

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, February 14, 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**

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
March 2	Early Release
March 11	Spring Break – No School
March 14	Board of Education Meeting – 5:30 p.m. - IPC
March 18	Spring Break – No School
March 28	Board of Education Meeting – 5:30 p.m. – IPC
April 6	Early Release
April 11	Board of Education Meeting – 5:30 p.m. - IPC
April 12	School Board Election
April 15	Holiday Break – No School
April 18	Vacation Day – No School
April 25	Board of Education Meeting – 5:30 p.m. - IPC
6. **Community Input on Items Not on the Agenda**
 - 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) Liz Martinmaas/Substitute Teacher - \$120 per day/Substitute Para-Educator \$17.87 per hour
- 2) Haley Heffner/Special Education Para-Educator-Madison/\$18.87 per hour
- 3) Eh Myee Paw/TAP Site Greeter & TAP Classroom Leader/\$18.11 per hour
- 4) Krysten Sifuentes/TAP Site Greeter & TAP Classroom Leader/\$18.11 per hour
- 5) Merry Thelen/Transportation Dept. - Substitute Bus Driver/\$30 per hour
- 6) Dazee Gertz (Ries)/Special Education Para-Educator-Madison/\$18.87 per hour
- 7) Whitney Reimer/Co-Assistant Dance Coach/\$1,978 per year
- 8) Whitney McDonald/Co-Assistant Dance Coach/\$1,978 per year
- 9) Kayleen Shaw/Para-Elementary Library Aide-Madison/\$18.53 per hour
- 10) Heather Buckmaster/Special Education Para-Educator-Madison/\$17.87 per hour
- 11) Lisa Kopfmann/Volunteer

e) Contracts for Board Approval

- 1) Rita Baszler/School Nurse~CTE Health Science Instructor/\$54,634 per year
- 2) Christian Small/Revised Contract +15 Hours+\$1,500/\$49,899 per year
- 3) Carrie Azure/ESL Teacher/\$54,164 per year
- 4) Anne Larson/Instructional Coach/\$52,631 per year

f) Resignations for Board Approval

- 1) Liz Martinmaas/SPED Para-Educator @ Madison 2/3 Center
- 2) Courtney Baszler/HS Teacher/2 years
- 3) Holli Rodriguez/School Nutrition/2 years
- 4) Danyelle Brotherton/Madison Librarian/1 year
- 5) Kylie Davis/Assistant Dance Coach/2 years
- 6) Kayleen Shaw/SPED Para-Educator-Madison

g) Intent to Apply for Grant Funding

Group Applying

Contact Person	CTE Jolene Konechne
Name of Award	Perkins Reserve Grant
Name of Funder	SD DOE CTE
Amount to be Requested	\$46,805
Project Focus	Career Tech VISION 2022 Conference attendance - 16 team members

h) Intent to Apply for Grant Funding

Group Applying

Contact Person	Huron School District Jolene Konechne
Name of Award	Homeland Security
Name of Funder	SD Office of Homeland Security
Amount to be Requested	\$54,587.55
Project Focus	Improved/Updated Security

i) Intent to Apply for Grant Funding

Group Applying

Contact Person	Buchanan K/1 Staff Lisa McCarty
Name of Award	Spirit Card
Name of Funder	American Bank & Trust
Amount to be Requested	\$1,500
Project Focus	Purchasing laminating pockets for staff to use for student center activities, name tags, desk tags, flashcards etc.

