

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 – SPECIAL MEETING
Instructional Planning Center/Huron Arena
September 25, 2023
5:30 p.m.



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

September 25	High School Parent/Teacher Conferences 5:30-8:30p.m.
October 4	Early Release/District Inservice
October 9	Native American Day – No School
October 10	Board of Education Meeting (Tuesday) – 5:30p.m. – IPC
October 23	Board of Education Meeting – 5:30p.m. – IPC
November 1	Early Release/District Inservice
November 10	Veteran's Day Holiday – No School
November 13	Board of Education Meeting – 5:30p.m. – IPC
Nov 22, 23, 24	Holiday Break – No School
November 27	Board of Education Meeting – 5:30p.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 recommends approval of the following:

 - a) **Consideration and Approval of the Bills**
 - b) **New Hires to the District**

Classified personnel and substitute teachers must be approved in order to be covered by our workmen's compensation plan.

 - 1) Nicole Gerber/Substitute Teacher - \$160 per day/Substitute
Para-Educator - \$19.16 per hour
 - 2) James Jesser/Substitute Teacher - \$160 per day/Substitute
Para-Educator - \$19.16 per hour
 - 3) Margaret Cameron/Substitute Food Service - \$20.04 per hour
 - 4) Miah Francom/Substitute Teacher - \$160 per day/Substitute
Para-Educator - \$19.16 per hour
 - 5) Rolland Hotchkin/Substitute Route Driver - \$35 per hour
 - 6) Hayden Owen/SPED Para Educator, McKinley - \$20.69 per hour
 - 7) Shelene McDonald/Substitute Food Service - \$20.04
 - 8) Abigail Brandsrud/Substitute Teacher - \$160 per day/Substitute
Para-Educator - \$19.16 per hour
 - 9) Tasha Kjellerson/SPED Para Educator, Buchanan - \$21.65 per hour

- 10) Brandi Fitzgerald/Educator Rising Advisor - \$2,028 per year
- 11) Rita Baszler Lanners/HOSA Advisor - \$2,028 per year
- c) **Resignations for Board Approval**
 - 1) Cindi Williams/Administrative Assistant-Buchanan (Jan 1, 2024)/17 years
 - 2)
- d) **Contracts for Board Approval**
 - 1) Andrew Raml/Revised Contract, Master's Correction/\$60,433 per year
 - 2) Teresa Smith/Revised Contract/\$46.51 per hour

(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 to:

- **Myranda (7th ELA teacher @ HMS) and Schuyler (5th grade teacher @ Washington) Holtrop** welcomed son, Matthew David, on September 1
- **Alex (1st grade teacher @Buchanan) and Megan Babcock** welcomed daughter, Mallory Kristine, on September 20

Thank You to:

- **HSD Principals** – October is National Principals Month
- **HSD Custodians** - School Custodian Appreciation Day, October 2
- **Bill Sunderman** for the donation of Tiger Head Costumes to Madison 2-3 Center

10. **REPORTS TO THE BOARD**

- a) **Good News Report** – Amanda Reilly, Sarah Knouse - School Nutrition
- b) **Facility Planning Report**
- c) **Superintendent's Report**

11. **OLD BUSINESS**

- a) **Policy CDB Organizational Chart** – 1st reading
- b)

12. **NEW BUSINESS**

- a) **SD Department of Education CTE Collaborative Equipment Grants - Intent to Apply**
 - i) **Huron School District Letter of Support for CTE Collaborative Equipment Grant**
- b) **Tax Request for 2023 Taxes Payable in 2024**

13. **EXECUTIVE SESSION**

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

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

14. **New Business**

- a) **Leave of Absence Requests**
 - Yacqui Sanchez/Class AAA Administrative Assistant – McKinley
 - Lar Eh Paw/Title 1 Para Educator – Madison
 - Yoe Kaw Paw/Title 1 Para Educator – Middle School

