

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

**Vision:** *Respect - Pride - Excellence for All*

**AGENDA**  
**BOARD OF EDUCATION - REGULAR MEETING**  
**Instructional Planning Center/Huron Arena**  
**Monday, January 10, 2022**  
**5:30 p.m.**

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

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

January 12	Early Release
January 17	Martin Luther King Holiday - No School
January 24	Board of Education Meeting - 5:30 p.m. - IPC
January 24	HHS Registration Open House - 5:30 - 8:30 p.m.
January 28	Earliest Date to Begin Circulating or File Nomination Petitions for School Board Election
February 2	Early Release
February 14	Board of Education Meeting - 5:30 p.m. - IPC
February 21	President's Day - No School
February 25	5:00 p.m. - Deadline for Filing Nominating Petitions for School Board Election
February 28	Board of Education Meeting - 5:30 p.m. - IPC
April 12	School Board Election
6. **Community Input on Items Not on the Agenda**
  - o See Policy BFB - **Public Participation at Board Meetings** - for more information
7. **Conflict Disclosure and Consideration of Waivers** - The School Board will review the disclosures and determine if the transactions or the terms of the contracts are fair, reasonable, and not contrary to the public interest.
  - a)
8. **CONSENT AGENDA**

The superintendent of schools recommends approval of the following:

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

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

    - 1) Mark Owens/Foodservice - HS Lunch Prep-Server/\$18.12 per hour
    - 2) Connie Gangwish/ESL Para-Educator-HMS/\$18.37 per hour
    - 3) Rebecca Granados/.5 FTE Migrant Recruiter/Home Liaison/\$18.70 per hour

- 4) Spencer Lord/Summer Employment-Buildings & Grounds/\$17.15 per hour for Paint Crew - \$15.43 per hour for Grounds Crew
- 5) Jessica Van Diepen/Substitute Nurse/\$30.00 per hour
- 6) Lona Moser/Concessions Worker/\$13.10 per hour
- e) **Contracts for Board Approval**
  - 1) Sarah Blue/School Nurse – Buchanan & Washington/\$22,309 per year - Contract prorated to January 20, 2022 start date.
  - 2) Lisa Beck/Revised Contract – Course Reimbursement/\$48,506 per year
- f) **Resignations for Board Approval**
  - 1) Rebecca Stoddard/Teacher - HMS/11 years
  - 2) Rebecca Granados/SPED Para-Educator-Madison 2/3 Center/3 years
  - 3) Rebecca Jacobson/Speech Language Pathologist Assistant
  - 4) Michael Carda/HHS Varsity Football Assistant Coach/15+ years
  - 5) Pamela Biel/Administrative Assistant-Business Office/33 years
- g) **Request for Qualifications for Professional Architectural and Engineering Design Services**
- h) **Advertise for Bids for 2 Yellow School Buses**
- i) **Advertise for Bids for 2 Executive Coach Buses**
- j) **Set 2022 Combined City/School Election Date – April 12, 2022**
- k) **Combined Election Agreement with City of Huron for 2022**
- l) **Advertising Agreement Renewal – Huron Arena:**  
American Family Insurance – Volquardsen & Associates, Inc.  
Ryan’s Hangar Restaurant  
Precision auto Body Design  
Dakota Provisions
- m) **Request Approval of E-Rate Contract – Roger Ahlers**
- n) **Request for Approval of Open Enrollment Request**  
 The administration has received open enrollment request #OE-2021-23 and #OE-2021-24 for Board approval.
- o) **Request Permission to Operate the Summer Nutrition Program at the Middle School Commons and the Summer Mobile Nutrition Program**
- p) **Request Permission to let Bids for Milk/Dairy Products**

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

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

- **The following varsity teams & fine arts groups have achieved a combined grade point average of 3.0 or higher & are eligible to receive the SDHSAA Academic Achievement Award:**
- Girls Tennis
- Girls Cross Country
- Boys Cross Country
- All-State Chorus
- All-State Orchestra
- Football Team
- Football Cheerleaders
- Competitive Cheer
- Competitive Dance

- Volleyball Team
- Oral Interpretation
- Boys Soccer
- Girls Soccer

**THANK YOU TO:**

- Morris Hunt for the \$10,000 donation to the Huron Community Scholarship Fund
- Thomas Swanson of Sioux Falls for donating many, many coats of various sizes to the Buchanan K/1 Center to share with students in need
- Hope Lutheran Church and 1<sup>st</sup> Presbyterian Church for their donation of winter hats and gloves to the Buchanan K/1 Center

**10. REPORTS TO THE BOARD:**

- a) Good News Report – CTE Program – Jolene Konechne
- b) LAN Report – Tim Van Berkum
- c) Business Manager's Report
- d) Superintendent's Report

**11. OLD BUSINESS**

- a) Portrait of a Graduate – 1<sup>st</sup> Reading

**12. NEW BUSINESS**

- a) Draft Calendar 2022-2023 - Calendar Committee Recommendation
- b) Policy ICA – School Calendar
- c) Business Manager Contract Approval – 2022-2023 and 2023-2024
- d) Superintendent Contract Approval – 2022-2023 and 2023-2024
- e) Section D: Fiscal Management Policies – Current & Proposed Policies / Anticipated Timeline / Change Log

The Following Policies are Introductions:

Policy DA – General Fund Balance

Policy DB – Budget Hearings and Reviews

Policy DC – Accountability for Funds/Transfer of Surplus

Policy DD-N – Free Admissions to District Activities

Policy DF – Fiscal Accounting and Reporting

Policy DFG – Insufficient Funds & No Account Checks

Policy DGD – Credit Card and Purchase Card Use

Policy DH – Purchasing Authority

Policy DI – Contracts

Policy DIB – Types of Funds

Policy DIBGA – Custodial Funds

Policy DIE – Audits

Policy DJ – Petty Cash Accounts

Policy DJBA – Incidental Accounts

Policy DL – Purchasing Procedures

Policy DM – Payment Procedures

Policy DMA-N – Payment Procedures for Certified Employees

Policy DN-N – Payday Schedules

Policy DO – Expense Reimbursements (Lodging, Mileage, and Meals)

Policy DP – Cash in School Buildings

- f) Governing Board Annual Review Questionnaire – Tax-Exempt Bond Post-Issuance Compliance-General

g) Governing Board Annual Review Questionnaire – Tax Advantaged Bond Post-Issuance Compliance-General

**13. EXECUTIVE SESSION**

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

(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term “employee” does not include any independent contractor.

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

**14. ADJOURNMENT**

**PROFESSIONAL SERVICE CONTRACT**  
**Huron School District No. 2-2, Huron, South Dakota**

**Sarah Blue**

**YOU ARE HEREBY OFFICIALLY NOTIFIED**, that you have been elected as a **School Nurse** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 22309** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **1/20/2022** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

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

This agreement becomes a binding contract when signed by the Professional Service provider and the Board of Education.

BS  
Hired 2021-2022 - 2nd Semester - W/BS and 12 years of nursing experience. Contract prorated to Jan. 20, 2022. Starting salary (\$48,809) decreased by \$26,500 (98 days x \$270.41).

Agreeing to this contract includes the following: Professional Service Providers new to the District are expected to work additional days prior to the start of the new school year. You will work these days in the fall of 2022. During this time, the new employee will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

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

ATTEST:

.....  
Business Manager of the School District

By .....  
Chairman of School District Board

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

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

Witness my hand this 28<sup>th</sup> day of Dec, 2021

Witness: Dolly Kenales

Print Name: Sarah Blue

Sign here: Sarah Blue  
Professional Service Provider

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

**Lisa Beck**

**January 5, 2022**

**YOU ARE HEREBY OFFICIALLY NOTIFIED**, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 48506** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/16/2021** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

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

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

BS  
Hired 2020-21 W/BS & 3 years of teaching experience. Contract pro-rated to start Oct. 7, 2020. Starting salary (\$46,289) decreased by \$8,462.85 (33 days x \$256.45 daily). The above salary includes \$462 (ES-0) for Our Home Mileage which is also prorated for Oct. 7, 2020 start dt. Starting stipend (\$565) decreased by \$103 (33 days / 180.5. \$565 x .183) 2021-22 Our Home Mileage is \$597 (ES-1). Ms. Beck is earning an Alt SPED Cert (BHSU) at the request of HSD. Upon completing/passing the following courses will be reimbursed by HSD. Failure to complete the cert will result in forfeiting the compensation for any of the classes. SPED 431 ID & Assess in SPED (Fall 21-3 creds), SPED 585 SPED Law (Spring 22-2 creds), SPED 695 SPED Practicum (Spring 22, Fall 22, & Spring 23-2 creds each [3 classes]), SPED 510 Behavior Management of Exceptional Children (Spring 22 - 3 creds).

**\*\*\*CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY THURSDAY, JANUARY 6, 2022\*\*\***

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

ATTEST:

.....  
Business Manager of the School District

By .....  
Chairman of School District Board

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

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

Witness my hand this 6<sup>th</sup> day of January, 2022

Witness: Dolly Venables

Print Name: Lisa Beck  
Sign here: Lisa Beck  
Teacher

Dec. 23, 2021

Dear Superintendent Steinhoff

I am submitting my resignation effective the last day of this school year in May 2022.

I plan to retire at the end of this school year.

Sincerely  
Mrs. Beekie Gaddard

December 29, 2021

Heather,

Please accept this as my formal resignation, effective immediately, from Madison as a SPED Paraprofessional. I have accepted a position as the with the Huron School District as the .5 Migrant Home and School Liaison. I feel it will be a great opportunity to help advocate for the students I have grown to care for at Madison and to advocate for all our kids in the district.

I am grateful for all your support during my time here and deeply appreciate all the valuable experiences I have gained. Thank you for the opportunity to learn and grow as a person and professional. It has been a sincere pleasure working with you and the team at Madison.

Please let me know how I can help during the transition and make it as smooth as possible.

Best wishes and thank you for everything.

Rebecca Granados





# Michael

Mike.Carda@k12.sd.us



January 3, 2022

To Whom It May Concern:

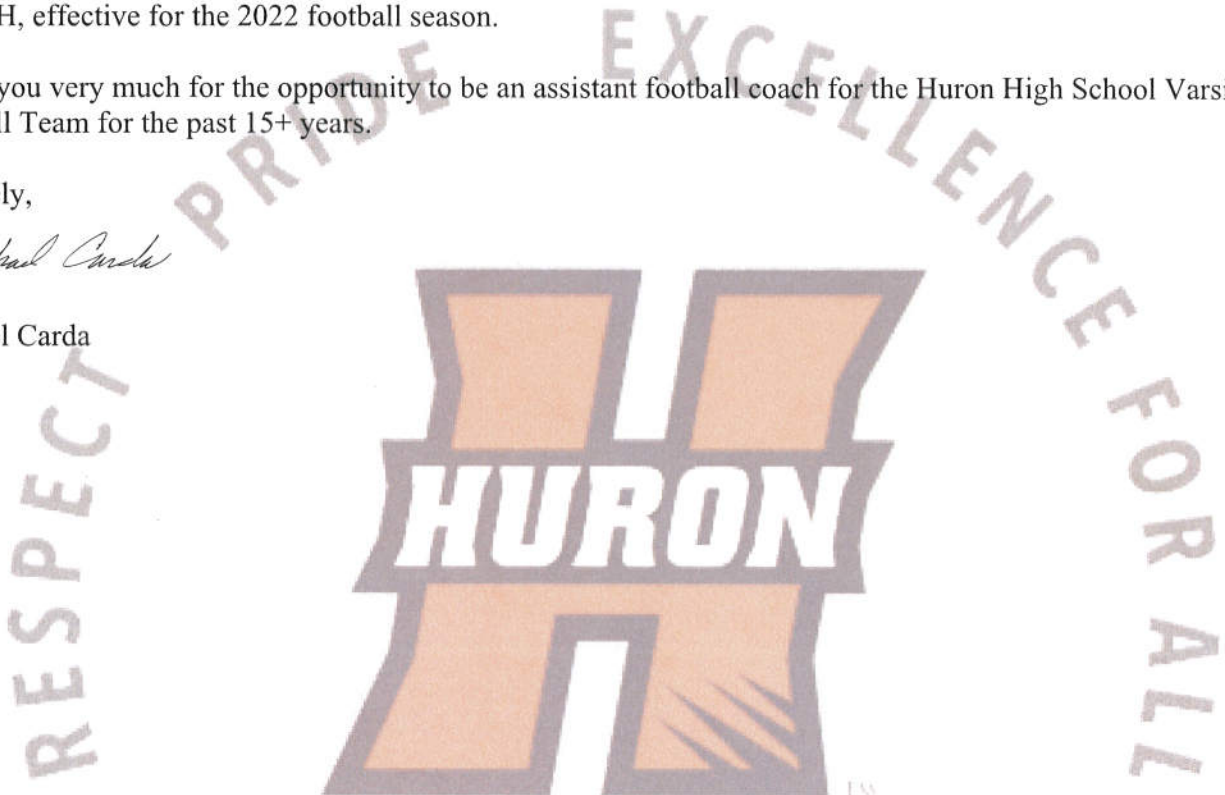
Please accept this letter as my formal notice of resignation as HHS VARSITY FOOTBALL ASSISTANT COACH, effective for the 2022 football season.