- j) Intent to Apply for Grant Funding**
Group Applying
 Contact Person For Classroom Use
 Name of Award Kelby Johnson
 Name of Funder Spirit Card Funds
 Amount to be Requested American Bank & Trust
 Project Focus \$450
 Classroom rug
- k) Intent to Apply for Grant Funding**
Group Applying
 Contact Person Track & Cross Country
 Name of Award Angie Thomas
 Name of Funder American Bank & Trust Spirit Card
 Amount to be Requested American Bank & Trust
 Project Focus \$2,000
 Chip timers, touch-pad timer, foam rollers,
 resistance bands, help paying for XC camp,
 registration for athletes
- l) Intent to Apply for Grant Funding**
Group Applying
 Contact Person Caitlin Ziegenbein/Buchanan SLC Teacher
 Name of Award Caitlin Ziegenbein
 Name of Funder Spirit Card
 Amount to be Requested American Bank & Trust
 Project Focus \$252
 Sensory items for students including ball
 Chair balls, chewys, weighted lap pads, &
 sensory mats
- m) Intent to Apply for Grant Funding**
Group Applying
 Contact Person Madison School Counseling Program
 Name of Award Shelly Fuller
 Name of Funder American Bank & Trust Spirit Card Funds
 Amount to be Requested American Bank & Trust
 Project Focus \$800
 School counseling materials/games & storage
- n) Intent to Apply for Grant Funding**
Group Applying
 Contact Person Lynn Soward-3rd grade teacher
 Name of Award Lynn Soward
 Name of Funder American Bank & Trust Spirit Card Funds
 Amount to be Requested American Bank & Trust
 Project Focus \$300
 Daily snack and/or drinks for Mrs.
 Soward's class
- o) Rehiring of Administrators for the 2022-2023 School Year**
 Administrators will be rehired at a salary to be set at a later date.

Administrators are listed below:

Roger Ahlers	Kathie Bostrom
Peggy Heinz	Jolene Konechne
Rodney Mittelstedt	Linda Pietz
Terry Rotert	Heather Rozell

John Halbkat	Amanda Reilly
Ralyna Schilling	Laura Willemsen
Mike Radke	Kari Hinker
Lyndi Hudson	

- p) **Advertising Agreement Renewal – Huron Arena:**
Pro Clean Plus
Prostrollo General Motors
- q) **Request for Approval of Open Enrollment Request – 2022-23 School Year**
 The administration has received open enrollment request #OE-2022-01 for Board Approval.
- r) **Permission to Bid for a Dishwasher for School Nutrition to be paid for by the School Nutrition Fund. Estimated Budget is \$250,000 - \$300,000**
- s) **Request to Accept Bids for Two New Yellow School Busses from Harlow’s Bus Sales**
- t) **Permission to Advertise for Bids for 160 Promethean Boards to update our classroom technology. The boards will be paid for with ESSER III or Title Funding.**
- u) **Request Approval of Open Enrollment Students Returning to the Huron School District after January 25th Deadline**
 The administration has received open enrollment request #RH-2021-02 and #RH-2021-03 for Board Approval.
- v) **Intent to Apply for Grant Funding**

Group Applying	Preschool Partnership Program
Contact Person	Jolene Konechne
Name of Award	HYLC/Student United Way
Name of Funder	HYLC/Student United Way
Amount to be Requested	\$500
Project Focus	Addressing unserved children in a Preschool Program
- w) **Request for Approval of Open Enrollment Request**
 The administration has received open enrollment request #OE-2021-25, #OE-2021-26, and #OE-2021-27 for Board approval.
- x) **Intent to Apply for Grant Funding**

Group Applying	Huron Middle School
Contact Person	Tammy Barnes
Name of Award	Huron Youth Leadership Council
Name of Funder	United Way
Amount to be Requested	\$500
Project Focus	Publish a book for each 7 th grade writing student for 2022-23

(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:**

- **Kelsey (1st Grade) & Christian (6th Grade) Small on the birth of their son, Kaiden Pierce Small born January 24th. Kaiden weighed 8lbs, 11oz.**
- **Molly Charlson and the HHS Concert Choir for being selected to perform at the South Dakota Music In-Service Concert**

- **Congratulations to the Class AA Superior Individuals this weekend from the SDHSAA One-Act Plan Festival at RC Central HS: Elizabeth Estrada, Samantha Swanson, Gracee Thompson, Madyson Schroder, and Aye Thwe**

THANK YOU TO:

- **Casey's General Store** for their donation of masks & hand sanitizer to the Buchanan K/1 Center
- **Dawn Daugherty** – TAP Worker @ Buchanan – for her donation of sweatpants
- **The Prairie Bible Church of Carpenter, SD** for the generous monetary donation to be used for purchasing winter clothing for Huron School District students

10. REPORTS TO THE BOARD:

- a) **Presentation of the 2020-2021 Audit Report – ELO CPA'S & Advisors**

11. NEW BUSINESS

- a) **Approve 2020-2021 Audit Report**

12. REPORTS TO THE BOARD:

- a) **Classified Employee of the Month** – Presented by Kari Hinker
Nancy Kempf, Title Para-Educator – Washington 4/5 Center, has been selected as Classified Employee of the Month for February, 2022. Nomination comments are included in this packet. Congratulations Nancy!
- b) **LAN Report** – Tim Van Berkum
- c) **Business Manager's Report**
- d) **Superintendent's Report**

13. OLD BUSINESS

- a) **Draft Calendar 2022-2023** - Calendar Committee Recommendation-2nd Reading
- b) **Policy ICA – School Calendar**
- c) **Section D: Fiscal Management Policies** – Current & Proposed Policies / Anticipated Timeline / Change Log
2nd Reading:
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

d) Branding Guide - Proposed Changes & Additions - 1st Reading

14. NEW BUSINESS

a) Rename McKinley School to McKinley Learning Center

b) Architect Request for Qualifications

c) Head Football Coach

15. EXECUTIVE SESSION

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

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

16. ADJOURNMENT

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

Rita Baszler

January 18, 2022

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **School Nurse/CTE Health Science Instructor** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$ 54634** 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 **8/12/2022** 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, 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 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 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, \$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 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. 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.

RN/BS

CONTRACT MUST BE SIGNED & RETURNED TO THE SUPERINTENDENT'S OFFICE BY TUESDAY, JANUARY 25, 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 2nd day of February 2022

Witness: Wanyelle Brotherton

Print Name: Rita Baszler

Sign here: [Signature]
Professional Service Provider

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

Christian Small

January 31, 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 **\$ 49899** 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 **8/17/2021** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

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

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

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

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

BS+15
Hired 2019-2020 - BS - No formal teaching experience. The above salary includes \$732 (ES-0) for 50% MS Memory Book. Earned BS+15 in Jan. 2022 +\$1,500.

CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY TUESDAY, FEBRUARY 8, 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 . . . 2 . . . day of . . . Feb 2022

Print Name: Christian Small

Sign here: Christian Small

Witness: [Signature]

Teacher

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

Carrie Azure

February 1, 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 **\$ 54164** 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 **8/8/2022** 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 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 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 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Teachers who are not full-time employees of the District shall be assessed damages at a percentage which matches their percent of employment.

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

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

MA
Hired 2022-2023 W/MA and 28 years of teaching/admin experience;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 8. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

*****CONTRACT MUST BE SIGNED & RETURNED TO THE SUPERINTENDENT'S OFFICE BY WEDNESDAY, FEBRUARY 9, 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 4th day of February, 2022

Witness: [Signature]

Print Name: Carrie Azure

Sign here: [Signature]
Teacher

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

Anne Larson

February 3, 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 **\$ 52631** 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 **8/12/2022** 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, and subject to your right to resign upon giving thirty (30) days notice thereof, in writing to said Board within 15 days of issuance of contract.

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

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

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

MA
Hired 2017-18 w/MA and 2 years of teaching experience. Hired 2022-23 as Instructional Coach. Prof Contract Increased - Employee will work 5 days above and beyond teachers 180.5 days with 4 days of pay at teachers daily rate and 1 day of "comp time." The above salary includes \$1141 for 4 extra days work. Extended days do not count toward the retainment and retention benefit in our school district and must be pre-approved from 3 people - Principal/Director of Instruction/Superintendent of Schools.

CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY WEDNESDAY, FEBRUARY 9, 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 7th day of February, 2022

Witness: Lexi Heinz

Print Name: Anne Larson

Sign here: Anne Larson
Teacher

From: Martinmaas, Liz <Liz.Martinmaas@k12.sd.us>
Sent: Monday, January 24, 2022 4:12 PM
To: Schilling, Ralyna <Ralyna.Schilling@k12.sd.us>
Cc: Rozell, Heather <Heather.Rozell@k12.sd.us>; Christensen, Kristle <Kristle.Christensen@k12.sd.us>
Subject: Employment

Hello Ladies,

I wanted to let you guys know that I have been offered an employment opportunity to work from home and spend more time with my baby. I would like to, if you are okay with it, being left on as a SUB so on the days I don't have work I can help if needed. My last day as a FT para will be February 4th.

I want to thank you all for the opportunity to work at the Madison school, I have enjoyed working with all of you and every day with the kids. This has been a goal of mine to one day be a stay-at-home mom and when the opportunity came it was hard to pass up.

Thank you!
Liz

Dear Mr. Radke and Dr. Steinhoff,

Please accept this letter as my official resignation from my position as high school social studies teacher at Huron High School. My final day will be May 20th, 2022, pending any additional adjustments made to the district schedule for snow days etc. After a lot of thought and conversation with those close to me, I have made the decision to move away from Huron to continue on my path of growth and healing, and hopefully continue my career in education as well.

This decision may be the hardest decision I have had to make thus far in my life. I have been so fortunate to be welcomed into HHS by the same Tiger Family that taught and molded me into the person and educator I am today. I am thankful for the opportunity to have not just one, but two positions in my 2 years at HHS, that have both taught me so much. I have been able to continue my passion for education and social studies, while also finding a new meaning for my passion of helping students believe in themselves and achieve the end goal of walking across the stage at graduation, and learning to fill whatever gap students may have in their life to help them achieve that goal, all at the same time. As I reflect on the last year and a half, the lessons I've learned from every employee at HHS and each of my students are lessons that I will, without a doubt, carry with me for the rest of my career as an educator. I truly cannot find the words to express how grateful I am for this job and for this family I've been able to be a part of at Huron High School.

I will work hard in my final months at HHS and in the Huron School District to complete all of the duties given to me to the best of my abilities and will do whatever I can even after my final days of employment to make sure the transition is as seamless as possible. If you are in need of any additional information or have any additional questions, please do not hesitate to ask or reach out.

Sincerely,
Courtney Baszler

Heather Rozell
Madison 2-3 Center

February 1, 2022

Dear Heather,

I am writing this letter to inform you that I am resigning from my position as Librarian Para. My last day will be February 18, 2022.

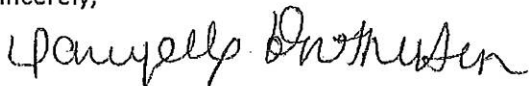
It has been an absolute pleasure to work with you and your staff. I am forever grateful for the knowledge and friendships I have gained during my time at Madison. Your leadership is inspiring and I thank you for trusting me with the library, fundraising and office duties. It has truly been fun!

I have been offered a position with the Huron Public Library and know that this is a rare opportunity.

Please know in the next two and a half weeks I will be working hard to leave the library in a good transition state. I would be happy to help with any training or questions one might have now or after I am gone. I am willing to help in any way possible!

Thank you for everything!!

Sincerely,



Danyelle Brotherton

February 3, 2021

Dear Mr. Rotert,

Please accept this letter as formal notification that I will be resigning from my position as Assistant Dance Coach.

Thank you for the opportunity to be in this position the last 2 years. I have greatly enjoyed being a part of the Cheer and Dance program.

Thank you,

A handwritten signature in black ink that reads "Kylie Davis". The signature is written in a cursive style with a large, looped initial "K".

Kylie Davis

Feb 8, 2022

A handwritten signature in black ink, likely belonging to Mr. Rotert, written in a cursive style.