15. **ADJOURNMENT**

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 10 GENERAL FUND	
ALC CHRISTIAN LEARNING CENTER PRESCHOOL		PROF SVC	25.00
APPLE, INC.		SUPPLIES	9,790.00
BALLARD AND TIGHE		SUPPLIES	1,221.20
BOB'S PIANO SERVICE, INC.		REPAIRS	810.00
BUHLS DRYCLEANERS & LINEN SUPPLY		LAUNDRY	2,378.00
CDW GOVERNMENT, INC.		SUPPLIES	1,190.00
COBORN INC		SUPPLIES	316.60
CON BRIO STUDIO		SUPPLIES	55.00
CREATIVE PRINTING COMPANY		SUPPLIES	5,573.60
DEMCO INC		SUPPLIES	263.06
DRAMATIC PUBLISHING COMPANY		OTHER SUP & MAT	462.24
DROPLET SOLUTIONS INC		SOFTWARE	8,000.00
ELO PROF., LLC		PROF SVC	11,987.48
FIRST CLASS DESIGN, INC.		SUPPLIES	384.00
GOVCONNECTION, INC.		SUPPLIES	1,085.00
HOLFORTHY, JAMIE		INCENTIVE	125.00
HURON REGIONAL MEDICAL CENTER		PROF SVC	1,080.00
INNOVATIVE COLOURS		SUPPLIES	1,839.00
INTERSTATE ALL BATTERY CENTER		SUPPLIES	186.95
J.W. PEPPER & SON, INC.		SUPPLIES	317.34
JOSTENS		SUPPLIES	5,902.94
K-LOG INC		SUPPLIES	1,060.61
MATHESON TRI-GAS INC		SUPPLIES	341.09
MCKINLEY LEARNING CENTER		TUITION	300.00
MG OIL COMPANY		SUPPLIES	6,786.55
MIDCONTINENT COMMUNICATIONS		COMMUNICATIONS	486.31
MUSIC TEACHER RESOURCES		MEMBERSHIP	200.00
NASASP		DUES	39.00
NORTHWESTERN ENERGY		UTILITIES	40,777.67
OFFICE EQUIPMENT SERVICE		SUPPLIES	488.00
OFFICE PEEPS		SUPPLIES	2,250.35
OTC BRANDS INC.		SUPPLIES	264.91
POPP BINDING & LAMINATING INC		SUPPLIES	684.00
POPPLERS MUSIC INC.		SUPPLIES	2,430.80
POWERUP EDU		SUPPLIES	5,453.00
SCHOLASTIC BOOK CLUBS		BOOKS	3,838.76
SCHOOL SPECIALTY LLC		SUPPLIES	155.21
SHAR PRODUCTS COMPANY		SUPPLIES	278.30
SIGNATURE PLUS		SUPPLIES	175.00
SOUTHWEST STRINGS		SUPPLIES	827.08
STAPLES		SUPPLIES	1,437.18
STERLING COMPUTERS		SUPPLIES	3,500.00
SUBSCRIPTION SERVICES OF		SUPPLIES	400.72
TAYLOR MUSIC		SUPPLIES	1,420.00
TEACHER SYNERGY, LLC		SUPPLIES	317.61

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
TSCHESTER, SIERRA	INCENTIVE	2,500.00
UNITED PARCEL SERVICE	FREIGHT	33.26
WASTE MANAGEMENT CORPORATE SVCS	SERVICES	357.52
	Fund Total:	129,795.34

<u>Checking</u>	<u>1</u>	<u>Fund: 21</u>	<u>CAPITAL OUTLAY FUND</u>	
APPLE, INC.			SUPPLIES	19,580.00
BARNES & NOBLE			SUPPLIES	22.37
BOUND TO STAY BOUND			BOOKS	602.29
CDW GOVERNMENT, INC.			SUPPLIES	1,190.00
CONNECTING POINT			SUPPLIES	5,798.88
CREATIVE PRINTING COMPANY			SUPPLIES	498.79
FOLLETT CONTENT SOLUTIONS LLC			SUPPLIES	606.07
FOREMAN SALES & SERVICE, INC.			SUPPLIES	86,891.00
HURON TITLE COMPANY			BLDG CONSTRUCT & IMPROV	25,000.00
INNOVATIVE OFFICE SOLUTION			SUPPLIES	16,279.20
JLG ARCHITECTS			PROF SVC	4,380.00
LERNER PUBLISHING GROUP			SUPPLIES	7.99
OFFICE EQUIPMENT SERVICE			SUPPLIES	19,000.00
OFFICE PEEPS			SUPPLIES	498.00
PICKLEBALL CENTRAL			SUPPLIES	871.89
SCHOLASTIC BOOK CLUBS			BOOKS	34.57
STERLING COMPUTERS			SUPPLIES	12,280.00
			Fund Total:	193,541.05