Thank you very much for the opportunity to be an assistant football coach for the Huron High School Varsity Football Team for the past 15+ years.

Sincerely,

*Michael Carda*

Michael Carda



# FOOTBALL



**Pamela Biel**  
Administrative Assistant  
150 5<sup>th</sup> St. SW  
PO Box 949  
Huron, SD 57350-0949  
P: (605) 353-6995  
F: (605) 353-6994  
pamela.biel@k12.sd.us

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December 31, 2021

Huron School District Board of Education  
Dr. Kraig Steinhoff  
Kelly Christopherson

This is to inform you that I will be retiring from my position as an Administrative Assistant in the Business Office effective June 17, 2022.

I have truly enjoyed my time working in the Business Office and will cherish the memories and friendships I have made over the past 33 years.

Thank you for the privilege and honor of working for the Huron School District.

Respectfully,

Pamela Biel

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL AND  
ENGINEERING DESIGN SERVICES

Huron School District 2-2 of Huron, South Dakota invites statements of qualifications for architectural and engineering design services from qualified firms for project design and construction contract administration.

The purpose of this RFQ is to procure architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. In accordance with 2 CFR 200.320.

Projects that may be developed under this contract include a CTE building addition, track resurfacing at Tiger Stadium, tennis court expansion, Huron Arena air conditioning, Tiger Activity Center air conditioning, Buchanan K-1 Center building temperature controls, Madison 2-3 Center Building Temperature Controls, Washington 4-5 Center Building Temperature Controls, Transportation Storage Building for Buses and Fleet Vehicles, Tiger Activity Center ceiling insulation replacement, and other projects as the needs arise.

Submittals will be received until 10:00 A.M., February 1, 2022 at the Business Manager's Office, 150 5<sup>th</sup> St SW, PO Box 949, Huron, South Dakota.

The School Board reserves the right to accept or reject any or all proposals and to waive any informality.

HURON SCHOOL DISTRICT NO. 2-2  
HURON, SOUTH DAKOTA

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Kelly Christopherson, Business Manager

PUBLISH: January 12, 2022 and January 19, 2022

## COMBINED ELECTION AGREEMENT

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

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

**PURPOSE:** It is the purpose of this agreement for the parties to conduct their individually required elections in one combined election. The combined election will be held on April 12, 2022 which is the date of the regular city/school election. Elections are being combined to save tax dollars on the cost of individually conducted elections and to encourage a better voter turnout for all entities.

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

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

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

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

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

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

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

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

**CITY OF HURON**

**HURON SCHOOL DISTRICT 2-2**

  
\_\_\_\_\_  
Gary Harrington, Mayor

\_\_\_\_\_  
Garret Bischoff, School Board President

01/04/2022  
Date

\_\_\_\_\_  
Date

**ATTEST:**

  
\_\_\_\_\_  
Paullyn Carey, Finance Director

\_\_\_\_\_  
Kelly Christopherson, Business Manager

01/04/2022  
Date

\_\_\_\_\_  
Date

## ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 30 day of December, 2021, by and among AMERICAN FAMILY INSURANCE-VOLQUARDSSEN & ASSOCIATES, INC. ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated March 11, 2021 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

WHEREAS, the parties desire to extend and modify the Advertising Agreement as set forth herein.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2022, and ending on December 31, 2022.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$2,500 (two thousand five hundred dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial LV

Owner Initial \_\_\_\_\_

**PAYMENT SCHEDULE**

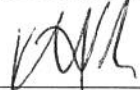
**Agreement year 2022:** For services rendered January 1, 2022 to December 31, 2022.

Payment #1: \$2,500 Payment due on or before February 1, 2022

**ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

**ADVERTISER: AMERICAN FAMILY INSURANCE-VOLQUARDSEN & ASSOCIATES, INC.**

By   
[authorized signature only]

Kristal Volguardsen  
[print or type name clearly]

Title President

Dated 12-30-2021

Address: 312 E Kansas Ave SE

City, State, Zip: Huron, SD 57350

Phone: 605-352-4943

Fax: 855-299-1878

Email Address: kvolguar@amfam.com

**OWNER: Huron School District 2-2**

By \_\_\_\_\_  
Huron Board of Education

Board Approved \_\_\_\_\_

## ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 30 day of 12, 2021, by and among RYAN'S HANGAR RESTAURANT ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

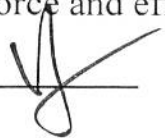
WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated December 21, 2016 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

WHEREAS, the parties desire to extend and modify the Advertising Agreement as set forth herein.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2022, and ending on December 31, 2022.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$750 (seven hundred fifty dollars), payable in advance in accordance with the attached Payment Schedule and provide six (6) fifty dollar (\$50) gift certificates to the owner for the owner's employee recognition banquet.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial \_\_\_\_\_



Owner Initial \_\_\_\_\_



**PAYMENT SCHEDULE**

**Agreement year 2022:** For services rendered January 1, 2022 to December 31, 2022.

Payment #1: \$750 Payment due on or before February 1, 2022

**ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

**ADVERTISER: RYAN'S HANGAR RESTAURANT**

By [Signature]  
[authorized signature only]

DANNY HOFER  
[print or type name clearly]

Title PRES

Dated 12-30-21

Address: PO Box 124

City, State, Zip: HURON SD 57350

Phone: 605-350-1796

Fax: \_\_\_\_\_

Email Address: HUNT WITH DANNY @ GMAIL.COM / RYAN @ RYANS HANGAR . COM

**OWNER: Huron School District 2-2**

By \_\_\_\_\_  
Huron Board of Education

Board Approved \_\_\_\_\_

## ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 3<sup>rd</sup> day of January, 2022, by and among PRECISION AUTO BODY DESIGN ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated February 8, 2016 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

WHEREAS, the parties desire to extend and modify the Advertising Agreement as set forth herein.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2022, and ending on December 31, 2022.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$2,500 (two thousand five hundred dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial CS

Owner Initial \_\_\_\_\_

**PAYMENT SCHEDULE**

**Agreement year 2022:** For services rendered January 1, 2022 to December 31, 2022.

Payment #1: \$ 625 Payment due on or before Feb 28, 2022

Payment #2: \$ 625 Payment due on or before April 30, 2022

Payment #3: \$ 625 Payment due on or before July 31, 2022

Payment #4: \$ 625 Payment due on or before Dec 31, 2022

**ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

**ADVERTISER: Precision Auto Body Design**

By Warren W. Storm  
[authorized signature only]

Warren W. Storm  
[print or type name clearly]

Title Owner

Dated 1-3-22

Address: 1278 Lincoln Ave. S.W.

City, State, Zip: Huron, S.D. 57350

Phone: 605-352-5353

Fax: 605-352-5566

Email Address: warren@precisionautobodydesign.com

**OWNER: Huron School District 2-2**

By \_\_\_\_\_  
Huron Board of Education

Board Approved \_\_\_\_\_

## ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 5<sup>th</sup> day of January, 2022, by and among DAKOTA PROVISIONS ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated January 19, 2018 (as amended, the "Advertising Agreement") (a copy of the "Advertising Agreement" is attached); and

WHEREAS, the parties desire to extend and modify the Advertising Agreement as set forth herein.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Renewal/Extension of Term. Effective as of the date hereof, the Term set forth in the Advertising Agreement shall be extended to run for 1 (one) year from and after January 1, 2022, and ending on December 31, 2022.
2. Advertising Fees. Effective as of the date hereof, the Advertising Fees for such extended term shall be \$6,000 (six thousand dollars), payable in advance in accordance with the attached Payment Schedule.
3. Ratification. Except as expressly modified hereby, the remaining terms and conditions of the Advertising Agreement are hereby ratified and confirmed, and shall remain in full force and effect.

Advertiser Initial \_\_\_\_\_



Owner Initial \_\_\_\_\_

**PAYMENT SCHEDULE**

**Agreement year 2022:** For services rendered January 1, 2022 to December 31, 2022.

Payment #1: \$ 6,000 Payment due on or before Feb. 28, 2022

Payment #2: \$ \_\_\_\_\_ Payment due on or before \_\_\_\_\_

Payment #3: \$ \_\_\_\_\_ Payment due on or before \_\_\_\_\_

Payment #4: \$ \_\_\_\_\_ Payment due on or before \_\_\_\_\_

**ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

**ADVERTISER: Dakota Provisions**

By Jim Hein  
[authorized signature only]

Jim Hein  
[print or type name clearly]

Title CORPORATE PURCHASING MANAGER  
Dated 1-5-22

Address: 315 MARKET STREET

City, State, Zip: HURON, SD 57350

Phone: 605-353-9757

Fax: \_\_\_\_\_

Email Address: jhein@DAKOTAPROVISIONS.COM

**OWNER: Huron School District 2-2**

By \_\_\_\_\_  
Huron Board of Education

Board Approved \_\_\_\_\_



**Roger Ahlers**  
Director of Technology  
150 5<sup>th</sup> St. SW  
Huron, SD 57350  
P: (605) 353-7800 x8842  
roger.ahlers@k12.sd.us

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**Vendor Contract Letter for Planned E-Rate Purchase Funding Year 2022 (7/1/2022 – 6/30/2023)**

December 30, 2021

Riverside Technologies, Inc

105 Gateway Drive

North Sioux City, SD 57049

Service Provider ID Number (SPIN): 143033191

Dear Dan :

This letter will confirm our decision to purchase \$12,478 of Meraki switches and access points from your company during the next E-Rate funding year (04/01/2022 to 9/30/2023 for Category 2 components) as specified in the attached specifications and price quotations.

The procurement of these [product(s)/service(s)] will be dependent upon the following conditions

1. Final approval of next year's fiscal budget;
2. School Board Approval
3. Award of associated E-Rate funding
4. Nothing can be delivered or purchased prior to April 1<sup>st</sup> 2022
5. No invoices can be sent to USAC/SLD before July 1, 2022

One Year voluntary extension option available to District, for contract to be extended to September 30, 2023.

To accept these terms and conditions, please sign below and return to us as a pdf file via email.

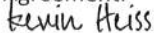
We look forward to working with Riverside Technologies on this project.

Sincerely,

 12/30/2021

Technology Director, Huron School District 2-2

Vendor Agreement:



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

Date: 1/3/2022

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



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

**Office: 605-353-6909**

**Email: Amanda.reilly@k12.sd.us**

**Amanda Reilly  
School Nutrition Director  
Concessions Director**

To: Board of Education  
Dr. Kraig Steinhoff  
Mr. Kelly Christopherson

From: Amanda Reilly

Re: Summer Nutrition Program

Date: January 5, 2022

We request permission to operate both the summer nutrition program at the Middle School commons and the summer mobile nutrition program. We will offer adults accompanying children the opportunity to purchase a lunch on site. All sites will serve lunch Monday through Friday from June 6 through August 5 for a total of 45 days.

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

We request to pay the wages listed below.

**Proposed Wages**

MS Helpers/Mobile Servers & Supervisors	\$16.35
Cook/POS cashier	\$19.81
Team Leader	\$20.42

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

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



**Amanda Reilly**  
School Nutrition Director  
Concessions Director  
1045 18<sup>th</sup> St. SW  
Huron, SD 57350  
P: (605) 353-6909  
Amanda.reilly@k12.sd.us


---

To: Board of Education  
Dr. Steinhoff  
Mr. Christopherson

From: Amanda Reilly  
Date: January 5, 2022  
Re: Request permission to let bids for milk/dairy products

I respectfully request permission to let bids for milk/dairy products for the 2022-2023 school year.

Thank you for your consideration.







