AGENDA
BOARD OF EDUCATION – REGULAR MEETING
Instructional Planning Center/Huron Arena
December 11, 2017
5:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Adoption of the Agenda
5. Dates to Remember
   December 18     Legislator/School Board Luncheon – 11:30 a.m. HHS
   December 25-29  Holiday Break – No School
   January 1       New Year’s Day Holiday – Happy New Year!
   January 8       Board of Education Meeting – 5:30 p.m. IPC
   January 10      Early Release
   January 15      Martin Luther King Holiday – No School
   January 20      Credit Recovery Day
   January 22      Board of Education Meeting – 5:30 p.m. IPC
   January 29      HHS Registration Open House – 5:30 – 8:45

6. Community Input on Items Not on the Agenda
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, and volunteers must be approved in order to be covered by our workers’ compensation plan.
      1) Jill Hins / Academic Interventionist – HMS / $31.33 per hour
      2) Samuel Kretschmar / Substitute Teacher / $120 per day
      3) Antonio Jenkins Harris / Volunteer
      4) Joseph Skorheim / Substitute Para-Educator / $13.66 per hour
      5) Richard Sievert/Volunteer
      6) Jim Bigelow/Substitute Teacher/$120 per day
      7) Brandi Blue/Behavior Interventionist – Madison 2-3 Center/$31.33 per hour
      8) Maggie Bales/Concessions/$11.30 per hour
   e) Contracts for Board Approval
      1)
f) Resignations for Board Approval
   1) Pam Howard/Transportation Department/1 year
   2) Lisa Balster/SPED Para-Educator/2 months
   3) Kris Claeyis/Elementary Music/33 years- effective end of 2017-18 school year.

g) Intent to Apply for Grant Funding
   Group Applying
   Contact Person
   Name of Award
   Name of Funder
   Amount to be Requested
   Project Focus
   School Nutrition
   Carol Tompkins
   USDA 2018-2019 Fresh Fruit & Vegetable Grant
   USDA/Cans of SD
   TBD by CANS
   Offer a sampling of a fresh fruit or vegetable to elementary students each school day.

h) Intent to Apply for Grant Funding
   Group Applying
   Contact Person
   Name of Award
   Name of Funder
   Amount to be Requested
   Project Focus
   School Nutrition
   Carol Tompkins
   Equipment Grant: Fiscal Year 2017
   Agricultural Appropriations Act
   SD Department of Education
   $15,000.00
   Equipment Purchase for School Food Service

i) Intent to Apply for Grant Funding
   Group Applying
   Contact Person
   Name of Award
   Name of Funder
   Amount to be Requested
   Project Focus
   Transportation
   Kelly Christopherson
   Clean Diesel Grant
   SD Dept. of Environment & Natural Resources
   $21,000.00
   Replacing old diesel buses

j) Intent to Apply for Grant Funding
   Group Applying
   Contact Person
   Name of Award
   Name of Funder
   Amount to be Requested
   Project Focus
   Activities Department
   Terry Rotert
   Kathie Larson Coaches Grant
   SDHSCA
   $700.00
   Provide financial assistance to members of SDHSAA to attend national athletic clinics or conferences

k) Request Permission to let bids for a Prime Vendor for Food – Carol Tompkins

l) Set 2018 combined city/school election date—April 10, 2018

m) Combined Election Agreement with City of Huron for 2018

(The consent agenda may be approved with one motion. However, if a board member wishes to separate an item for discussion, he may do so.)
9. **CELEBRATE SUCCESSES IN THE DISTRICT:**

**CONGRATULATIONS:**

- **Washington 4-5 Center students Maddie Jurgens, Micah Larson, Blut Kue Ler, and Logan Leyendecker** for being selected to participate in the SD Elementary Festival Honor Choir to be held in conjunction with the 50th Annual SD Choral Day on the SDSU campus on February 8, 2018. Washington had 29 singers audition to be a part of the Festival. There were 800 auditions sent in and 180 youth from SD were selected by the music staff from SDSU. The students will now need to prepare 5 songs before attending the large choir practice.