Kayleen A Shaw
295 7th St NW Apt 4
Huron, SD 57350
(779)245-2805
Kayleen.a.shaw@gmail.com

150 5th St SW
Huron, SD 57350

To whom it may concern,

I am resigning as SPED Para-Educator at Madison school to fill another position at Madison School. While I loved working as a Para-Educator I knew I could not pass up my passion instructing in another role.

Thank you,

Kayleen Shaw



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1-28-22 Contact Person: Jolene Konechne

Group Applying: CTE

Name of Grant/Award: Perkins Reserve Grant

Name of Funder: SD DOE CTE Contact Person Jamie Boettcher

Amount to be Requested: \$46,805 Funder's Submission Due Date: 2-1-22

Project Focus: CareerTech VISION 2022 Conference attendance - 16 team members

How awarded amount received? _____ Full amount up front Reimbursement

Are any follow up reports required? _____ Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes _____ No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Jolene Konechne 1-28-22
Building/Department Administrator Date

Signature: Linda J Pietz 1-28-2022
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 1-28-2022
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1-28-22 Contact Person: Jolene Konechne

Group Applying: Huron School District

Name of Grant/Award: Homeland Security

Name of Funder: SD Office of Homeland Security Contact Person Cathy Strudle

Amount to be Requested: \$54,587⁵⁵ Funder's Submission Due Date: open-ended

Project Focus: Improved/updated security

How awarded amount received? _____ Full amount up front Reimbursement

Are any follow up reports required? _____ Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes _____ No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Jolene Konechne 1-28-22
Building/Department Administrator Date

Signature: Linda J Pietz 1-28-2022
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 1-28-2022
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1-25-22 Contact Person: Lisa McCarty
Group Applying: Buchanan K-1 staff
Name of Grant/Award: Spirit Card
Name of Funder: American Bank and Trust Contact Person: Spirit Card Board

Amount to be Requested: \$1,500 Funder's Submission Due Date: _____

Project Focus: Purchasing laminating pockets for staff to use for student center activities, name tags, desk tags, flashcards etc. For using with students to make materials last longer.

How awarded amount received? Full amount up front
Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: [Signature] 1/25/22
Building Department Administrator Date

Signature: [Signature] 1/25/22
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: [Signature] 1-25-22
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1-25-22 Contact Person: Kelby Johnson

Group Applying: for classroom use

Name of Grant/Award: Spirit Card Funds

Name of Funder: American Bank and Trust Contact Person Whitney McDonald

Amount to be Requested: \$ 450 Funder's Submission Due Date: February 11

Project Focus: Classroom rug

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: [Signature] 1/25/22
Building/Department Administrator Date

Signature: [Signature] 1/25/22
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: [Signature] 1-25-22
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1/24/2022 Contact Person: Angie Thomas

Group Applying: Track and Cross Country

Name of Grant/Award: American Bank & Trust Spirit Card

Name of Funder: American Bank & Trust Contact Person: Whitney McDonald

Amount to be Requested: \$2000.00 Funder's Submission Due Date: February 11, 2022

Project Focus: Chip Timers, Touch-pad timer, foam rollers, resistance bands, help paying for XC camp registration for athletes

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: [Signature] 1/24/22
Building/Department Administrator Date

Signature: [Signature] 1/24/22
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: [Signature] 1-25-22
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1/18/22 Contact Person: Caitlin Ziegenbein

Group Applying: Caitlin Ziegenbein (Buchanan SLC Teacher)

Name of Grant/Award: Spirit Card

Name of Funder: America Bank and Trust Contact Person: Whitney McDonald

Amount to be Requested: \$252 Funder's Submission Due Date: 2/11/22

Project Focus: Sensory items for students including ball chair balls, chewys, weighted lap pads, and sensory mats.