# 2021-2022 CTE Good News Report

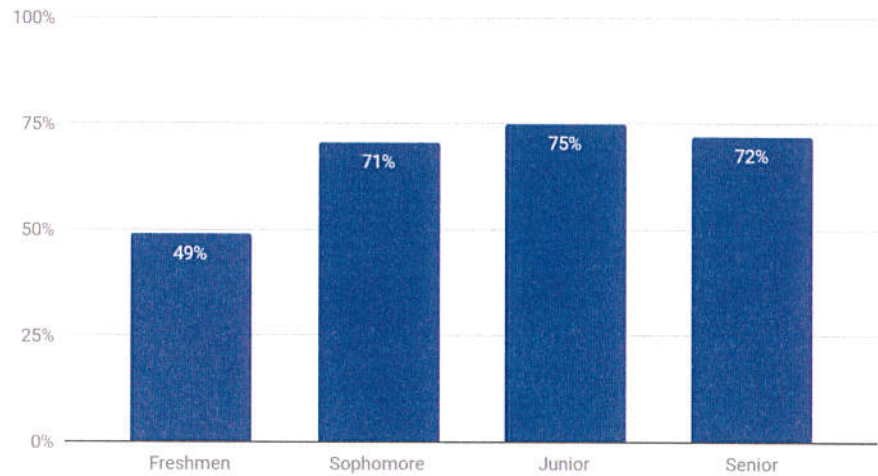
Huron School District  
January 2022

# Students Enrolled in CTE Courses



Fall 2021

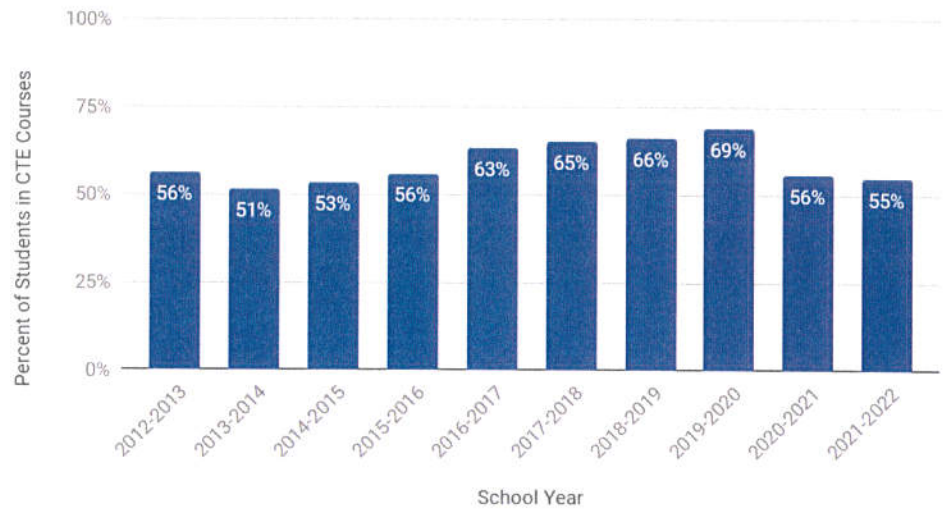
Percent of Grade enrolled in at least 1 CTE Course



# CTE Enrollment History



Percent of Kids IN CTE Courses vs. School Year Enrollment





## Courses Offered



- Welding I, II, III, IV
- Auto I, II, III, IV
- Building Trades
- Principles of Biomedical Science (PLTW)
- Intro to Business
- Acctng I & II
- Intro to Networking
- Computer App/Advanced Comp. App
- Intro to A/V
- MultiMedia Design
- Introduction to Education (2022/23)
- CNA or EMS class (2022/23)
- Human Body Systems (PLTW 2022/23)
- Horticulture
- Animal Science
- Companion Animal
- ProStart 1 & 2
- Foods & Nutrition
- Human Development: Prenatal-Toddler
- Human Development: Preschool - School Age
- Consumer Economics
- MS FACS
- MS PLTW - 6th, 7th, 8th (2022/23)
  - Design & Modeling
  - Flight & Space
  - Medical Detectives

## Project Lead the Way - Launch

- All K-5 classroom teachers trained.
- 4 modules per grade level (1 per quarter)



## February ~ CTE Month



CTE programs offer students content-rich programs containing both academics and hands-on skills that can prepare students to take on jobs for the 21st century and give them a solid foundation upon which to build.



## CTE Tours



A-TEC (Aberdeen)	Northeast Technical HS (Watertown)	Yankton	Sioux Falls	Mitchell
Aberdeen Central  Aberdeen Christian  Aberdeen Roncalli	Castlewood Florence Great Plains Lutheran Hamlin Henry Summit Watertown Waverly-S.Shore	Yankton	Baltic, Brandon, Garrettson, Harrisburg, Parker, Tea, Tri Valley, West Central SF O’Gorman SF Christian SF Lutheran	

	Ag, Food & Nat'l Res.	Arch & Construction	Arts, A/V Tech & Commun.	Business Mgmt & Admin	Education & Training	Finance	Gov't & Public Admin	Health Science	Hospitality & Tourism
Huron									
Aberdeen									
Northeast Tech HS									
Yankton									
Sioux Falls									
Mitchell									

	Human Services	Information Tech	Law, Public Safety & Security	Manufacturing	Marketing	STEM	Transportation, Distribution & Logistics
Huron							
Aberdeen							
Watertown							
Yankton							
Sioux Falls							
Mitchell							

Taken from GMS Program Approvals



## Topics

- Revenue - charges for out-of-district students
- Scheduling
- Business Partnerships / Advertising / Agreements / Sponsorships



# Portrait of a GRADUATE

HURON SCHOOL DISTRICT 2-2



## RESPECT • PRIDE • EXCELLENCE FOR ALL



### Academic Mindset

Develop positive attitudes and beliefs in relation to academic work in four specific areas:

- 1) I belong in the academic community
- 2) My ability and competency increases with effort
- 3) I can succeed academically
- 4) This work has value and importance.

Students will: *Statements forthcoming in 2022-2023*



### Communication

Effectively processing ideas, thoughts, knowledge and information while understanding instructions, acquiring new skills, making requests, and sharing information.

Students will: *Statements forthcoming in 2022-2023*



### Critical Thinking & Problem Solving

Using knowledge, facts, and data to effectively solve problems.

Students will: *Statements forthcoming in 2022-2023*



### Information Literacy

Finding, communicating, using, organizing and evaluating information in all formats.

Students will: *Statements forthcoming in 2022-2023*



### Personal Responsibility

Taking full accountability for the actions, decisions, and thoughts of oneself while demonstrating integrity, honesty and ethical behavior.

Students will: *Statements forthcoming in 2022-2023*



# Huron School District Academic Calendar 2022-2023 School Year

(PTC / OH / ER subject to change)

School Board Approved 00/00/2022

AUGUST 2022 (10)						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	+8++	+9	+10	+11	△12/flx	13
14	△15△△	△16	△17	⊙18✓	19✓	20
21	22✓	23✓	24κ	25	26	27
28	29	30	+31			

+ New teach wkdays ++New teach lunch/sub in-service △Teach In-serve △△ All Staff In-service 9:30-12:15 † Early Release  
⊙ Aug 18 - 1<sup>st</sup> Day of School ✓ Kindergarten Screen κ Aug 24 - Kindergarten 1st Day

SEPTEMBER 2022 (19=29)						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1-	2-	3
4	5-	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

+ State Fair (No School) Sep 1 thru 5.  
(Sept ?? Homecoming Parade) † Early Release

OCTOBER 2022 (20=49)						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	+5	6	7	8
9	+10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

+ Native American Day † Early Release

NOVEMBER 2022 (18=67)						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	+2	3	4	5
6	7	8	9	10	+11	12
13	14	15	16	17	18	19
20	21	22	+23	+24	+25	26
27	28	29	30			

† Early Release ♦ Vet Day ♦ Holiday Break

DECEMBER 2022 (16=83)						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	+7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	+23	24
25	+26	+27	+28	+29	+30	31

† Early Release ♦ Holiday Break

### ELEMENTARY/MIDDLE SCHOOL/HIGH SCHOOL

Quarter will end on date set at grade level.

End of 1<sup>st</sup> Semester - (83 days)

End of 2<sup>nd</sup> Semester - (91 days)

**GRADUATION** Sunday, May 21, 2023 2:00 p.m., Huron Arena

174	Student Contact Days
2	Conference Days
4	Teacher In-Service Days
.5	Teacher Check-out (1/2 day)
180.5	Total Teacher Days

JANUARY 2023 (19=102)						
SUN	MON	TUES	WED	THUR	FRI	SAT
+1	+2	+3	4	5	6	7
8	9	10	+11	12	13	14
15	+16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

♦ New Year's Day Holiday † Early Release ♦ Martin Luther King Holiday  
× High School Registration Open House 5:30 - 8:30

FEBRUARY 2023 (18=120)						
SUN	MON	TUES	WED	THUR	FRI	SAT
			+1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	+17	18
19	+20	21	22	23	24	25
26	27	28				

† Early Release ♦ Presidents' Day ♦ Vacation

MARCH 2023 (21=141)						
SUN	MON	TUES	WED	THUR	FRI	SAT
			+1	2	3	4
5	6	7	8	9	+10	11
12	13	14	15	16	+17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

† Early Release ♦ Spring Break

APRIL 2023 (18=159)						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	+5	6	+7	8
9	+10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

† Early Release ♦ Vacation

MAY 2023 (15=174)						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	+3	4	5	6
7	8	9	10	11	12	13
14	15	16	B 17	18	⊙19+	20
..21	□ 22	23	24	25	26	27
28	+29	30	31			

⊙ Last day of classes □ Teacher Checkout ♦ Memorial Day † Early Release  
B Baccalaureate  
.. Graduation

### Staff Development) Early Release Days

Aug 31 Sep (Homecoming) Oct 5 Nov 2 Dec 7

Jan 11 Feb 1 Mar 1 Apr 5 May 3

(Sep ??, May 19 also Early Release)

### MAKE-UP DAYS FOR SNOW

May 22, 23, 24, 25, 26, 30

CONFERENCES: (All to be determined by principals after calendar approved)


K & 1<sup>st</sup> Gr Center:

2<sup>nd</sup> & 3<sup>rd</sup> Gr Center:

4<sup>th</sup> & 5<sup>th</sup> Gr Center:

Middle School:

High School: Sep , Dec , Mar , (Jan Registration Night)

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	ICA – School Calendar

## School Calendar

Prior to establishing a school calendar for the coming year, the superintendent will convene a committee, which shall include administrators and representatives from the teacher’s association. The committee may also include representatives from other employee groups and parents, and will be convened no later than March 15. After consideration of possible variations of the calendar, the committee will propose a calendar to be considered by the school board. The committee will forward calendar recommendations to the board regarding dates for the starting and closing of the school year, in-services, teacher checkout days, vacations, parent-teacher conferences, etc.

In the event that changes in the calendar may be necessary (e.g., days missed because of weather-related closings, etc.), the superintendent will consult with committee members to determine how the days will be made up.

The standard school year will consist of 180.5 contract days. For the purpose of per diem salary computations, the school calendar will include days school is in session, total teacher workshop days, plus days on extended contract (if applicable).

Final authority regarding the calendar, including make-up days, rests with the school board.

**HURON SCHOOL DISTRICT**  
**Huron, South Dakota**  
**BUSINESS MANAGER'S CONTRACT**

**THIS AGREEMENT** made and entered into this 10<sup>th</sup> day of January 2022, by and between the **Huron School District #2-2**, hereinafter referred to as District, and **Kelly Christopherson**, hereinafter referred to as Business Manager.

- 1) **Term.**  
The District hereby employs Business Manager, and Business Manager hereby accepts such employment to undertake and fulfill the duties and obligations of Business Manager of the Huron School District for a term of two (2) years commencing on July 1, 2022 and continuing until June 30, 2024.
- 2) **Certification.**  
Business Manager shall provide appropriate credentials – preferably C.P.A.
- 3) **Duties.**  
Business Manager shall be responsible for all matters outlined in his job description.
- 4) **Outside Activities.**  
Business Manager may serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities which are of a short-term duration at his discretion. Business Manager may, at his option, continue to draw a salary while engaged in outside activities as described above. In such cases, honoraria paid to Business Manager in connection with these activities shall be transferred to the District. If Business Manager chooses to use vacation leave to perform outside activities, he shall retain any honoraria paid. In no case will the District be responsible for any expenses attendant to the performance of such outside activities.
- 5) **Compensation.**  
District shall pay Business Manager at an annual base salary rate of **\$131,445 for the 2021-22 year. The salary for 2022-23 will be determined as early as December 31, of 2021, and as late as April 1, 2022. In no event shall the salary be less than that paid for the previous year.** Said compensation shall be paid to Business Manager in installments of 1/12 of the annual salary on the 20th of each month for services rendered during the current month.
- 6) **Professional Liability.**  
The District agrees that it shall defend, hold harmless, and indemnify Business Manager from any and all demands, claims, suits, actions, and legal proceedings brought against the Business Manager in his individual capacity, or in the capacity as agent and employee of the District, provided the incident arose while Business Manager was acting within the scope of employment and excluding criminal litigation, and as such, liability coverage is within the authority of the school board to provide under state law. Except that, in no case, will individual board members be considered personally liable for indemnifying the Business Manager against such demands, claims, suits, actions, and legal proceedings.  
  
If, in the good faith opinion of Business Manager, conflict exists as regards the defense to such claim between the legal position of the Business Manager and the legal position of the District, the Business Manager may engage counsel in which event the District shall indemnify the Business Manager for the cost of legal defense as permitted by state law. The District shall not, however, be required to pay any costs of any legal proceedings in the event the District and the Business Manager have adverse interests in such litigation.