- Congratulations to the following Huron Tiger football players for being All State:
  - **Gabe Rieger Jr** All State Offensive Guard
  - **Chipper Shillingstad Jr** All State Defensive Back
  - **Matt Katz Jr** All State Long Snapper
  - **Zack Siemonsma Sr** Honorable Mention
  - **Jackson Hook** Sr Honorable Mention

**THANK YOU TO:**

10. **REPORTS TO THE BOARD**

   a) **Classified Employee of the Month – Presented by Lori Wehlander.**
      Tonya Whitmore, Administrative Assistant – Office of Special Services, has been selected as Classified Employee of the Month for December 2017. Nomination comments are included in this packet. Congratulations Tonya!

   b) **Good News Report – Washington 4-5 Center** – 5th Grade Band – Beth Foss, Laura Beck, and 5th grade students.

   c) **Business Manager’s Report**

   d) **Superintendent’s Report**

11. **OLD BUSINESS**

   a) **TAP Handbook Revision** – 2nd Reading – Sherri Nelson

12. **NEW BUSINESS**

   a) **Section J Policy Review**- Introduction

   b) Permission to purchase two school buses off the West Central Public School bid from Trucks of Bismarck in the amount of $166,450 to be paid for with the 2018-2019 Capital Outlay Budget

13. **ADJOURNMENT**
Huron School District  
New Hire Justification  

Date: 11/29/17  

Applicant Information  
Applicant Name: Jill Hins  
Address: 1507 Lincoln Ave. SW  
Phone: (605) 352-7686  
Education: S.D.S.U. Child Development & Family Relationships  
Si Tank & Huron University  
Experience: Para Educator for Huron Schools  
References: On file . . .  

Reason for New Hire  
New Position: Academic Interventionist  
Replacement:  

Position Information: School Improvement 1003 (a) Grant  
Department: CORE subjects: Math, ELA, Science & Social Studies  
Supervisor: Mr. Taplett & Mrs. Willemsen  

Responsibilities: Working with teachers to academically support struggling students.  
Hours: 35 – 40 / week [7:30 AM – 3:30 PM; w/30 min. lunch @ 7.5 hrs. / day]  

Hiring Information  
Wages: $31.33 / hr.  
Classification: Active Teaching Certificate (1/27/15 to 7/01/20)  
Wage Justification: As determined by grant and set by administration  
Start Date: Friday, December 1, 2017  
Requested by: Mr. Taplett (Administrator)
Huron School District
New Hire Justification

Date: December 4, 2017

Applicant Information
Applicant Name: Brandi Blue
Address: 305 N Yale St. Yale, SD
Phone: 605-461-9239
Education: BS Sociology
Experience: 3 years as a SPED paraeducator
References: Stacey Westby, Angie Boetel, Shelly Fuller

Reason for New Hire
New Position: Behavior Interventionist (grant)
Replacement:

Position Information
Department: Grant under Title
Position: Behavior Interventionist
Supervisor: Heather Rozell, Kari Hinker
Responsibilities: Working with students and staff on positive behavior supports and interventions
Hours: 7.5

Hiring Information
Wages: $31.33
Classification:
Wage Justification:
Start Date: 12/11/17

Requested by: Heather Rozell
(Administrator)
Huron School District
New Hire Justification

Date: October 20, 2017

Applicant Information
Applicant Name: Maggie Bales
Address: 1457 Washington Drive Huron, SD 57350
Phone: 353-1038
Education: DeSmet High School/Stewarts School of Hairstyling
Experience: Currently Food Service sub since 1989
References: ---

Reason for New Hire
New Position: No
Replacement: No one

Position Information
Department: Concessions
Position: Concession Worker
Supervisor: Carol Tompkins
Responsibilities: Help customers during concession events
Hours: Afternoons and evenings

Hiring Information
Wages: $11.30
Classification: New concessions worker
Wage Justification: Current starting wage for new concession worker
Start Date: December 1, 2017

Requested by: Carol Tompkins (Administrator)

8/25/14
December 1, 2017

Kathy –

We finally have a signed contract on our house with a closing date of December 18. This is notice of my resignation. My final and last day driving Bus 12 will be Friday, December 15. I will let you know if some unforeseen event changes our closing date.

Thank you for your kindness and patience to me in spite of some blunders on my part. No other job I’ve had compares to the satisfaction and enjoyment I have had in driving the school bus both as a substitute driver and then as a regular driver. I have enjoyed it immensely. I love the kids and my co-workers and will miss both very much.

Having been away from “home” for the past 22 years, it is a good feeling to be moving back to New England. Our parents are deceased and it will be nice to connect with siblings more than once a year. Living within 5 miles of 3 granddaughters is a plus.

Again, thank you so much for everything.

Pam Howard
December 8, 2017

To whom it may concern;

Please accept this letter of resignation effectively immediately.

Thank you.

Lisa Balster
Kris Claeys  
774 18th St. SE  
Huron, SD  57350  

December 4, 2017  

Mr. Nebelsick, Mrs. Rozell and Huron School Board,  

This letter is my official notification to you and to the Huron School District that I will be retiring at the end of the 2017-2018 school year.  