<u>Checking</u>	<u>1</u>	<u>Fund: 22</u>	<u>SPECIAL EDUCATION FUND</u>	
AMERICAN THERMOFORM CORPORATION			SUPPLIES	43.99
CHILDREN'S HOME SOCIETY			PROF SVC	2,831.87
CORPORATE TRANSLATION SERVICES, INC.			PROF SVC	14.82
CREATIVE PRINTING COMPANY			SUPPLIES	121.00
NCS PEARSON, INC.			SUPPLIES	176.20
			Fund Total:	3,187.88

<u>Checking</u>	<u>1</u>	<u>Fund: 25</u>	<u>BUILDING FUND</u>	
DRAMSTAD REFRIGERATION			REPAIRS	814.50
			Fund Total:	814.50
			Checking Account Total:	327,338.77

<u>Checking</u>	<u>4</u>	<u>Fund: 51</u>	<u>SCHOOL NUTRITION FUND</u>	
MG OIL COMPANY			SUPPLIES	247.97
			Fund Total:	247.97
			Checking Account Total:	247.97

<u>Checking</u>	<u>5</u>	<u>Fund: 53</u>	<u>ENTERPRISE FUND</u>	
MG OIL COMPANY			SUPPLIES	71.78
			Fund Total:	71.78
			Checking Account Total:	71.78



August 22, 2023

To whom it may concern,

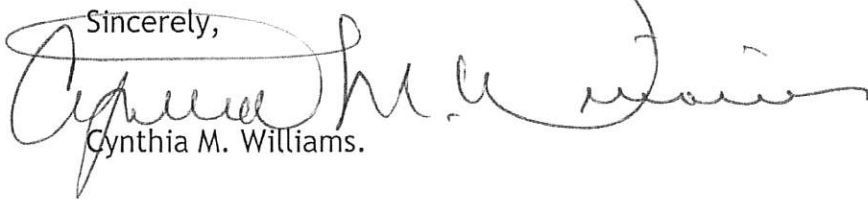
I am writing this letter with a very heavy heart, but I have made the decision to retire at the end of this year.

My last day with the Huron School District will be the 1st day of January 2024.

I have so enjoyed my years working here at the Buchanan K-1 Center and I want to thank everyone who supported me throughout these years.

Grateful for being able to be a part of so many lives,

Sincerely,



Cynthia M. Williams.



EMPLOYMENT CONTRACT

Huron School District No. 2-2, Huron, South Dakota

09/15/2023

Andrew Raml

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 **\$60,433** 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 **08/14/2023** 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 employment 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. Employees 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 employee and the Board of Education.

Contract correction includes \$2,000 for MA earned August 2022.

MA

Base Contract: \$60,433

***CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY 09/18/2023

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 contract 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."

Employee Signature

Andrew Raml

Date

09/15/2023 10:09 am

Chairman of School District Board Signature

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

Tereas Smith

September 15, 2023

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 wage basis of **\$ 46.51** per hour 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 **09/05/2023** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The wages are to be paid the fifteenth day of each of ten or twelve calendar months.

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

It is further contracted and agreed that your failure to complete the term of service prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. **THEREFORE**, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring between the date signed and approved by the School Board through **June 30** for the ensuing year, damages shall be assessed at \$1,000.00. For breaking a contract **July 1** through **July 31**, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. 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 employee and the Board of Education.

Contract is calculated from the 2023-2024 Hiring Schedule at 20 years' experience with a Bachelor of Science Degree. Calculation is based on a \$57,899 full-time contract, with Teresa teaching 19 hours per week. Hourly rate is \$46.51 per hour. This contract will end if a suitable replacement is found.