- 7) **Evaluation.**  
The Superintendent of Schools shall evaluate and assess, in writing, the performance of Business Manager as is stated in Board Policy. In the event that the Superintendent determines that the performance of the Business Manager is unsatisfactory, in any respect, it shall describe, in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Superintendent deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the Business Manager. Business Manager shall have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to the Business Manager's personnel file.
- 8) **Vacation and Other Benefits.**  
Business Manager shall receive twenty-two (22) days of vacation annually for 2022-23, and twenty-two (22) days of vacation for 2023-24, exclusive of legal holidays and shall be entitled to sixteen (16) days of sick leave annually as set out in Board policy. Vacation shall be taken subject to the approval of the Superintendent and within 12 months of the year in which it is earned and shall not be cumulative. **Vacation earned within the previous school year or current school year will be paid out as a severance at the end of employment, as per policy for all 12-month employees.** Earned sick leave shall be cumulative to a maximum of one hundred-fifty (150) days or as otherwise provided by Board Policy. **Cumulative sick leave and pay-out will follow administrative policy.**
- 9) **Expenses.**  
The District shall pay or reimburse Business Manager for all reasonable expenses incurred by Business Manager in the continuing performance of his duties under this employment agreement. However, notwithstanding the foregoing, any claimed expenses in excess of **seven hundred-fifty dollars (\$750)** shall be approved by the Superintendent before being incurred by Business Manager.
- 10) **Hospitalization.**  
The District shall pay the cost – less 10% of single premium per month - of family hospitalization and major medical insurance for the Business Manager during the term of this agreement in accordance with the basic insurance coverage provided to certificated members of the professional staff. No additional compensation shall be provided in lieu of family hospitalization and major medical insurance for members of his immediate family during the term of this agreement.
- 11) **Termination of Employment Contract.**  
This employment contract may be terminated by:
- a) Mutual written agreement of the parties,
  - b) Resignation of the Business Manager,
  - c) Disability of the Business Manager.
- In the event of disability by illness or incapacity, after the Business Manager's sick leave has been exhausted, the compensation shall be reinstated after Business Manager has returned to employment and undertaken the full discharge of his duties. The District may terminate this contract by written notice at any time after the Business Manager has exhausted any accumulated sick leave and such other leave as may be available and has been absent from his employment for whatever cause for an additional continuous period of thirty days. All obligations of the District shall cease upon such termination. If a question exists concerning the capacity of Business Manager to return to his duties, the District may require the Business Manager to submit to a medical examination, to be performed by a licensed physician (M.D. or D.O.). The District and the Business Manager shall mutually agree upon the physician who shall conduct the examination. The examination shall be done at the expense of the District. The physician shall limit his report to

the issue of whether the Business Manager has a continuing disability which prohibits him from performing the duties of a Business Manager.

12) **Discharge for Cause.**

Discharge for cause shall constitute conduct which is seriously prejudicial to the District, including, but not limited to, neglect of duty or breach of contract. Notice of recommendation from Superintendent to discharge for cause shall be given in writing and the Business Manager shall be entitled to appear before the Board to discuss such causes. If Business Manager chooses to be accompanied by legal counsel at such meeting, he shall bear any costs therein involved. Such meeting shall be conducted in closed, executive session unless specifically prohibited by state law. Business Manager shall be provided a written decision describing the results of the meeting.

13) **Retention Stipend.**

The Business Manager is entitled to 80% of his (2022-23) Contract as an earned retention bonus at the completion of that contract. This amount will be provided to the Business Manager if he formally resigns prior to December 31, 2022. The Business Manager is entitled to 80% of his (2023-24) Contract as an earned retention bonus at the completion of that contract year. This amount will be provided to the Business Manager if he formally resigns prior to December 31, 2023. The retention bonus will be provided to his beneficiaries if he dies in office any time he is serving the district – through the end of this two-year contract.

**Liquidated Damages –**

- The retention stipend will be reduced to 75% if notification is received during January of any year; to 73% if notification is received during February of any year; to 70% if notification is received between March 1 and March 15 of any year; and to 65% if notification is received after March 15 of any year.
- The retention stipend will be reduced to 65% regardless of the time frame if the Business Manager accepts a public school Business Manager position in another district prior to completion of this two-year contract or if the Business Manager does not complete any full year of employment due to taking another position or assignment.
- The retention stipend will be null and void if the Business Manager does not complete the full term for any contract year without any of the aforementioned reasons.

**Exception** – There will be no liquidated damages if the late retirement or incomplete contract year is due to the Business Manager being unable to complete his last full year of employment due to serious health/medical problems or disability. The Business Manager would receive the full retention stipend.

(14) **Savings Clause.**

If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling, shall remain in force. Any item regarding employment of Business Manager not specifically addressed in this contract will be subject to general administrative guidelines as per Board Policy.

**IN WITNESS WHEREOF, DISTRICT** has caused this employment contract to be approved in its behalf by a duly authorized officer and the **BUSINESS MANAGER** has approved this employment contract effective on the day and year above specified.

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

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

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

WITNESS: \_\_\_\_\_

**HURON SCHOOL DISTRICT**  
**Huron, South Dakota**  
**SUPERINTENDENT'S CONTRACT**

**THIS AGREEMENT** made and entered into this 10<sup>th</sup> day of January 2022, by and between the **Huron School District #2-2**, hereinafter referred to as District, and **Kraig Steinhoff**, hereinafter referred to as Superintendent.

- 1) **Term.**  
The District hereby employs Superintendent, and Superintendent hereby accepts such employment to undertake and fulfill the duties and obligations of Superintendent of Schools of the Huron School District for a term of two (2) years commencing on July 1, 2022 and continuing until June 30, 2024.
- 2) **Certification.**  
Superintendent shall hold a valid certificate issued by the State of South Dakota.
- 3) **Duties.**  
Superintendent shall be responsible for all matters outlined in his job description.
- 4) **Outside Activities.**  
Superintendent may serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities which are of a short-term duration at his discretion. Superintendent may, at his option, continue to draw a salary while engaged in outside activities as described above. In such cases, honoraria paid to Superintendent in connection with these activities shall be transferred to the District. If Superintendent chooses to use vacation leave to perform outside activities, he shall retain any honoraria paid. In no case will the District be responsible for any expenses attendant to the performance of such outside activities.
- 5) **Compensation.**  
District shall pay Superintendent at an annual base salary rate of **\$165,600 for the 2021-22 year. The salary for 2022-23 will be determined as early as December 31, 2021, and as late as April 1, 2022. In no event shall the 2022-2023 salary be less than that paid for the 2021-2022 year.** Said compensation shall be paid to Superintendent in installments of 1/12 of the annual salary on the 20th of each month for services rendered during the current month.
- 6) **Professional Liability.**  
The District agrees that it shall defend, hold harmless, and indemnify Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the superintendent in his individual capacity, or in the capacity as agent and employee of the District, provided the incident arose while Superintendent was acting within the scope of employment and excluding criminal litigation, and as such, liability coverage is within the authority of the school board to provide under state law. Except that, in no case, will individual board members be considered personally liable for indemnifying the superintendent against such demands, claims, suits, actions, and legal proceedings.  
If, in the good faith opinion of Superintendent, conflict exists as regards the defense to such claim between the legal position of the superintendent and the legal position of the District, the superintendent may engage counsel in which event the District shall indemnify the superintendent for the cost of legal defense as permitted by state law. The District shall not, however, be required to pay any costs of any legal proceedings in the event the District and the superintendent have adverse interests in such litigation.
- 7) **Evaluation.**  
The Board shall evaluate and assess, in writing, the performance of Superintendent as is stated in Board Policy. In the event that the Board determines that the performance of the superintendent is



unsatisfactory, in any respect, it shall describe, in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the superintendent. Superintendent shall have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to the superintendent's personnel file. Within 30 days of the delivery of the written evaluation to the superintendent, the Board shall meet to discuss the evaluation.

8) **Vacation and Other Benefits.**

Superintendent shall receive **twenty (20)** days of vacation annually, exclusive of legal holidays and shall be entitled to **sixteen (16)** days of sick leave annually as set out in Board policy. Vacation shall be taken subject to the approval of the Board and within 12 months of the year in which it is earned and shall not be cumulative. **Vacation earned within the previous school year or current school year will be paid out as a severance at the end of employment, as per policy for all 12-month employees.** Earned sick leave shall be cumulative to a maximum of **one hundred-fifty (150)** days or as otherwise provided by Board Policy. **Cumulative sick leave and pay-out will follow administrative policy.**

9) **Expenses.**

The District shall pay or reimburse Superintendent for all reasonable expenses incurred by Superintendent in the continuing performance of his duties under this employment agreement. However, notwithstanding the foregoing, any claimed expenses in excess of **seven hundred-fifty dollars (\$750)** shall be approved by the board before being incurred by Superintendent.

10) **Hospitalization.**

The District shall pay the cost – less 10% of single premium per month - of "family" "two-party" or "single" hospitalization and major medical insurance for the Superintendent during the term of this agreement in accordance with the basic insurance coverage provided to certificated members of the professional staff. No additional compensation shall be provided in lieu of family hospitalization and major medical insurance for members of his immediate family during the term of this agreement. If the need arises for hospitalization and major medical insurance for members of his immediate family not covered by hospitalization or major medical insurance, that hospitalization and major medical insurance shall be implemented at District expense.

11) **Termination of Employment Contract.**

This employment contract may be terminated by:

- a) Mutual written agreement of the parties,
- b) Resignation of the superintendent,
- c) Disability of the superintendent.

In the event of disability by illness or incapacity, after the superintendent's sick leave has been exhausted, the compensation shall be reinstated after Superintendent has returned to employment and undertaken the full discharge of his duties. The District may terminate this contract by written notice at any time after the superintendent has exhausted any accumulated sick leave and such other leave as may be available and has been absent from his employment for whatever cause for an additional continuous period of thirty days. All obligations of the District shall cease upon such termination. If a question exists concerning the capacity of Superintendent to return to his duties, the District may require the superintendent to submit to a medical examination, to be performed by a licensed physician (M.D. or D.O.). The District and the superintendent shall mutually agree upon the physician who shall conduct the examination. The examination shall be done at the expense of the District. The physician shall limit his report to the issue of whether the superintendent has a continuing disability which prohibits him from performing the duties of a superintendent.

12) **Discharge for Cause.**

Discharge for cause shall constitute conduct which is seriously prejudicial to the District, including, but not limited to, neglect of duty or breach of contract. Notice of discharge for cause shall be given in writing and the superintendent shall be entitled to appear before the Board to discuss such causes. If Superintendent chooses to be accompanied by legal counsel at such meeting, he shall bear any costs therein involved. Such meeting shall be conducted in closed, executive session unless specifically prohibited by state law. Superintendent shall be provided a written decision describing the results of the meeting.

13) **Retention Stipend.**

If employed for 15 or more consecutive years and reaching the minimum of 60 years of age, the superintendent is entitled to 80% of the final contract as an earned retention bonus. This amount will be provided to the superintendent if he formally resigns prior to December 31 of any year of the contract following 15 consecutive years of service. The maximum amount of the retention stipend is 80% of the contract during the year he/she turns 62. That amount becomes fixed as a retention bonus in any year the superintendent gives notice of intended resignation prior to December 31. The bonus will be provided to his beneficiaries if he dies in office any time he is serving the district during or after the 15<sup>th</sup> consecutive year of service.

**Liquidated Damages –**

- The retention stipend will be reduced to 75% if notification is received during January of any year; to 73% if notification is received during February of any year; to 70% if notification is received between March 1 and March 15 of any year; and to 65% if notification is received after March 15 of any year following 15 consecutive years of service to the district.
- The retention stipend following 15 consecutive years of service will be reduced to 65% regardless of the time frame if the superintendent does not complete any full year of employment due to taking another position or assignment.
- The retention stipend after 15 consecutive years of service will be null and void if the superintendent does not complete the full term for any contract year without any of the aforementioned reasons.

**Exception** – Following 15 years of consecutive service there will be no liquidated damages if the late retirement or incomplete contract year is due to the superintendent being unable to complete his last full year of employment due to serious health/medical problems or disability. The superintendent would receive the full retention stipend.

(14) **Savings Clause.**

If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling, shall remain in force.

Any item regarding employment of Superintendent not specifically addressed in this contract will be subject to general administrative guidelines as per Board Policy.

**IN WITNESS WHEREOF, DISTRICT** has caused this employment contract to be approved in its behalf by a duly authorized officer and the **SUPERINTENDENT** has approved this employment contract effective on the day and year above specified.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

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

WITNESS: \_\_\_\_\_

**SECTION D: FISCAL MANAGEMENT**

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Section D of the EPS/NSBA policy classification system provides a repository for statements concerning district fiscal affairs and the management of district funds. Statements relating to the financing of school construction; however, are filed in the F (Facilities Development) section.  
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<u>DA</u>	<u>General Fund Balance</u>
<u>DB</u>	<u>Budget Hearings and Reviews</u>
<u>DC</u>	<u>Accountability for Funds/Transfer of Surplus</u>
<u>DD-N</u>	<u>Free Admissions to District Activities</u>
<u>DE</u>	<u>Credit Card and Purchase Card Use</u>
<u>DF</u>	<u>Fiscal Accounting and Reporting</u>
<u>DFA</u>	<u>Fiscal Accounting and Reporting/Types of Funds</u>
<u>DG</u>	<u>Audits</u>
<u>DH</u>	<u>Purchasing Authority</u>
<u>DI</u>	<u>Contracts</u>
<u>DJ</u>	<u>Petty Cash Accounts</u>
<u>DK</u>	<u>Incidental Accounts</u>
<u>DL</u>	<u>Purchasing Procedures</u>
<u>DM</u>	<u>Payment Procedures</u>
<u>DMA-N</u>	<u>Payment Procedures for Certified Employees</u>
<u>DN-N</u>	<u>Payday Schedules</u>
<u>DO</u>	<u>Expense Reimbursements (Lodging, Mileage, and Meals)</u>
<u>DP</u>	<u>Cash in School Buildings</u>

## **General Fund Balance**

The School Board is committed to operating the district in a fiscally responsible manner while balancing student needs and the district's financial obligations.