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? NA

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: [Signature] 1/25/22
Building/Department Administrator Date

Signature: [Signature] 1/25/22
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: [Signature] 1-25-22
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1/31/22 Contact Person: Shelly Fuller

Group Applying: Madison 2-3 Center-school counseling program

Name of Grant/Award: American Bank and Trust-Spirit Card Funds

Name of Funder: American Bank and Trust Contact Person: Shelly Fuller

Amount to be Requested: \$800 Funder's Submission Due Date: 2/11/22

Project Focus: School counseling materials/games and storage

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: _____
Building/Department Administrator

Date

1/31/22

Signature: _____
Linda J Pietz, Director of Curriculum, Instruction & Assessment

Date

1/31/22

Signature: _____
Kelly Christopherson, Business Manager

Date

2-1-22

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 1/31/2022 Contact Person: Lynn Soward

Group Applying: Lynn Soward 3rd grade teacher

Name of Grant/Award: American Bank & Trust Spirit Card Funds

Name of Funder: American Bank & Trust Contact Person Whitney McDonald

Amount to be Requested: \$300.00 Funder's Submission Due Date: 2/11/2022

Project Focus: daily snack and/or drinks for Mrs. Soward's class

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: [Signature] 1/31/22
 Building/Department Administrator Date

Signature: [Signature] 1/31/22
 Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: [Signature] 2-1-22
 Kelly Christopherson, Business Manager Date

Presented to School Board: _____

ADVERTISING AGREEMENT RENEWAL

This advertising agreement renewal is made and entered into this 28 day of Jan, 2022, by and among PRO CLEAN PLUS ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated December 31, 2014 (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 TAS

Owner Initial _____

PAYMENT SCHEDULE

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

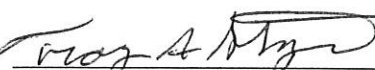
Payment #1: \$2,500 Payment due on or before July 1, 2022

ADVERTISER ACKNOWLEDGES AND WILL ABIDE BY THE PAYMENT SCHEDULE.

It is understood by both parties that the Owner intends to hire the Advertiser for cleaning services worth at least \$2,500 during 2022.

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

ADVERTISER: PRO CLEAN PLUS

By 
[authorized signature only]

Troy Styer
[print or type name clearly]

Title owner

Dated 28 Jan 22

Address: 201 market st E.

City, State, Zip: Huron, SD 57350

Phone: 605-352-5776

Fax: _____

Email Address: huronpcpl@gmail.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 25 day of Jan, 2022, by and among PROSTROLLO GENERAL MOTORS ("Advertiser"), and HURON SCHOOL DISTRICT 2-2, ("Owner").

WHEREAS, Advertiser and Owner have entered into the Advertising Agreement dated October 1, 2004 (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 \$8,000 (eight 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 JD

Owner Initial _____

PAYMENT SCHEDULE

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

Payment #1: \$ 2000 Payment due on or before 1/31/2022

Payment #2: \$ 2000.00 Payment due on or before 4/30/2022

Payment #3: \$ 2000.00 Payment due on or before 7/30/22

Payment #4: \$ 2000.00 Payment due on or before 10/30/22

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: Prostrollo General Motors

By John Deniger
[authorized signature only]

JOHN DENIGER
[print or type name clearly]

Title PRESIDENT
Dated 1/25/22

Address: PO Box 1415
City, State, Zip: Huron, SO 57350
Phone: 605-352-6411
Fax: 605-352-9286
Email Address: info@prostrollo.com

OWNER: Huron School District 2-2

By _____
Huron Board of Education

Board Approved _____



Kelly Christopherson
Business Manager
150 5th St. SW
Huron, SD 57350
P: (605) 353-6995
F: (605) 353-6994
kelly.christopherson@k12.sd.us

Date: January 31, 2022

To: School Board Members
Dr. Kraig Steinhoff, Superintendent

From: Kelly Christopherson *ke*

RE: School Bus Bids

We opened bids for two new yellow school buses on January 31, 2022. Two bids were received and bid tabulations are attached. The low bid for Unit #1, a 77 passenger bus seated for 71 passengers was submitted by Harlow's Bus Sales for \$99,685.18. The low bid for Unit #2, a 71 passenger bus seated for 65 passengers was submitted by Harlow's Bus Sales for \$98,669.76. The Clean Diesel Grant will fund 25% of the cost and the 2022-2023 Capital Outlay Budget will fund 75% of the cost.

