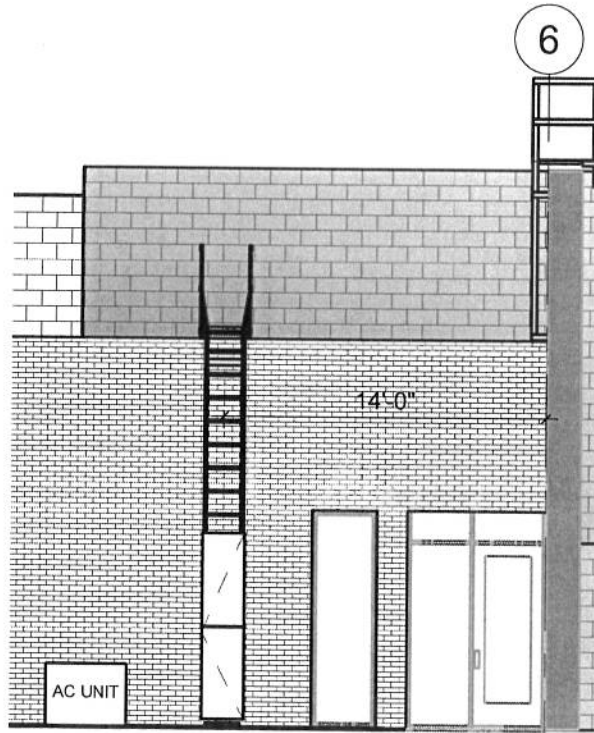
REPRESENTATIVE

cc: Owner  
Contractor  
Consultants



**RFP 3-NEW ROOF LADDERS**

1/8" = 1'-0"



**RFP 3-ROOF LADDER ELEVATION**

1/8" = 1'-0"

Product Name  
ALACO Fixed Wall Ladders

Manufacturer  
ALACO Ladder Co.  
5167 G Street, Chino, CA 91710-5143  
Phone: (888) 310-7040 Fax: (909) 591-7565  
E-mail: sales@alacoladder.com Web Site: www.alacoladder.com

### Product Description

#### BASIC USE

Model 564 fixed wall ladders provide permanent exterior roof access. They are ideal for chimneys, towers, vats, antennas, tanks, water treatment plants, refineries and other industrial or marine applications. For ladders in excess of 20' (6.1m), cages and rest platforms are available. Security doors are offered.

#### CONSTRUCTION & MATERIALS

ALACO aluminum ladders and their components are fabricated from 6061-T6 aluminum alloy for added safety, strength and long-lasting durability, with no painting required. Model 564 fixed wall ladders include side rails with 1-1/8" (29 mm) round rungs that are serrated and secured with cast aluminum connectors, 4 solid rivets and 3/8" (9.5 mm) thick brackets mounted to the walls. • Crossover Platform - The platform consists of GripStrut® floors and 4" (102 mm) high toe boards.

Model 564 accessories include the following items:

Cages - These cages consist of 1/4" x 2" (6.4 x 51 mm) hoops and seven 3/16" x 1-1/2" (4.8 x 38 mm) vertical bars, with solid riveted connections.

Rest Platform - These platforms consist of GripStrut® floors, 4" (102 mm) high toe boards, 1-1/4" (32 mm) round serrated tube guard railings and cast aluminum railing fittings.

Security Doors - These doors are fabricated from 0.188"(4.8 mm) thick aluminum sheets, with securing piano hinges and hasps.

Note - Cages are required for wall ladders when installations are in excess of 20' (6.1 m) in height. Platforms are required for ladders over 30' (9.2 m).

#### TYPE

Fixed Wall Ladders- Model 564- Parapet return w/ crossover platform

#### SIZES

Height- Exceeding 20' (6.1 m) installed with cage; over 30' (9.2 m) installed with cages and rest platforms.

Width- 20-1/4" (514 mm)

#### FINISHES & COATINGS

Mill finish is standard on aluminum ladders.

Factory applied paint coatings and chem-film treatment for field applied primers are available upon request.

Custom coatings and surface treatments are also offered.

#### Technical Data

#### APPLICABLE STANDARDS

American National Standards Institute (ANSI) - ANSI A14.3 American National Standard for Ladders - Fixed - Safety Requirements

#### APPROVALS

U.S. Occupational Safety and Health Administration (OSHA)

ALACO aluminum ladders are certified to meet OSHA/ANSI A14.3 standards for fixed wall ladders.

#### ENVIRONMENTAL CONSIDERATIONS

Metals used in these products are presumed to be recyclable upon demolition.