To ensure the district has the resources necessary to meet ongoing and routine financial commitments, the district shall maintain a general fund balance at a level sufficient enough to cover the cash-flow needs of the district. The district may also hold in reserve a portion of the district's general fund that may be necessary to address long-term district financial plans or unanticipated emergency expenditures.

At least once per school year, the superintendent or business manager shall provide the board with recommendations regarding the management of the district's general fund balance, including financial information detailing the district's cash-flow and reserve needs.

## **Budget Hearings and Review**

The calendar described below represents the normal timeline for consideration and adoption of the budget.

### January

Budget preparation will begin (although such preparation may begin at an earlier date).

### May

The proposed budget for the next fiscal year will be considered at the regular school board meeting.

### July

Annual audit should be requested.

The proposed budget and a notice of hearing will be published in the official newspaper not later than July 15.

The budget hearing will be held before August 1.

### September

Before October 1, the school board shall approve a budget for the anticipated obligations of each fund, except trust and agency funds, for the school fiscal year. (By resolution, the school board shall adopt a levy in dollars sufficient to meet the school budget for each fund.)

The request for tax dollars adopted by the school board will be reported to the county auditor before October 1 on forms prescribed by the county auditor.

In accordance with law, any changes in the proposed budget incorporated into the final budget, will be published in the minutes within 30 days after the final adoption of the budget.

**Accountability for Funds/Transfer of Surplus**

All school district funds shall be administered by the Business Manager. Reports to the Board of Education will be made by the Business Manager.

All or any part of a surplus of any school district fund, except those as stipulated by state law, may be transferred to any other school district fund.

## **Free Admissions to District Activities**

### **Certified & Classified Employees and Spouses**

Passes to all school events are issued to all certified and classified employees and spouses. Passes for single employees may admit the employee and a guest. The passes **DO NOT** admit any children of school age or older. Passes shall not be transferred or lent to friends.

### **Lifetime Passes for District Retirees**

It is the policy of the school district to issue lifetime passes to certified employees who have reached retirement age while still employed by the district.

Passes are also issued to board of education members; such passes will continue to be honored after the member has left the board.

By action of the board of education, lifetime passes may be issued in irregular circumstances or for exemplary service to the school district.

Privileges of the lifetime pass shall correspond to current school policy related to annual passes for employees.

Lifetime passes are issued from the superintendent's office.

## **CREDIT CARD AND PURCHASE CARD USE**

The District is committed to using its financial resources wisely. The Board recognizes that credit cards and purchase cards may provide school employees with a convenient payment option, particularly in emergency situations, and may also improve business office efficiency.

The Board authorizes the use of credit card or purchasing cards for official district purchases and acquisitions. It shall be the responsibility of the Business Manager to authorize and control the use of credit and purchasing cards, subject to the Board's final approval of payments.

To ensure the proper use of district-issued credit and purchase cards, the Business Manager shall develop appropriate administrative regulations to accompany this policy. The regulations shall include, but are not limited, to:

1. Procedures for the issuance, return and revocation of district-issued credit or purchase cards, including consequences for individuals who make unauthorized purchases;
2. Guidelines that establish acceptable purchases, including procedures to ensure purchases made at unapproved merchants are disallowed or blocked;
3. Appropriate single-purchase and monthly spending limits;
4. Procedures for making phone, fax or internet purchases;
5. Procedures that ensure all cardholders understand the district's credit and purchase card use policies;
6. Procedures designed to comply with district financial audits, including any required documentation of original receipts;
7. Controls to provide for the periodic review and reconciliation of credit and purchase card statements, including procedures that ensure purchases by employees are reviewed by someone other than the cardholder.

Any cardholder benefits or revenue generated from the use of district-issued credit or purchase cards shall be for the exclusive use of the district.



## **Fiscal Accounting and Reporting**

The Business Manager will be designated by the Board to be responsible for receiving and properly accounting for all funds of the district.

The "Uniform Financial Accounting System for South Dakota School Districts" will be the official system used to record receipts and disbursements of the district.

The Business Manager will report all financial information to the State as required. The Board will receive monthly financial reports from the Business Manager that will include a statement of operating receipts and expenditures, and balance on hand in the several funds, a budget position report, and any other financial information that should be brought to the Board's attention.

## **Fiscal Accounting and Reporting/Types of Funds**

Various funds will be established as per statute to account for receipts/expenditures regarding the operation of the school district.

In accordance with school policy, or state regulation, the Superintendent and/or Business Manager will be authorized to spend budgeted money as approved by the board of education.

### **General Fund**

The general fund will be established to account for all revenues and expenditures except those required to be accounted for in another fund.

### **Auditorium & Building Fund**

The auditorium and building fund will be established to account for revenues which are realized through the arena admission tax.

### **Capital Outlay Fund**

The capital outlay fund will be established to account for revenues and expenditures regarding the acquisition of, or additions to, real property, plant or equipment.

### **Special Education Fund**

The special education fund will be established to account for revenues and expenditures regarding the education of all children in need of special assistance and prolonged assistance who reside within the district or who have contracted with the district for such services.

### **Bond Redemption Fund**

The bond redemption fund, if necessary, will be established to account for the revenue and expenditures regarding bonded indebtedness.

### **Enterprise Funds**

Enterprise funds will be established to account for operations (a) that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The enterprise fund includes concessions and driver's education.

### **Food Service Fund**

Food service fund will be established to record financial transactions related to food service operations.

### **Trust and Agency Funds**

Trust and agency funds will be established to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. These include:

- (a) middle school accounts,
- (b) high school accounts,

**Fiscal Accounting and Reporting/Types of Funds**

- (c) business office accounts,
- (d) health insurance account; and,
- (e) others.

**Pension Fund**

The pension fund, if necessary, will be established to account for revenues and expenses regarding retirement benefits.

## **Audits**

For any necessary reason an audit of the books of any school district may be called at any time by the Board or the electors of the district by petition signed by 20 percent of the resident taxpayers of the district as shown by the assessment roles of the preceding year, or the Auditor General.

The school district shall have financial and compliance audits performed annually. The audit may be done by the Department of Legislative Audit or by a private firm authorized by law to audit financial records of school districts.

The bills will be audited each month by the Business Manager.

**Purchasing Authority**

In accordance with school policy or state regulation, the Superintendent, the Business Manager, or their designee will be authorized to spend budgeted money as approved by the Board of Education.

**Contracts**

Contracts shall be binding on the school district when approved by the board of education, or its designee, acting at an annual, regular or special meeting.

## **PETTY CASH ACCOUNTS**

In accordance with law, the Board may establish petty cash accounts for the schools in the district, not to exceed the amount of \$100 in each account. This account may be used to facilitate refunds and minor purchases of the school district.

Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Administrators will authorize an employee in each school to be accountable for the petty cash account. Disbursements from the account will not require Board approval or the signature of the Board president or the Business Manager.

## **INCIDENTAL ACCOUNTS**

In accordance with law, the Board may establish an incidental account in an amount determined by the Board by setting aside, on an imprest basis, money from the general fund. This fund may be used for advanced payment or for claims requiring immediate payment, not to exceed the amount established by the Board.

Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund. After the budget item is exhausted, no expenditures against the item may be made from the incidental account. The Board will authorize an employee in each school to be accountable for the incidental account.

All expenditures from this account shall be listed with other bills in the regular school board proceedings.



## Purchasing Procedures

All materials to be ordered by the school district staff, whether for local or out-of-town orders, must be requisitioned through the Superintendent's office or Business Manager's office for processing by the business office. The business office will maintain a central record system for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on delayed orders of delivery and to reconcile deliveries to orders before payment is made. This delivery control will be applied to all purchases, regardless of point of delivery.

Principals and department heads will examine carefully all requisitions submitted by teachers, custodians and other employees for supplies, equipment and services. They will be responsible for verifying that items requested are needed before signing the requisition and sending it to the Superintendent or Business Manager.

All orders must include the name and address of the supplier as well as the purchase price. If the exact price is unavailable, an estimate of the cost should be given.

Anyone ordering or buying materials without proper authorization will be held personally liable for payment.


## **PAYMENT PROCEDURES**

All claims for payment from district funds will be processed by the Business Manager. Payment will be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or in accordance with salaries and salary schedules set by the Board.

A list of accounts payable, including gross payroll totals, will be approved by the Board. Each registered warrant will be signed by the Board president and the Business Manager. Actual invoices, statements, and vouchers will be available for Board inspection.

The Business Manager will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school principals will be responsible for observing budget allocations in their respective schools. Each will also serve as custodian of the activity accounts in his or her respective school and will be responsible for their proper handling and expenditures.

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	DMA-N Payment Procedures for Certified Employees

### Payment Procedures for Certified Employees

Certified employees shall elect to be paid on a twelve-month (12) or on a ten-month (10) schedule. The election shall be made on a form provided by the business office.


Teachers new to the district will have a thirteen-month (13) payment option.

Certified employees shall make an election in writing and deliver the election to the Business Manager on or before August 1 of the year prior to the year for which the election is being made. The August 1 date also applies to newly-hired certified employees.

Certified employees who fail to notify the Business Manager in writing on or before August 1 will be paid on a twelve-month schedule.


Certified employees do not have to make an election every year, an employee's election shall remain in effect until the employee elects to change it. Changes must be made in writing and delivered to the Business Manager on or before August 1 of the year prior to the year for which the election is being changed.

Exception: Certified employees who qualify for and intend to retire at the end of contract, may (at any time) elect to be paid on a nine-month (9) schedule. In applying for this option, the employee is agreeing that his/her final payment will be in the form of a "paper check" and held in the business office until completion of contracted days and clearance from their building administrator.

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	DN-N Payday Schedules

### Payday Schedules

The Board of Education has established that pay for all regularly contracted school personnel be issued on the 20th day of each month. If the 20th day of the month falls on a weekend or falls on holidays causing bank closure, pay shall be issued on the last day banks are open prior to the 20th of each month.

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	DO – Expense Reimbursement (Lodging, Mileage, and Meals)

Expense Reimbursement  
(Lodging, Mileage, and Meals)

**Expense Reimbursement (Lodging, Mileage, and Meals)**

The following guidelines will apply to out-of-district travel.

**Within and outside state:**

- 1) Lodging must be receipted.
- 2) When a school fleet vehicle suitable for the travel purpose is not available, mileage by auto will be paid on the basis of the current state approved rate per mile traveled (distances to main cities visited are established and on file in the business office).
- 3) When a personal vehicle is taken in lieu of an available school fleet vehicle, mileage will be paid at the rate of .18 per mile traveled (distances to main cities visited are established and on file in the business office).
- 4) Air travel must be approved by the superintendent or his/her designee.
- 5) All meals must be receipted. Reimbursement amounts will be up to the current state approved rates for in-state or out-of-state travel. No reimbursement will be made for alcoholic beverages.
- 6) Whenever students are provided meals and lodging at district expense, coaches and other school officials will be afforded the same meals and accommodations.

**In-District**

The following guidelines will apply to in-district travel.

Staff members who perform assigned duties in more than one school will be paid mileage at the current state approved rate. Mileage will be paid on the distance between the schools they are assigned to on a given day.

The staff member who has been authorized mileage will submit a completed voucher to the business office for payment.

In most situations, there is no meal expense allowed for in-district travel. There are occasions when the District will offer to provide a meal; i.e., “State of the Schools,” “Board –Administrator work-sessions,” etc. These will not be vouchered but will be directly billed and paid by the District. When the District hosts an event that requires attendance through the meal time; i.e., ESD Principals, Activities Directors, etc. and the meal would have been allowed had the event been in another community, the direct bill for a work session meal may be requested for approval from the superintendent in advance of the event. This must be specifically approved on a travel request, stating cause, and dictating maximum allowable dollar amount. Note: Attending regularly scheduled luncheons; i.e., regular Chamber meeting, Community Counseling meeting, etc., do not qualify for this exception.

ASBSD NEPN Code Cross Reference: DLC


## **CASH IN SCHOOL BUILDINGS**

Money collected by school district employees and by student treasurers will be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All moneys collected will be receipted and accounted for and deposited properly.

The amount of money retained in schools should be limited to that needed for day to day operation. Large sums of money shall be deposited in a timely manner, at least weekly.