Base Contract: \$28,944

Extra Duty: HS Vocal Music Director \$2,872

*****CONTRACT MUST BE SIGNED & RETURNED TO THE SUPERINTENDENT'S OFFICE BY WEDNESDAY, SEPT 20, 2023.*****

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 15 day of Sept. 2023

Witness: Darla Falkner

Sign here: Tereas Smith

Employee Signature



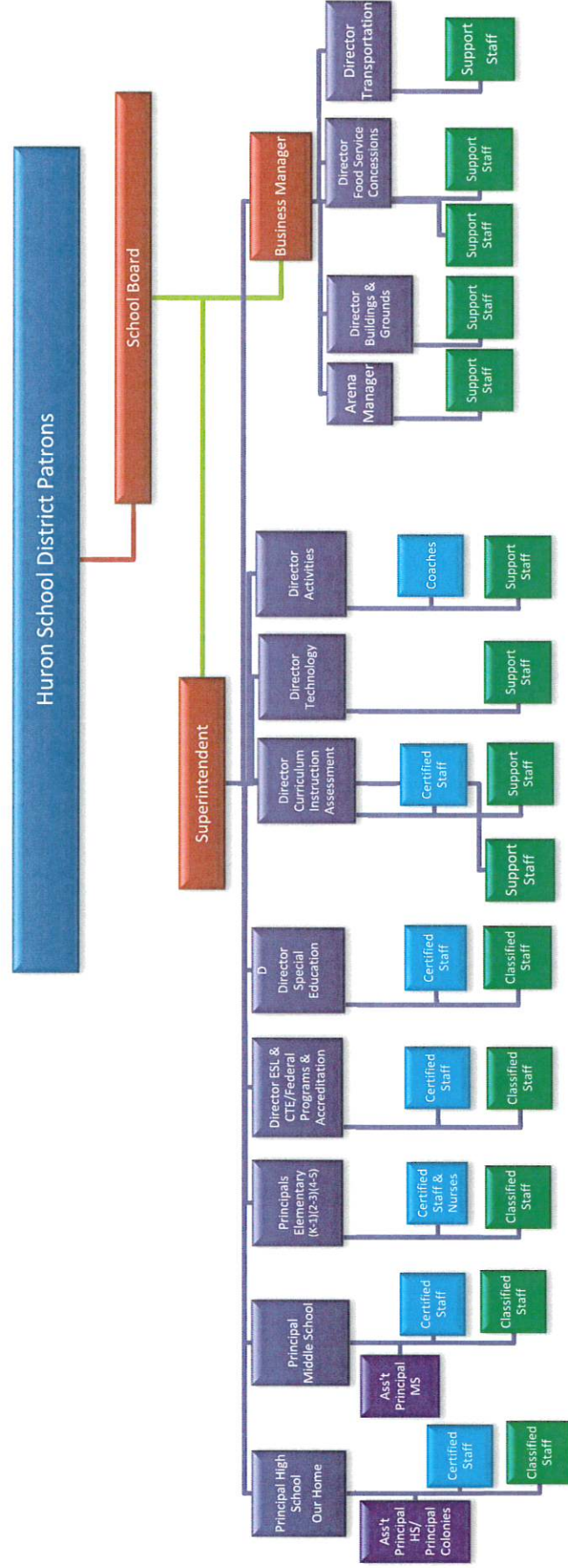
Huron School District #2-2

Policies and Regulations

Code:

CDB Organizational Chart

Organizational Chart





SCHOOL DISTRICT

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

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: 9/19/2023 Contact Person: Jolene Konechne

Group Applying: Huron School District CTE

Name of Grant/Award: CTE Collaborative Equipment Grant

Name of Funder: SD DOE Contact Person Jolene Konechne

Amount to be Requested: \$2,000,000 Funder's Submission Due Date: October 6, 2023

Project Focus: Increasing accessibility of high-quality Career and Technical Education courses to students across our region, as well as continuing to advance our CTE course offerings.

How awarded amount received? Full amount up front xx Reimbursement

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

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

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.
One-to-one match (\$2,000,000)

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 9-19-2023
Building/Department Administrator Date

Signature: Linda J Pietz 9-19-2023
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 9-19-2023
Kelly Christopherson, Business Manager Date

Presented to School Board:



Board of Education Huron School District

Garret Bischoff, President
150 5th St. SW
Huron, SD 57350
P: (605) 353-6990

September 25, 2023

Subject: Commitment to Career and Technical Education Collaborative Equipment Grant

Dear CTE Collaborative Equipment Grant Committee,

The Huron Board of Education strongly supports the Career and Technical Education Collaborative Equipment Grant. We understand the transformative potential of robust career and technical education programs, and we are genuinely excited to collaborate with Sanborn Central, Wolsey-Wessington, and Hitchcock-Tulare School Districts. The grant directly aligns with the goals in our Strategic Plan to expand Career & Technical Education and follow the anticipated Career & Technical Education expansion timeline.