#### PHYSICAL/CHEMICAL PROPERTIES

Additional material and product information and performance data are available to design professionals upon request.

#### Installation

#### PREPARATORY WORK

Handle and store product according to ALACO recommendations.

#### METHODS

Model 564 Fixed Aluminum Ladder Standard Assembly

Install top of the top rung, level with top of access/egress level or landing platform, served by the ladder stepping-off surface and space rungs 12" (305 mm) on centers to bottom rung.

Note - Bottom rung height from ground will vary depending on roof height.

Install parapet railing 42" (1067 mm) above top rung, then extend horizontally and return to roof or the rear of the parapet.

Note - Rungs can return to the roof if the parapet is high enough to require them.

Complete installation recommendations for all product models are available from the manufacturer.

#### BUILDING CODES

Building code requirements and product compliance data can be obtained from the manufacturer. Installation must comply with applicable local, state and national code jurisdictions.

#### Availability & Cost



#### AVAILABILITY

Contact manufacturer for information on product availability.

#### COST

Budget pricing and installed cost information may be obtained from the manufacturer.

#### Warranty

ALACO ladders carry a limited warranty of 5 years.

#### Maintenance

ALACO ladders are maintenance-free, with no painting required.

#### Technical Services

A staff of factory trained service personnel offers design assistance and technical support. ALACO Ladder Co. offers shop drawings, guide specifications and design consultation.

#### Filing Systems

Additional product information is available from the manufacturer upon request.



RFP4

**Date:** March 25, 2021

**Project:** Huron School CTE Addition

**Description:** Implement Davis-Bacon Act wage rates if Owner chooses to use federal funds. This proposal is based on General Decision Number SD20210021 01/01/2021, attached.

<u>Item #</u>	<u>Work Description</u>	<u>Budget Amount</u>	<u>Notes</u>
1	Kyburz-Carlson (misc. concrete, steel, hoist)	\$ 2,957	
2	Midland Contracting	\$ -	No cost change.
3	Asphalt Paving & Materials Co.	\$ -	No cost change.
4	East River Nursery	\$ -	No cost change.
5	Rexwinkel Concrete	\$ 9,400	
6	Lakeside Construction (masonry)	\$ -	No cost change.
7	Guarantee Roofing	\$ -	No cost change.
8	Zimmer Caulking	\$ -	No cost change.
9	Overhead Door Co. of Watertown	\$ -	No cost change.
10	Interstate Glass	\$ -	No cost change.
11	Barrett's Flooring	\$ -	No cost change.
12	FM Acoustical	\$ -	No cost change.
13	Bachman Painting	\$ 5,000	
14	Raeco Builders (metal building)	\$ 53,589	
15	Redlinger Bros. Plumbing	\$ 3,280	
16	Grote Sheet Metal	\$ 1,760	
17	Muth Electric	\$ 14,656	
	Subtotal	\$ 90,642	
	General Liability Insurance	Yes \$ 130	
	Professional Liability Insurance	Yes \$ 98	
	Building Permit	N/A \$ -	
	Plan Review Fee	N/A \$ -	
	Builders Risk	Yes \$ 90	
	Bond	Yes \$ 807	
	Overhead & Profit	4.00% \$ 3,671	
	SD Excise Tax	2.041% \$ 1,948	
	<b>Total</b>	<b>\$ 97,386</b>	

Please feel free to contact me with any questions or comments.

Sincerely,

KYBURZ CARLSON CONSTRUCTION

Mike Keller, Project Manager





225 S. Industrial Ave. Po Box 43 Corsica, SD 57328 • Phone: 605-946-5258 • Fax: 605-946-5135

**RFP#1R**

**DATE: 3/25/2021**

**To: Kyburz– Carlson Construction Co**

**Job: Huron CTE School Addition**

Item/Description	Extended Price
Add for Davis Bacon Wage Requirements Includes Labor for Building Concrete, Site Concrete, Floor Sealer	\$9,400.00

**Total Amount: \$9,400.00**

Notes:

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



Bachman Parking & Painting, LLC

P.O. BOX 85

WATERTOWN, SD 57201

605-881-5851, FAX 605 886-4264

# Estimate

Date	Estimate #
3/21/2021	1364

Name / Address
KYBURZ CARLSON CONSTRUCTION 729 CIRCLE DRIVE ABERDEEN, SD 57401

P.O. No.	Project
	HURON CTE

Item	Description	Total
ALTERNATE	TO GO WITH DAVIS BACON WAGES ADD	5,000.00

THANK YOU FOR ALLOWING US TO BID THIS PROJECT	<b>Subtotal</b>	\$5,000.00
	<b>Sales Tax (2.041%)</b>	\$0.00
	<b>Total</b>	\$5,000.00