Food Service receipts, other than moneys needed for daily operations, shall be deposited daily.

	<b>Huron School District #2-2</b>	Section: D Fiscal Management
	Policies and Regulations	

## **Board Policy Review – Section D: Fiscal Management**

### **Anticipated Timeline**

**December 21, 2021 – Administrator Meeting Review**

**January 10, 2022 – Introduce to the School Board**

**January 24, 2022 – School Board Review and Discussion**

**February 14, 2022 – School Board Adoption**



**SECTION D – FISCAL MANAGEMENT  
POLICY REVIEW  
2022**

**CHANGE LOG**

1. DA – General Fund Balance – No changes.
2. DB – Budget Hearings and Review – No changes.
3. DC – Accountability for Funds/Transfer of Surplus – No changes.
4. DD-N – Free Admissions to District Activities – No changes.
5. DE – Credit Card and Purchase Card Use – Delete entire policy and adopt new policy DGD.
6. DF – Fiscal Accounting and Reporting – Delete entire policy and replace with new policy.
7. DFA – Types of Funds – Delete entire policy and adopt new policy DIB.
8. DFG – Insufficient Funds & No Account Checks – New Policy.
9. DG – Audits - Delete entire policy and adopt new policy DIE.
10. DGD – Credit Card Use and Electronic Transactions – New policy replacing DE.
11. DH – Purchasing Authority – No changes.
12. DI – Contracts – No changes.
13. DIB – Types of Funds – New policy replacing DFA.
14. DIBGA – Custodial Funds – New policy.
15. DIE – Audits – New policy replacing DG.
16. DJ – Petty Cash Accounts – No changes.
17. DJBA – Incidental Accounts – New policy replacing DK.
18. DK – Incidental Accounts – Delete entire policy and adopt new policy DJBA.
19. DL – Purchasing Procedures - Delete entire policy and replace with new policy.
20. DM – Payment Procedures – No changes.
21. DMA-N Payment Procedures for Certified Employee – No Changes.
22. DN-N Payday Schedules – No Changes.
23. DO – Expense Reimbursement (Lodging, Mileage, and Meals) – No Changes.
24. DP – Cash in School Buildings – No Changes.





## Huron School District #2-2


### Policies and Regulations

### Section D: Fiscal Management

## SECTION D: FISCAL MANAGEMENT

Section D contains policies and exhibits related to school district finances and the management of school district funds.

DA	General Fund Balance
DB	Budget Hearings and Reviews
DC	Accountability for Funds/Transfer of Surplus
DD-N	Free Admissions to District Activities
DF	Fiscal Accounting and Reporting
DFG	Insufficient Funds & No Account Checks
DGD	Credit Card and Purchase Card Use
DH	Purchasing Authority
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DIB	Types of Funds
DIBGA	Custodial Funds
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DP	Cash in School Buildings

	<b>Huron School District #2-2</b>	Code: DA General Fund Balance
	Policies and Regulations	

**General Fund Balance**

The School Board is committed to operating the district in a fiscally responsible manner while balancing student needs and the district’s financial obligations.

To ensure the district has the resources necessary to meet ongoing and routine financial commitments, the district shall maintain a general fund balance at a level sufficient enough to cover the cash-flow needs of the district. The district may also hold in reserve a portion of the district’s general fund that may be necessary to address long-term district financial plans or unanticipated emergency expenditures.

At least once per school year, the superintendent or business manager shall provide the board with recommendations regarding the management of the district’s general fund balance, including financial information detailing the district’s cash-flow and reserve needs.



## Huron School District #2-2

### Policies and Regulations

Code: DB  
Budget Hearings and Review

### Budget Hearings and Review

The calendar described below represents the normal timeline for consideration and adoption of the budget.

#### January

Budget preparation will begin (although such preparation may begin at an earlier date).

#### May

The proposed budget for the next fiscal year will be considered at the regular school board meeting.

#### July

Annual audit should be requested.

The proposed budget and a notice of hearing will be published in the official newspaper not later than July 15.


The budget hearing will be held before August 1.

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Before October 1, the school board shall approve a budget for the anticipated obligations of each fund, except trust and agency funds, for the school fiscal year. (By resolution, the school board shall adopt a levy in dollars sufficient to meet the school budget for each fund.)

The request for tax dollars adopted by the school board will be reported to the county auditor before October 1 on forms prescribed by the county auditor.


In accordance with law, any changes in the proposed budget incorporated into the final budget, will be published in the minutes within 30 days after the final adoption of the budget.

	<b>Huron School District #2-2</b>	Code: DC
	Policies and Regulations	Accountability for Funds/ Transfer of Surplus

**Accountability for Funds/Transfer of Surplus**

All school district funds shall be administered by the Business Manager. Reports to the Board of Education will be made by the Business Manager.

All or any part of a surplus of any school district fund, except those as stipulated by state law, may be transferred to any other school district fund.

	<b>Huron School District #2-2</b>	Code: DD-N
	Policies and Regulations	Free Admissions to District Activities

**Free Admissions to District Activities**

**Certified & Classified Employees and Spouses**

Passes to all school events are issued to all certified and classified employees and spouses. Passes for single employees may admit the employee and a guest. The passes DO NOT admit any children of school age or older. Passes shall not be transferred or lent to friends.

**Lifetime Passes for District Retirees**


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By action of the board of education, lifetime passes may be issued in irregular circumstances or for exemplary service to the school district.

Privileges of the lifetime pass shall correspond to current school policy related to annual passes for employees.

Lifetime passes are issued from the superintendent's office.


	<b>Huron School District #2-2</b>	Code: DF
	Policies and Regulations	Fiscal Accounting and Reporting

**Fiscal Accounting and Reporting**

The Business Manager is designated by the Board to be responsible for receiving and properly accounting for all funds of the district.

The District will follow the Governmental Accounting Standards Board (GASB) requirements for recording receipts and disbursements of the District.

The Business Manager will report all financial information to the SD Department of Education as required. The Board will receive monthly financial reports from the Business Manager that will include a statement of operating receipts and expenditures, and balance on hand in the several funds, a budget position report, and any other financial information that should be brought to the Board's attention.

	<b>Huron School District #2-2</b>	Code: DFG
	Policies and Regulations	Insufficient Funds & No Account Checks

**Insufficient Funds & No Account Checks**

In The District shall conspicuously post a notice at all locations on school property where a personal check may be written to the District as payee that a fee will be assessed against returned checks for insufficient funds or no account and the maker of the check is liable for all reasonable costs and expenses of collection. The fee assessed against returned checks shall not exceed \$40.

The District, before presenting the insufficient funds check or no account check to the state's attorney for prosecution or a collection agency for collection, shall serve a notice of dishonor upon the writer of the check, by registered or certified mail, return receipt requested, or by first class mail, supported by an affidavit of mailing sworn and retained by the sender, in the United States mail and addressed to the recipient's most recent address known to the sender. If the notice is mailed, and not returned as undeliverable by the United States Postal Service, notice is conclusively presumed to have been given on the date of mailing. The District, shall, upon return of the receipt, hold the check insufficient funds check or no account check for a period of at least thirty days if notice is given by first class mail. Upon the expiration of that period the District, within six months after the District receives notice of its dishonor, may present the check with the attached bank return, return receipt or affidavit of mailing and copy of the dishonor notice to the state's attorney for prosecution or a collection agency for collection.

The notice of dishonor required by this policy shall be in substantially the following form:

Date \_\_\_\_\_  
 Name of issuer \_\_\_\_\_  
 Bank on which drawn \_\_\_\_\_  
 Date of check \_\_\_\_\_  
 Amount of check \_\_\_\_\_  
 Holder of the check \_\_\_\_\_

You are hereby notified that your check described above has been dishonored and is now being held by the District for a period of thirty days from the date of the mailing of this notice. Full restitution for a check returned due to insufficient funds or no account check (including an insufficient fund or no account check charge of \$40).

Full restitution for a check returned due to insufficient funds (including an insufficient fund charge of \$40) must be received within thirty days of the mailing of this notice of dishonor to you, your check may be delivered to the state's attorney for criminal prosecution for theft or delivered to a collection agency for collection, and you may be liable to the District for an additional civil penalty of an amount equal to twice the amount of the check in addition to the amount of the check and the costs and expenses.



## Huron School District #2-2

### Policies and Regulations

Code: DGD  
Credit Card Use and  
Electronic Transactions

### Credit Card Use and Electronic Transactions

The District is committed to using its financial resources wisely. The Board recognizes that credit cards and electronic transactions may provide school employees with a convenient payment option and may improve business office efficiency.

**Credit Cards:** The Board authorizes the use of credit card or electronic payment for official district purchases and acquisitions. The Business Manager is responsible for authorization and control of the use of credit cards, subject to the final School Board approval of payments.

Authorized use of the credit card is limited to the person in whose name the card is issued and may not be loaned to another person. The Business Manager may authorize use of the general Staff or Administration credit cards on a case-by-case basis.

The credit card is for business-related purposes only. It may not be used for personal purchases. The credit card is District property and should be used only for authorized District purchases. Only the Business Manager is authorized to use the credit card when scheduling travel by District employees and/or consultants retained by the District as speakers, presenters, etc., including registration fees, lodging and airline tickets. The Business Manager is authorized to use a District credit card to purchase items online that cannot be reasonably purchased elsewhere or when purchasing or paying for items online results in significant savings. The Business Manager is also authorized to use the credit card for prepayment of items/services when required by a vendor or in instances of savings to the District.

The card users shall submit charge card receipts to the Business Manager no later than the date established by the Business Manager.

The Business Manager shall audit the charge card receipts, reconcile the charge card statement and process the charges for payment.

Any cardholder benefits or revenue generated from the use of district-issued credit or purchase cards shall be for the exclusive use of the district. Employees shall reimburse the District for any charges that are disallowed by the employee's supervisor, the Business Manager or the Board. Employees must return the credit card to the Business Manager or School Board upon being directed to do so by the Business Manager or School Board.

**Electronic Transfers:** The Business Manager is authorized to electronically transfer funds for such purposes as may be specifically authorized by the Board.






**Huron School District #2-2**

Policies and Regulations

Code: DH  
Purchasing Authority


**Purchasing Authority**

In accordance with school policy or state regulation, the Superintendent, the Business Manager, or their designee will be authorized to spend budgeted money as approved by the Board of Education.

	<b>Huron School District #2-2</b>	Code: DI Contracts
	Policies and Regulations	

**Contracts**

Contracts shall be binding on the school district when approved by the board of education, or its designee, acting at an annual, regular or special meeting.

	<b>Huron School District #2-2</b>	Code: DIB Types of Funds
	Policies and Regulations	

## Types of Funds


School District revenue will be deposited in one of the funds authorized by law.

Sources for School District revenue:

- income from school property;
- borrowing through bonds, capital outlay certificates, or promissory notes;
- local property taxes;
- funds received from federal, state or other political subdivisions;
- funds received from individuals or organizations through paid admission or facility use;
- funds received from fines and penalties;
- funds held in a trustee capacity for others; and
- funds received by the District from any other source.


The following are the primary funds of the School District:

- General Fund - The general fund is the fund to meet all the operational costs of the District, excluding capital outlay fund and special education fund expenditures, and to redeem all outstanding warrants against the general fund. The general fund may be used to purchase or lease computer hardware and software.
- Capital Outlay Fund -The capital outlay fund is used to pay for:
  - acquisition of land or facilities
  - construction of new facilities
  - additions to and remodeling of current facilities
  - improvement of grounds
  - purchase or lease of equipment
  - installment or lease-purchase payments for the purchase of real property facilities, or equipment, which have a contracted terminal date not exceeding twenty years from the date of the installment contract or lease-purchase
  - payment of the principal of and interest on capital outlay certificates
  - purchase of textbooks
  - purchase or renewal of instructional software
  - purchase of warranties on capital assets if the warranties do not include supplies
  - bussing contracts, not to exceed fifteen percent of the contract amount, if the District contracts for student transportation
  - mileage reimbursements, not to exceed fifteen percent of the reimbursement costs, if the District reimburses for mileage instead of providing transportation.

	<b>Huron School District #2-2</b>	Code: DIB
	Policies and Regulations	Types of Funds

Out of the total tax revenues deposited into the capital outlay fund during the current school fiscal year, the Board may transfer up to forty-five percent from the District's capital outlay fund to the District's general fund.

- Special Education Fund - The proceeds derived from the special education levy shall be placed in the special education fund and used to pay for the special education of children in need of special education or special education and related services. Money in the special education fund may be expended for the purchase or lease of any assistive technology that is directly related to special education and specified in a student's individualized education plan.
- Bond Redemption Funds - Payment of interest and principal on all bonded indebtedness must be paid from bond redemption funds.
- Enterprise Funds – Funds from any activity for which a fee is charged are deposited into enterprise fund accounts. Examples of enterprise fund accounts are Food Service Fund, Daycare, Before and After School Programs, Preschool, and other non-credit activities for which students or parents pay a fee.
- Fiduciary Funds - Fiduciary fund accounts are used when the District holds funds in a trustee capacity for others. Examples include: Custodial funds (such as class, booster club and post prom accounts) and Private Purpose Trust Funds (such as scholarship funds).