I recommend accepting the bids for two new yellow school buses from Harlow's Bus Sales. The bids received on these buses has risen 8.6% - 22.4% compared to one year ago.

Huron School District 2-2
 Unit #1 - Diesel 77 Passenger School Bus Seated 71
 Bid Recap
 January 31, 2022 at 3:00 p.m.

Vendor	Bond/ Check	Bus	Base Price	Meet's Specifications?
Harlow's Bus Sales	Yes	2023 IHC	99,685.18	Yes
I-State Truck Center	Yes	2023 Freightliner	113,995.00	Yes
North Central Bus Sales	Yes		No Bid	

Huron School District 2-2
 Unit #2 - Diesel 71 Passenger School Bus Seated 65
 Bid Recap
 January 31, 2022 at 3:00 p.m.

Vendor	Bond/ Check	Bus	Base Price	Meet's Specifications?
Harlow's Bus Sales	Yes	2023 IHC	98,669.76	Yes
I-State Truck Center	Yes	2023 Freightliner	109,995.00	Yes
North Central Bus Sales	Yes		No Bid	



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 2-4-2022 Contact Person: Jolene Konechne

Group Applying: Preschool Partnership Program

Name of Grant/Award: HYLC / Student United Way

Name of Funder: HYLC / Student U.W. Contact Person: Jen Bragg

Amount to be Requested: \$500 Funder's Submission Due Date: 3/14/2022

Project Focus: Addressing unsewed children in a preschool program.

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

- Please note:
- Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
 - A copy of the completed grant application must be available upon request.
 - The person or group applying will need to submit the following documentation to the business offices:
 - If and when the grant is awarded, a copy of the award letter.
 - If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Jolene Konechne 2/4/2022
Building/Department Administrator Date

Signature: Linda J Pietz 2/4/2022
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 2-7-2022
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



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

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 2-8-22 Contact Person: Tammy Barnes

Group Applying: Huron Middle School

Name of Grant/Award: Huron Youth Leadership Council

Name of Funder: United Way Contact Person _____

Amount to be Requested: \$500 Funder's Submission Due Date: March 14, 2022

Project Focus: Publish a book for each 7th grade writing student for

How awarded amount received? Full amount up front Reimbursement 2022-23

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- A copy of the completed grant application must be available upon request.
- The person or group applying will need to submit the following documentation to the business offices:
 - If and when the grant is awarded, a copy of the award letter.
 - If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Laura Wille 2/8/22
Building/Department Administrator Date

Signature: Linda J Pietz 2/9/22
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 2-10-22
Kelly Christopherson, Business Manager Date

Presented to School Board: _____

Classified Employee of the Month

Name	Nancy Kempf
Position	Title Para-Educator
Date	February 14, 2022

Nancy Kempf has been chosen as the classified employee of the month for Washington 4-5 Center. Nancy is currently employed as a Title I para educator. She has been employed with the district for 7 years. She spends her day monitoring keyboarding, working with students in the homework room, and helping students to be successful in the classrooms. Washington 4-5 Center is fortunate to have Nancy on staff. She is dependable, reliable, and gives her heart to the district. It is her desire for every student to become a good citizen in the future. Nancy goes above and beyond, with only the best interest in mind for every student and that is why we want to recognize her the classified employee of the month.

Here is what her colleagues had to say about her:

Nancy is fantastic! She is always searching for ways to support students in their learning and behavior. She builds meaningful and long-lasting relationships with all children in the hopes that they will know they are loved and safe. Finally, she is such a help to teachers, whether it be aiding in tasks, creating projects, or boosting attitudes with her energy - everything she does is to lift others up and make Washington the best school it can be for all of us!