Signature \_\_\_\_\_

**Mike Keller**

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**From:** John Morrison <john@raecobuilders.com>  
**Sent:** Friday, March 19, 2021 3:52 PM  
**To:** Mike Keller  
**Cc:** Tom Jurgens  
**Subject:** RE: Huron School CTE Addition

Here you go:

	Duration (Wks)	Hours	As-Bid Budget		Prevalling Wages			
Straight Time	7.0	40.0	\$ 20.00	\$ 5,600.00	\$ 25.53	\$ 13.61	\$ 39.14	\$ 10,959.20
Overtime	7.0	20.0	\$ 30.00	\$ 4,200.00	\$ 38.30	\$ 13.61	\$ 51.91	\$ 7,266.70
				\$ 9,800.00				\$ 18,225.90
Crew Size	6			\$58,800.00				\$109,355.40
Variance								\$ 50,555.40
Markup							6%	\$ 3,033.32
								\$ 53,588.72

John

**Mike Keller**

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**From:** Jeremy Seeman <Jeremy@redlingerbros.com>  
**Sent:** Tuesday, March 16, 2021 3:26 PM  
**To:** Mike Keller  
**Subject:** RE: Huron School CTE Addition

Between us and the Insulator the add would be \$3,280.00

Jeremy S. Seeman  
Project Manager/Estimator  
Redlinger Bros. Plumbing & Heating  
Ph: 605-886-6955  
Fx: 605-886-5307

## **Mike Keller**

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**From:** Chad Becker <grotehvac@outlook.com>  
**Sent:** Wednesday, March 17, 2021 10:09 PM  
**To:** Mike Keller  
**Subject:** Huron School Job

Mike,

Here is the total add if they do Davis-Bacon Act on this job. \$1,760.00 Give me a call with any question.  
Thanks,

***Grote Sheet Metal/Heating and Cooling  
12878 Fairfield Drive  
Aberdeen, SD 57401  
605-225-8590 (office)  
605-380-4564 (cell)***

***Chad***





# Muth Electric Inc.



1717 N Sanborn Blvd • P.O. Box 1400 • Mitchell, SD 57301-1400  
PHONE (605) 998-3983 • FAX (605) 998-2203

March 17, 2021

Attn: Mike Keller

REVISED

RE: Huron CTE

We propose to furnish the material, labor, and supervision necessary to perform the electrical wiring for Division 27, 27, 28 specifications and per project plan sheets E1.1 thru E4.2 dated 2/4/21 and as follows:

Add Davis Bacon \$ 14,656.00

**Base bid includes:**

- 1) 6.5% State and city sales / use tax on material furnished by Muth Electric
- 2) Electrical permit and inspection fees
- 3) Electrical demolition
- 4) Trenching for electrical installation
- 5) Furnishing and installation of fire alarm system on addition and existing building.
- 6) All fire stopping, fire caulking and fire pads for electrical penetrations only
- 7) Data wiring
- 8) Temporary power and lighting (see note #1)
- 9) Sound and clocks per prints

**Base bid excludes:**

- 1) South Dakota State Contractor's excise tax
- 2) Performance or payment bond
- 3) Professional liability or pollution insurance
- 4) Use tax on materials furnished by others
- 5) Builders risk insurance – We are to be additionally insured under GC or owner.
- 6) Furnishing or installation of electric door hardware
- 7) Concrete or asphalt cutting, removal and replacement interior or exterior of the building for electrical installation
- 8) Temperature control conduit and wire and motor control for all mechanical systems
- 9) Furnishing or installation of telephone and data hubs, routers, switches
- 10) Shaft grounding for all motors (mechanical contractor needs to provide this)
- 11) Cost for project collaboration sharing software such as Textura or Plangrid
- 12) Mounting of equipment supplied by mechanical contractor
- 13) Any security or camera work.

We acknowledge 2 addendums. Should you have any questions, please call me at (605) 998-3983.