	<b>Huron School District #2-2</b>	Code: DIBGA Custodial Funds
	Policies and Regulations	

## Custodial Funds

The Custodial Fund is a school district fiduciary fund that the District maintains for the benefit of individuals or organizations while not having substantial administrative or financial involvement with raising the funds or control over the expenditure of those funds. The Custodial Fund may have been referred to in the past as the Agency Fund or the Trust and Agency Fund. Because the money in the fund are private funds and not school district funds, the Governmental Accounting Standards Board (GASB) substituted the term “custodial” for “agency” in order to emphasize that the District does not have ownership and control of the funds.


The entity for which the District is maintaining the custodial fund account is solely responsible for fund-raising and the depositing of funds into the custodial account.

A request for disbursement by an authorized person of the entity shall be given in writing to the Business Manager on a form provided by the District. Disbursements do not require prior approval by any school district employee or the Board, nor does the disbursement require the signature of the presiding officer of the Board or the Business Manager.

The Business Manager shall:

- Be in charge of each custodial fund;
- Be authorized to issue checks from custodial fund accounts for disbursements, pay all claims upon the presentation of an itemized verified claim, and authorize the expenditures upon the entity’s prior approval and direction;
- Record all receipts of revenue placed in custodial accounts;
- Keep accurate records of all receipts, expenditures, and balances of the custodial fund, and provide such information to the Board on a monthly basis;
- Issue receipts in duplicate for all money received, except money received from the sale of printed serial number admission tickets;
- Keep on file a memorandum record of all serially numbered tickets for sale at events, which record must be signed by the person selling such tickets; and
- Submit monthly Custodial Fund Account reports to the Board.

The Custodial Fund Account shall be audited as part of the regular audit of the District.

	<b>Huron School District #2-2</b>	Code: DIE Audits
	Policies and Regulations	

**Audits**

For any necessary reason an audit of the books of the District may be called at any time by the Board or the electors of the District by petition signed by 20 percent of the resident taxpayers of the District as shown by the assessment roles of the preceding year, or the Auditor General.


The Board shall have financial and compliance audits, including audits of custodial accounts, performed at least every two years. The audit may be done by the Department of Legislative Audit or by a private firm authorized by law to audit financial records of school districts.

The Department of Legislative Audit or the private auditing firm, whichever made the audit, shall furnish a copy of the report of the audit to the Business Manager. The Business Manager shall give a copy of the audit report to each school board member.

The Department of Legislative Audit or the private auditing firm, whichever performed the audit, shall publish twice in the District’s legal newspaper, a brief statement of the fact that the audit was made, where the audit may be found on file for public inspection, and a brief recital of the substantial items of error, irregularity, or loss which were discovered, but with enough detail so that the public is informed of the important findings of the audit. The expense of the publication shall be paid at the legal rate by the District.

If the Board receives an independent audit, the District shall make the audit report available on the District’s website.

As required by SDCL Ch. 4-2, the District shall submit the audit report to the Department of Legislative Audit.


	<b>Huron School District #2-2</b>	Code: DJ Petty Cash Accounts
	Policies and Regulations	

**Petty Cash Accounts**

In accordance with law, the Board may establish petty cash accounts for the schools in the district, not to exceed the amount of \$100 in each account. This account may be used to facilitate refunds and minor purchases of the school district.

Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

Administrators will authorize an employee in each school to be accountable for the petty cash account. Disbursements from the account will not require Board approval or the signature of the Board president or the Business Manager.

	<b>Huron School District #2-2</b>	Code: DJBA Incidental Accounts
	Policies and Regulations	


**Incidental Accounts**

The Board establishes an incidental account in the amount of \$50,000, on an imprest basis, money from the general fund. This fund may be used for advanced payment or for claims requiring immediate payment, not to exceed the amount established by the board.

Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund. After the budget item is exhausted, no expenditures against the item may be made from the incidental account. The board designates the Business Manager to be accountable for the incidental account.

A detailed account of the expenditures from the incidental account shall be presented with other bills at the regular monthly school board meeting, with verified vouchers, itemized and supported by receipted bills or other information as general evidence of payment, which shall be subject to audit.



	<b>Huron School District #2-2</b>	Code: DL
	Policies and Regulations	Purchasing Procedures

## Purchasing Procedures

### **DEFINITIONS:**

Supplies - any property, including equipment, materials, and printing.

Services - furnishing of labor, time, or effort by a contractor not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.

Public Improvement - the process of building, altering, repairing, improving, or demolishing any structure, building, or other improvements of any kind to real property owned by the District.

### **GENERAL RULES:**

Unless otherwise authorized by law, each contract for supplies, services, and construction shall be awarded by one of the following methods:


1. Purchases for less than \$25,000 for supplies or services;
2. Contract for public improvement for less than \$100,000;
3. Competitive sealed bids for supplies or services having a purchase price of \$25,000 or more, and for contracts for public improvement exceeding of \$100,000 or more;
4. Competitive sealed proposals for supplies or services having a purchase price of \$25,000 or more, and for contracts for public improvement of \$100,000 or more;
5. Sole source procurement;
6. Emergency procurement.

The Business Manager will serve as the purchasing agent. The Business Manager will develop and administer the purchasing program for the schools with the assistance of the Superintendent within the legal requirements and the adopted school budget.

All materials to be ordered by the school district staff must be requisitioned through the Principal or department head, and the Business Manager for processing by the business office. Principals and department heads will examine carefully all requisitions submitted by teachers, custodians and other employees for supplies, equipment and services and are responsible for verifying that items requested are needed before signing the requisition and sending it to the Business Manager.

All requisitions must include the name and address of the supplier as well as the purchase price.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Business Manager, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

	<b>Huron School District #2-2</b>	Code: DL
	Policies and Regulations	Purchasing Procedures

The business office will maintain a central record system for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on delayed orders of delivery and to reconcile deliveries to orders before payment is made. This delivery control will be applied to all purchases, regardless of point of delivery.

If any person orders materials without going through the Business Manager's office, the person ordering the materials will be individually responsible for the payment of the materials.

**1. PURCHASES OF SUPPLIES OR SERVICES FOR LESS THAN \$25,000**

If the District intends to purchase services or supplies, the total of which is less than \$25,000, neither competitive sealed bids nor competitive sealed proposals are required.

**2. CONTRACT FOR PUBLIC IMPROVEMENT FOR LESS THAN \$100,000**

If the District intends to contract for a public improvement, the total of which is less than \$100,000, neither competitive sealed bids nor competitive sealed proposals are required.

**3. COMPETITIVE SEALED BIDS**

Contracts shall be awarded by utilizing the competitive sealed bid process except as otherwise provided in law (i.e., competitive sealed proposals, sole source procurements, emergency procurements, and procurements exempt from the bid process). The procedures for using competitive sealed bids are set forth in SDCL 5-18A-5.

**4. COMPETITIVE SEALED PROPOSALS**

A contract may be entered into by competitive sealed proposals if the Board determines in writing that the use of the competitive sealed bids is either not practicable or not advantageous. The procedures for using competitive sealed proposals are set forth in SDCL 5—18A-7.

**5. SOLE SOURCE PROCUREMENT**


A contract may be awarded for supplies or services without competition if the Board determines in writing that the supplies or services are of such a unique nature that the contractor selected is clearly and justifiably the only practicable source to provide the supplies or services. The determination that the contractor selected is justifiably the sole source shall be based on either the uniqueness of the supplies or services or the sole availability at the location required. In such cases, the Board shall conduct negotiations, including price, delivery, and quantity to obtain the most advantageous price and shall include the written verification of the sole source in the contract file. This provision does not apply to construction services or construction equipment.

The District shall maintain a record listing each contract made under sole source procurement for a minimum of five years. The record shall contain:

- Each contractor's name;
- The amount and type of each contract; and
- A listing of the supplies and services procured under each contract.

**6. EMERGENCY PROCUREMENT**

The Board may make or authorize others to make an emergency procurement without advertising the


	<b>Huron School District #2-2</b>	Code: DL
	Policies and Regulations	Purchasing Procedures

procurement if rentals are not practicable and there exists a threat to public health, welfare, or safety or for other urgent and compelling reasons. Failure to abide with the bid provisions in a timely manner as required by law is not an emergency. An emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

The District shall maintain a record listing each contract made under emergency procurement for a minimum of five years. The record shall contain:

- Each contractor's name;
- The amount and type of each contract; and
- A listing of the supplies, services, and public improvements procured under each contract.

All contracts must be approved by the Board in order to be binding on the school district. Each contract shall be in writing, shall have the printed name of any individual signing the contract, and shall be signed on behalf of the School District by an authorized official. Failure to comply with the requirement for a printed name does not void the terms or purpose of the contract.

	<b>Huron School District #2-2</b>	Code: DM Payment Procedures
	Policies and Regulations	


**Payment Procedures**

All claims for payment from district funds will be processed by the Business Manager. Payment will be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or in accordance with salaries and salary schedules set by the Board.

A list of accounts payable, including gross payroll totals, will be approved by the Board. Each registered warrant will be signed by the Board president and the Business Manager. Actual invoices, statements, and vouchers will be available for Board inspection.

The Business Manager will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school principals will be responsible for observing budget allocations in their respective schools. Each will also serve as custodian of the activity accounts in his or her respective school and will be responsible for their proper handling and expenditures.

	<b>Huron School District #2-2</b>	Code: DMA-N Payment Procedures for Certified Employees
	Policies and Regulations	

**Payment Procedures for Certified Employees**

Certified employees shall elect to be paid on a twelve-month (12) or on a ten-month (10) schedule. The election shall be made on a form provided by the business office.

Teachers new to the district will have a thirteen-month (13) payment option.

Certified employees shall make an election in writing and deliver the election to the Business Manager on or before August 1 of the year prior to the year for which the election is being made. The August 1 date also applies to newly-hired certified employees.

Certified employees who fail to notify the Business Manager in writing on or before August 1 will be paid on a twelve-month schedule.

Certified employees do not have to make an election every year, an employee’s election shall remain in effect until the employee elects to change it. Changes must be made in writing and delivered to the Business Manager on or before August 1 of the year prior to the year for which the election is being changed.

Exception: Certified employees who qualify for and intend to retire at the end of contract, may (at any time) elect to be paid on a nine-month (9) schedule. In applying for this option, the employee is agreeing that his/her final payment will be in the form of a “paper check” and held in the business office until completion of contracted days and clearance from their building administrator.




<b>Huron School District #2-2</b>

Code: DN-N Payday Schedules
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**Payday Schedules**

The Board of Education has established that pay for all regularly contracted school personnel be issued on the 20th day of each month. If the 20th day of the month falls on a weekend or falls on holidays causing bank closure, pay shall be issued on the last day banks are open prior to the 20th of each month.

	<b>Huron School District #2-2</b>	Code: DO
	Policies and Regulations	Expense Reimbursement (Lodging, Mileage, and Meals)

**Expense Reimbursement (Lodging, Mileage, and Meals)**

**Expense Reimbursement (Lodging, Mileage, and Meals)**

The following guidelines will apply to out-of-district travel.

**Within and outside state:**

- 1) Lodging must be receipted.
- 2) When a school fleet vehicle suitable for the travel purpose is not available, mileage by auto will be paid on the basis of the current state approved rate per mile traveled (distances to main cities visited are established and on file in the business office).
- 3) When a personal vehicle is taken in lieu of an available school fleet vehicle, mileage will be paid at the rate of .18 per mile traveled (distances to main cities visited are established and on file in the business office).
- 4) Air travel must be approved by the superintendent or his/her designee.
- 5) All meals must be receipted. Reimbursement amounts will be up to the current state approved rates for in-state or out-of-state travel. No reimbursement will be made for alcoholic beverages.
- 6) Whenever students are provided meals and lodging at district expense, coaches and other school officials will be afforded the same meals and accommodations.


**In-District**

The following guidelines will apply to in-district travel.

Staff members who perform assigned duties in more than one school will be paid mileage at the current state approved rate. Mileage will be paid on the distance between the schools they are assigned to on a given day.

The staff member who has been authorized mileage will submit a completed voucher to the business office for payment.

In most situations, there is no meal expense allowed for in-district travel. There are occasions when the District will offer to provide a meal; i.e., “State of the Schools,” “Board –Administrator work-sessions,” etc. These will not be vouchered but will be directly billed and paid by the District. When the District hosts an event that requires attendance through the meal time; i.e., ESD Principals, Activities Directors, etc. and the meal would have been allowed had the event been in another community, the direct bill for a work session meal may be requested for approval from the superintendent in advance of the event. This must be specifically approved on a travel request, stating cause, and dictating maximum allowable dollar amount. Note: Attending regularly scheduled luncheons; i.e., regular Chamber meeting, Community Counseling meeting, etc., do not qualify for this exception.