Nancy consistently gives 110%. She does things for the best of the students and to help support every staff member at Washington. Nancy teaches students the importance of respect and manners and shows the same to each student. Every day she hosts a homework help room at lunch to help students on their missing assignments for class. She also is always available to help whenever called upon and is part of the Coffee Bean Club / Hospitality Committee to help spread cheer to the staff in our school. Her help with that has the club do so many amazing activities and celebrations this year. She is an amazing asset to Washington. I am thankful to have her around!

Nancy is always willing to help out where needed and goes above and beyond when helping students. She manages the afternoon homework room to help students with assignments. She is an asset to the building and has all staff and students' best interest at heart.

Thank you, Nancy, for your dedication to the Washington 4-5 Center, and your high regard for student learning.

Washington 4-5 Center Staff



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 - 1st 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

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	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 & 1st Gr Center:

2nd & 3rd Gr Center:

4th & 5th Gr Center:

Middle School:

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

ELEMENTARY/MIDDLE SCHOOL/HIGH SCHOOL


Quarter will end on date set at grade level.

End of 1st Semester - (83 days)

End of 2nd 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

	Huron School District #2-2	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.

SECTION D: FISCAL MANAGEMENT

=====
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.
=====

<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.

	Huron School District #2-2	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.

	Huron School District #2-2	Code: DN-N Payday Schedules
	Policies and Regulations	

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.

	Huron School District #2-2	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.

	Huron School District #2-2	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
DI	Contracts
DIB	Types of Funds
DIBGA	Custodial Funds
DIE	Audits
DJ	Petty Cash Accounts
DJBA	Incidental Accounts
DL	Purchasing Procedures
DM	Payment Procedures
DMA-N	Payment Procedures for Certified Employees
DN-N	Payday Schedules
DO	Expense Reimbursements (Lodging, Mileage, and Meals)
DP	Cash in School Buildings


	Huron School District #2-2	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	Code: DB
	Policies and Regulations	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.

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.

	Huron School District #2-2	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.

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

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.


	Huron School District #2-2	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.

	Huron School District #2-2	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	Code: DGD
	Policies and Regulations	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	Code: DH Purchasing Authority
	Policies and Regulations	


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.

	Huron School District #2-2	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.

	Huron School District #2-2	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.

	Huron School District #2-2	Code: DIB Types of Funds
	Policies and Regulations	

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).

	Huron School District #2-2	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.

	Huron School District #2-2	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.


	Huron School District #2-2	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.


	Huron School District #2-2	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.

	Huron School District #2-2	Code: DL Purchasing Procedures
	Policies and Regulations	

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.

	Huron School District #2-2	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


	Huron School District #2-2	Code: DL Purchasing Procedures
	Policies and Regulations	

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.

	Huron School District #2-2	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.

	Huron School District #2-2	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.

	Huron School District #2-2	Code: DN-N Payday Schedules
	Policies and Regulations	

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.

	Huron School District #2-2	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.

	Huron School District #2-2	Code: DP Cash in School Buildings
	Policies and Regulations	

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.



SCHOOL DISTRICT
Business Office

Kelly Christopherson

Business Manager

150 5th St. SW

Huron, SD 57350

P: (605) 353-6995

F: (605) 353-6994

kelly.christopherson@k12.sd.us

Date: February 1, 2022

To: School Board Members
Dr. Kraig Steinhoff, Superintendent

From: Kelly Christopherson 

RE: Architect Request for Qualifications

Part of the requirements for spending the ESSER III funding require we follow 2 CFR 200.320 for the procurement of Architectural and Engineering Services. 2 CFR 200.320 states we must evaluate their qualifications and select the most qualified offer subject to negotiation of fair and reasonable compensation.

We advertised for proposals with a deadline of February 1, 2022. We were contacted by four architectural firms and two submitted proposals. Two firms declined based on the workload they currently have.

We have thoroughly evaluated the two proposals we received from Koch Hazard Architects and JLG Architects.

Based on the qualifications received, I recommend selecting JLG Architects.

JLG Architects propose a variable rate depending on the complexity of the various projects ranging from 4-7% of the construction cost of the project. This is in line with the rate of 6.9% we have been paying for architectural services on recent projects.