**NOTE #1: Temporary lighting does not include individual room or task lighting. It is the responsibility of each trade to provide their own task light. Temporary power is not included to elevators and subcontractor's construction trailers.**

"Professional Answers For All Your Electrical Needs"

Mitchell, SD  
(605) 998-7300

Sioux Falls, SD  
(605) 338-0500

Rapid City, SD  
(605) 341-3854

Watertown, SD  
(605) 882-2680

Huron, SD  
(605) 882-8570

Aberdeen, SD  
(605) 226-8424

Brookings, SD  
(605) 602-0800

Omaha, NE  
(402) 551-7780

Columbus, NE  
(402) 942-8003

Williston, ND  
(701) 677-7500

"General Decision Number: SD20210021 01/01/2021

Superseded General Decision Number: SD20200021

State: South Dakota

Construction Type: Building

Counties: Beadle, Clark, Day, Deuel, Edmunds, Faulk, Grant, Hamlin, Hand, Hyde, Jerauld, Kingsbury, Marshall, McPherson, Roberts and Spink Counties in South Dakota.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.95 for calendar year 2021 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.95 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2021. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	01/01/2021

ASBE0057-001 07/01/2017

Rates

Fringes

ASBESTOS WORKER/HEAT & FROST  
 INSULATOR (Duct, Pipe &  
 Mechanical System Insulation)....\$ 30.04                      14.50

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 CARP0587-001 05/01/2019

	Rates	Fringes
CARPENTER (Drywall Hanging and Metal Stud Installation Only).....	\$ 32.22	11.02

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 \* ELEC0426-002 06/01/2020

	Rates	Fringes
ELECTRICIAN.....	\$ 30.36	1.5%+12.37

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 ELEV0033-004 01/01/2020

	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 46.30	34.765

FOOTNOTES: 8 Paid Holidays: New Year's Day; Memorial  
 Day; Independence Day; Labor Day; Veteran's Day;  
 Thanksgiving Day; the Day after Thanksgiving & Christmas  
 Day.

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 ENGI0049-009 09/01/2017

	Rates	Fringes
POWER EQUIPMENT OPERATOR		
(1) Tower Crane.....	\$ 26.38	7.87
(3) Hydro Crane; Crane		
(All Other Types).....	\$ 25.47	7.87

Long Boom Pay: 151' to 200' - \$0.50 per hour additional; 201'  
 and over - \$0.60 per hour. Measurement shall be from butt  
 pins of the boom to the top of the sheave or jib sheave.  
 Tower Crane Premium: From the top of the tower crane  
 foundation to the top of the tower crane apex. In the case  
 of luffing cranes, to the top of Gantry, plus boom length  
 per classification:

250' to 299' - \$1.00  
 300' to 349' - \$1.50

350' to 399' - \$2.00  
 400' to 449' - \$2.50  
 450' and over - \$3.00

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 IRON0021-018 05/01/2019

	Rates	Fringes
IRONWORKER, STRUCTURAL.....	\$ 25.53	13.61

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 PLAS0538-001 10/01/2016

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 26.00	12.59

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 SHEE0010-022 06/01/2014

	Rates	Fringes
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 24.47	11.71

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 SUSD2012-018 08/21/2014

	Rates	Fringes
BRICKLAYER.....	\$ 31.88	1.83
CARPENTER, Excludes Drywall Hanging, and Metal Stud Installation.....	\$ 17.28	3.37
LABORER: Common or General.....	\$ 11.45	2.28
LABORER: Mason Tender - Brick...	\$ 14.19	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 19.34	0.00
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 16.14	0.00
PAINTER (Brush, Roller, and Spray).....	\$ 19.22	0.00
PLUMBER.....	\$ 19.02	5.20
ROOFER.....	\$ 14.52	2.09



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WELDERS - Receive rate prescribed for craft performing  
operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave  
for Federal Contractors applies to all contracts subject to the  
Davis-Bacon Act for which the contract is awarded (and any  
solicitation was issued) on or after January 1, 2017. If this  
contract is covered by the EO, the contractor must provide  
employees with 1 hour of paid sick leave for every 30 hours  
they work, up to 56 hours of paid sick leave each year.  
Employees must be permitted to use paid sick leave for their  
own illness, injury or other health-related needs, including  
preventive care; to assist a family member (or person who is  
like family to the employee) who is ill, injured, or has other  
health-related needs, including preventive care; or for reasons  
resulting from, or to assist a family member (or person who is  
like family to the employee) who is a victim of, domestic  
violence, sexual assault, or stalking. Additional information  
on contractor requirements and worker protections under the EO  
is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within  
the scope of the classifications listed may be added after  
award only as provided in the labor standards contract clauses  
(29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification  
and wage rates that have been found to be prevailing for the  
cited type(s) of construction in the area covered by the wage  
determination. The classifications are listed in alphabetical  
order of ""identifiers"" that indicate whether the particular  
rate is a union rate (current union negotiated rate for local),  
a survey rate (weighted average rate) or a union average rate  
(weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed  
in dotted lines beginning with characters other than ""SU"" or  
""UAVG"" denotes that the union classification and rate were  
prevailing for that classification in the survey. Example:  
PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of

the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative

Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

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