As a board, we recognize that equipping our students with the skills, knowledge, and hands-on experience they need for success in the modern workforce is paramount. This grant will undoubtedly play a pivotal role in realizing this objective. The acquisition of state-of-the-art equipment will enable us to provide students with a learning environment that is both innovative and practical, bridging the gap between classroom instruction and real-world application. Our commitment to this grant is not just about obtaining cutting-edge equipment. It signifies our commitment to fostering a culture of collaboration, innovation, and excellence within our school district and community partners.

Furthermore, this collaboration aligns with our district goals of fostering community engagement and promoting educational equity. By offering advanced career and technical education opportunities and partnering with post-secondary institutions, we are ensuring that all our students have access to pathways that lead to prosperous and fulfilling futures.

The Huron Board of Education is fully committed to the success of the Career and Technical Education Collaborative Equipment Grant. We are excited about the possibilities it presents and the positive impact it will have on our students, educators, and community.

Sincerely,

Garret Bischoff
President, Huron School District Board of Education



ADOPTION OF ANNUAL BUDGET

Let it be resolved, that the school board of the Huron School District #2-2, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2 hereby approves and adopts its proposed budget and changes thereto, to be its annual budget for the fiscal year July 1, 2023 through June 30, 2024. The adopted annual budget totals are as follows:

General Fund	\$ 27,250,000
Capital Outlay Fund	\$ 8,261,000
Special Education Fund	\$ 6,587,000
Building Fund	\$ 5,000
Elementary Bond Redemption	\$ 1,423,000
Food Service Fund	\$ 2,455,000
Enterprise Fund	\$ 216,000

The adopted annual budget tax levy / tax dollar request are as follows:

Tax Levy Request

<u>General Fund</u>	\$1.320 / per \$1,000 of ag valuation \$2.954 / per \$1,000 of owner-occupied valuation \$6.113 / per \$1,000 of commercial valuation \$6.113 / per \$1,000 of utilities valuation
<u>Special Education Fund</u>	\$1.574 / per \$1,000 of total valuation

Tax Dollar Request

<u>Bond Redemption - Elementary</u>	\$ 1,423,000
<u>Capital Outlay Fund</u>	\$ 4,360,517
<u>General Fund Opt Out Amount</u>	\$ 0

Kelly Christopherson, Business Manager

Date

Received and filed in my office this _____ day of _____

Signature of County Auditor _____



McKinley Learning Center

705 Dakota Ave N

Huron, SD 57350

P: (605) 353-6680

F: (605) 353-6705

RE: Maternity Leave

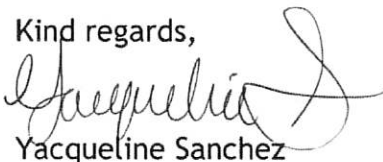
Dr. Steinhoff,

I am writing to you to inform you that my due date is rapidly approaching, and I would like to request full maternity leave (6 weeks). I've had complications throughout this pregnancy, but I do plan to do my best and work up until my very last day.

Before starting my maternity leave, I will aim to wrap up anything that needs to be done on my end to make the transition smooth for the Sub in my place. Please consider my request and let me know if you would like to discuss this in more detail.

If I must be contacted while on leave my number is (432)755-9489 and will also be available on my school email. I would like to thank you in advance for your understanding and consideration. I look forward to returning to McKinley at the end of my maternity leave.

Kind regards,


Jacqueline Sanchez

Dear School Board

Superintendent Steinhoff:

I am requesting a leave of absence.
I have the opportunity to go back to
Thailand, to visit family, who I have not
seen for many years.

I am requesting December 7th to
January 5th. (15 school days)

I love my job and would like to
continue my employment at Madison
School when I return.

Thank you for your consideration.

Lar Eh Paw
9-20-23

09-20-2023
Yoe Kaw Paw
333 20th ST SE
605-570-2434

09-20-2023
Huron Middle School
ESL Para
1045 18th ST SW
Huron, SD 57350

Dear Dr. Steinhoff and Huron School District,

I am writing to formally request your permission for a leave of absence. I will be traveling to Thailand in December to visit my family. I will be leaving on December 7, 2023, and will be absent from school on December 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22 of 2023 and 3, 4, 5 of 2024.

I would greatly appreciate your cooperation in this matter. If my absence is approved, please do not hesitate to contact me with any questions or concerns.

Thank you for your consideration.

Sincerely,

Yoe Kaw Paw