	<b>Huron School District #2-2</b>	Code: DP
	Policies and Regulations	Cash in School Buildings

**Cash in School Buildings**

Money collected by school district employees and by student treasurers will be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All moneys collected will be receipted and accounted for and deposited properly.

The amount of money retained in schools should be limited to that needed for day to day operation. Large sums of money shall be deposited in a timely manner, at least weekly.

Food Service receipts, other than moneys needed for daily operations, shall be deposited daily.



## GOVERNING BOARD ANNUAL REVIEW QUESTIONNAIRE

### Tax-Exempt Bond Post-Issuance Compliance-General

- 1) Do we have written procedures or guidelines to ensure that the governmental bond financing in which we either as issuer or user of the proceeds remains in compliance with federal tax requirements after the bonds are issued?

Yes  No

- 2) Do we track the proper and timely use of bond proceeds and bond-financed property?

Yes  No

If the answer is No, briefly describe who tracks bond proceeds and the bond financed property.


- 3) Who is primarily responsible for post-issuance compliance?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kelly Christopherson, Business Manager
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

- 4) Who is secondarily responsible for monitoring post-issuance compliance of bond financings?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	

<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kraig Steinhoff, Superintendent
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

If the answer is none, we need to assign duties immediately.

5) Who is responsible for filing 8038G, 8038T or any other required filing?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kelly Christopherson, Business Manager
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

If the answer is none, we need to assign duties immediately.

6) Do we provide training or educational resources to personnel that are responsible for ensuring compliance with the post-issuance private use limitations for bond-refinanced property?

Yes  No

7) Do we know about the following options for voluntarily correcting failures to comply with post-issuance compliance requirements?

Yes  No

8) Do we understand remedial actions described under section 1.141-12 of the income tax regulations?

Yes  No

9) Do we know what a closing agreement under Tax-Exempt Bonds Voluntary Closing Agreement Program described into Notice 2001-60?

Yes  No

#### GENERAL RECORDKEEPING

10) Do we retain records pertaining to our tax-exempt bonds must be retained for the life of the bond plus three years.

Yes  No

Do we have a record of the location of our repository?

Yes  No

11) What medium or mediums do we use to maintain our bond records?

Paper

Electronic media (CD, disks, tapes)

Both paper and electronic

12) Is there any correspondence between our organization and the Internal Revenue Service related to a significant change in our activities?

Yes  No

13) Do we maintain the following records?

a. Organizing documents (articles of incorporation, bylaws and amendments)?

Yes  No

b. Audited financial statements?

Yes  No

c. Bond transcripts, Official Statements and other offering documents of our bond financings?

Yes  No

d. Minutes and resolutions authorizing the issuance of our bond financings?

Yes  No

e. Certifications of the issue price of our bond financings?

Yes  No

f. Any former elections for bond financings (e.g., election to employ an accounting methodology other than specific tracing)?

Yes  No

g. Appraisals, demand surveys, or feasibility studies for bond-financed property?

Yes  No

h. Documents related to government grants associated with construction, renovation or purchase of bond-financed facilities?

Yes  No

i. Publications, brochures, and newspaper articles for our bond financings?

Yes  No

j. Trustee statements for our bond financings?

Yes  No

k. Correspondence (letters, e-mails, faxes, etc.) for our bond financings?

Yes  No

l. Reports of any prior IRS examinations of our organization or bond financings?

Yes  No

INVESTMENTS AND ARBITRAGE COMPLIANCE

14) Do we maintain documentation of allocations of investments and investment earnings to our bond financing?

Yes  No

15) Do we maintain documentation for investments of our bond financing proceeds related to:

a. Investment contracts (e.g., guaranteed investment contracts)?

Yes  No

b. Credit enhancement transactions (e.g., bond insurance contracts)?

Yes  No

c. Financial derivatives (swaps, caps, etc.)?

Yes  No

d. Bidding of financial products?

Yes  No

16) Do we maintain copies of the following arbitrage-related documents for our bond financings:

a. Computations of bond yield?

Yes  No

b. Computation of rebate and yield reduction payments?

Yes  No

c. Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate?

Yes  No

d. Form 8038-R, Request for Recovery of Overpayments Under Arbitrage Rebate Provisions?

Yes  No

17) Do we have procedures or guidelines for monitoring instances where compliance with applicable yield restrictions requirements depends on subsequent reinvestment of bond proceeds in lower yielding investments?

Yes  No

18) Do we have specific procedures or guidelines for monitoring bond financings that we expect will comply with the arbitrage rules as a result of the application of a temporary period

exception (section 148 (c) and section 1.148-2(e)) or a spending exception (section 148(f)(4) and section 1.148-7 (c), (d), and (e))?

Yes  No

#### EXPENDITURES AND ASSETS

19) Do we maintain documentation of allocations of bond-financing proceeds to expenditures (e.g., allocation of bond proceeds to expenditures for the construction, renovation or purchase of facilities we own and use in the performance of our exempt purpose)?

Yes  No

20) Do we maintain documentation of allocations of bond-financing proceeds to bond issuance costs?

Yes  No

21) Do we maintain copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to bond proceeds spent during the construction period?

Yes  No

22) Do we maintain copies of all contracts entered into for the construction, renovation or purchase of bond-financed facilities?

Yes  No

23) Do we maintain records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with bond proceeds?

Yes  No

24) Do we maintain a list or schedule of all bond-financed facilities or equipment?

Yes  No

25) Do we maintain depreciation schedules for bond-financed depreciable property?

Yes  No

26) Do we maintain documentation that tracks our purchase and sale of bond-financed assets?

Yes  No

#### PRIVATE BUSINESS USE

27) Do we maintain records of all unrelated trade or business activities allocated to our bond-financed facilities?

Yes  No

28) Do we maintain records of trade or business activities by third parties that we allocate to our bond-financed facilities

Yes  No

29) Have we entered into any of the following arrangements for bond-financed property:

- Management and other service agreements? Yes  No
- Research contracts? Yes  No
- Naming rights contracts? Yes  No
- Ownership? Yes  No
- Leases? Yes  No
- Subleases? Yes  No
- Leasehold improvements contracts? Yes  No
- Joint venture arrangements? Yes  No
- Limited liability corporation arrangements? Yes  No
- Partnership arrangements? Yes  No

30) Do we maintain copies of the following agreements when entered into with respect to our bond-financed property:

- Management and other service agreements? Yes  No
- Research contracts? Yes  No
- Naming rights contracts? Yes  No
- Ownership? Yes  No
- Leases? Yes  No
- Subleases? Yes  No
- Leasehold improvements contracts? Yes  No

- Joint venture arrangements? Yes  No
- Limited liability corporation arrangements? Yes  No
- Partnership arrangements? Yes  No

This questionnaire was reviewed and answered by the Board at its meeting on January 10, 2022.

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Chairman  
Garret Bischoff



GOVERNING BOARD ANNUAL REVIEW QUESTIONNAIRE

Tax-advantaged Bond Post-Issuance Compliance-General

1) Do we have written procedures or guidelines to ensure that the governmental bond financing in which we either as issuer or user of the proceeds remains in compliance with federal tax requirements after the bonds are issued?

Yes  No

2) Do we track the proper and timely use of bond proceeds and bond-financed property?

Yes  No

If the answer is No, briefly describe who tracks bond proceeds and the bond financed property.


3) Who is primarily responsible for post-issuance compliance?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kelly Christopherson, Business Manager
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

4) Who is secondarily responsible for monitoring post-issuance compliance of bond financings?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kraig Steinhoff, Superintendent
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

If the answer is none, we need to assign duties immediately.

5) Who is responsible for filing 8038B, 8038T or any other required filing?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kelly Christopherson, Business Manager
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

If the answer is none, we need to assign duties immediately.

6) Do we provide training or educational resources to personnel that are responsible for ensuring compliance with the post-issuance private use limitations for bond-refinanced property?

Yes  No

7) Do we know about the following options for voluntarily correcting failures to comply with post-issuance compliance requirements?

Yes  No

8) Do we understand remedial actions described under section 1.141-12 of the income tax regulations?

Yes  No

9) Do we know what a closing agreement under Bonds Voluntary Closing Agreement Program described into Notice 2008-31?

Yes  No

#### GENERAL RECORDKEEPING

10) Do we retain records pertaining to our tax-advantaged bonds must be retained for the life of the bond plus three years.

Yes  No

Do we have a record of the location of our repository?

Yes  No

11) What medium or mediums do we use to maintain our bond records?

Paper

Electronic media (CD, disks, tapes)

Both paper and electronic

12) Is there any correspondence between our organization and the Internal Revenue Service related to a significant change in our activities?

Yes  No

13) Do we maintain the following records?

a. Organizing documents (articles of incorporation, bylaws and amendments)?

Yes  No

b. Audited financial statements?

Yes  No

c. Bond transcripts, Official Statements and other offering documents of our bond financings?

Yes  No

d. Minutes and resolutions authorizing the issuance of our bond financings?

Yes  No

e. Certifications of the issue price of our bond financings?

Yes  No

f. Any former elections for bond financings (e.g., election to employ an accounting methodology other than specific tracing)?

Yes  No

g. Appraisals, demand surveys, or feasibility studies for bond-financed property?

Yes

No

h. Documents related to government grants associated with construction, renovation or purchase of bond-financed facilities?

Yes  No

i. Publications, brochures, and newspaper articles for our bond financings?

Yes  No

j. Trustee statements for our bond financings?

Yes  No

k. Correspondence (letters, e-mails, faxes, etc.) for our bond financings?

Yes  No

l. Reports of any prior IRS examinations of our organization or bond financings?

Yes  No

#### INVESTMENTS AND ARBITRAGE COMPLIANCE

14) Do we maintain documentation of allocations of investments and investment earnings to our bond financing?

Yes  No

15) Do we maintain documentation for investments of our bond financing proceeds related to:

a. Investment contracts (e.g., guaranteed investment contracts)?

Yes  No

b. Credit enhancement transactions (e.g., bond insurance contracts)?

Yes  No

c. Financial derivatives (swaps, caps, etc.)?

Yes  No

d. Bidding of financial products?

Yes  No

16) Do we maintain copies of the following arbitrage-related documents for our bond financings:

a. Computations of bond yield?

Yes  No

b. Computation of rebate and yield reduction payments?

Yes  No

c. Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate?

Yes  No

d. Form 8038-R, Request for Recovery of Overpayments Under Arbitrage Rebate Provisions?

Yes  No

17) Do we have procedures or guidelines for monitoring instances where compliance with applicable yield restrictions requirements depends on subsequent reinvestment of bond proceeds in your yielding investments?

Yes  No

18) Do we have specific procedures or guidelines for monitoring bond financings that we expect will comply with the arbitrage rules as a result of the application of a temporary period exception (section 148 (c) and section 1.148-2(e)) or a spending exception (section 148(f)(4) and section 1.148-7 (c), (d), and (e))?

Yes  No

#### EXPENDITURES AND ASSETS

19) Do we maintain documentation of allocations of bond-financing proceeds to expenditures (e.g., allocation of bond proceeds to expenditures for the construction, renovation or purchase of facilities we own and use in the performance of our exempt purpose)?

Yes  No

20) Do we maintain documentation of allocations of bond-financing proceeds to bond issuance costs?

Yes  No

21) Do we maintain copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to bond proceeds spent during the construction period?

Yes  No

22) Do we maintain copies of all contracts entered into for the construction, renovation or purchase of bond-financed facilities?

Yes  No

23) Do we maintain records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with bond proceeds?

Yes  No   
24) Do we maintain a list or schedule of all bond-financed facilities or equipment?

Yes  No   
25) Do we maintain depreciation schedules for bond-financed depreciable property?

Yes  No   
26) Do we maintain documentation that tracks our purchase and sale of bond-financed assets?

Yes  No

#### PRIVATE BUSINESS USE

27) Do we maintain records of all unrelated trade or business activities allocated to our bond-financed facilities?

Yes  No

28) Do we maintain records of trade or business activities by third parties that we allocate to our bond-financed facilities?

Yes  No

29) Have we entered into any of the following arrangements for bond-financed property:

- Management and other service agreements? Yes  No
- Research contracts? Yes  No
- Naming rights contracts? Yes  No
- Ownership? Yes  No
- Leases? Yes  No
- Subleases? Yes  No
- Leasehold improvements contracts? Yes  No
- Joint venture arrangements? Yes  No

- Limited liability corporation arrangements? Yes  No
- Partnership arrangements? Yes  No

30) Do we maintain copies of the following agreements when entered into with respect to our bond-financed property:

- Management and other service agreements? Yes  No
- Research contracts? Yes  No
- Naming rights contracts? Yes  No
- Ownership? Yes  No
- Leases? Yes  No
- Subleases? Yes  No
- Leasehold improvements contracts? Yes  No
- Joint venture arrangements? Yes  No
- Limited liability corporation arrangements? Yes  No
- Partnership arrangements? Yes  No

This questionnaire was reviewed and answered by the Board at its meeting on the 10th day of January, 2022.

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Garret Bischoff  
President