I have genuinely enjoyed and felt very blessed to have worked in the Huron School System for these last 33 years.  

I have worked under great leadership and with educators that have made me a better teacher. I’ve enjoyed the opportunities that the school district has provided for my professional development while I was teaching “our students.” I will truly miss the students and the part I had in making a difference in their lives.  

With deep gratitude and appreciation I want to thank you for believing in me and my teaching abilities and look forward to the successful things the district will be doing in the future.  

Sincerely,  

Kris Claeys
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: 12/11/17  Group Applying: School Nutrition  Contact Person: Carol Tompkins

Name of Grant/Award: USDA 2018-2019 Fresh Fruit and Vegetable Grant

Name of Funder: USDA/CANS of SD  Contact Person: Rob Ingalls

Amount to be Requested: TBD by CANS  Funder’s Submission Due Date: Spring 2018

Project Focus: Offer a sampling of a fresh fruit or vegetable to elementary students each school day

How awarded amount received? _____ Full amount up front  X  Reimbursement

Are any follow up reports required?  X  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  X

If yes, please list by dollar amount and/or in-kind service/support. 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 The person or group applying will need to submit the following documentation to the curriculum and business offices:
    o A copy of the completed grant application.
    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: ___________________________  Date: ____________

Building/Department Administrator  Date

Signature: ___________________________

Sherri Nelson, Director of Curriculum, Instruction & Assessment  Date

Signature: ___________________________

Kelly Christopherson, Business Manager  Date

Date Presented to School Board: ____________
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: 11/27/2017 Group Applying:  School Nutrition  Contact Person:  Carol Tompkins

Name of Grant/Award:  Equipment Grant: Fiscal Year 2017 Agricultural Appropriations Act

Name of Funder:  SD Department of Education  Contact Person:  Jill Cotton

Amount to be Requested:  $15,000.00  Funder’s Submission Due Date:  December 6, 2017

Project Focus:  Equipment purchase for school foodservice

How awarded amount received?  x Full amount up front  Reimbursement

Money must be obligated by June 2018.

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

Maintain inventory with pertinent information until time of equipment no longer needed or disposal.

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

If yes, please list by dollar amount and/or in-kind service/support. Be specific:  None

Please note:

- Each school/individual will be responsible for submitting and following through on the 
grant application process unless other arrangements have been made.
- The person or group applying will need to submit the following documentation to the 
curriculum and business offices:
  - A copy of the completed grant application.
  - 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:  Carol Tompkins  Date:  11-27-17

Building/Department Administrator

Signature:  Sherri Nelson, Director of Curriculum, Instruction & Assessment  Date:

Signature:  Kelly Christopherson, Business Manager  Date:

Date Presented to School Board:  ______________
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: 12-5-17

Group Applying: Transportation
Contact Person: Kelly Christopherson

Name of Grant/Award: Clean Diesel Grant

Name of Funder: SD Dept of Environment and Natural Resources
Contact Person: Barb Roginski

Amount to be Requested: Approx. $21,000
Funder's Submission Due Date: 12-15-17

Project Focus: Replacing old Diesel Buses

How awarded amount received?  Full amount up front  Reimbursement

Are any follow up reports required?  Yes  No
If yes, when are they due?  After new bus received

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. Be specific: 75% of the cost of a new bus, approx $103,000

Please note:
○ Each school/individual will be responsible for submitting and following through on the
grant application process unless other arrangements have been made.
○ The person or group applying will need to submit the following documentation to the
curriculum and business offices:
  ○ A copy of the completed grant application.
  ○ 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: Kelly Christopherson  12-5-17
Building/Department Administrator

Signature: Sherri Nelson  12-5-17
Sherri Nelson, Director of Curriculum, Instruction & Assessment

Signature: Kelly Christopherson  12-5-17
Kelly Christopherson, Business Manager

Date Presented to School Board: _________
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: 12-5-17  Group Applying:    Contact Person:  

Name of Grant/Award:  
Name of Funder:  
Amount to be Requested:  
Funder's Submission Due Date:  

Project Focus:  

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. Be specific:

Please note:

Cost of conference is roughly $1800 - I will pay 1/2 if district pays other half after grant (roughly $900 each)

o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.

o The person or group applying will need to submit the following documentation to the curriculum and business offices:
  o A copy of the completed grant application.
  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: 12-5-17

Signature:  
Sherri Nelson, Director of Curriculum, Instruction & Assessment  Date: 12-5-17

Signature:  
Kelly Christopherson, Business Manager  Date: 12-5-17

Date Presented to School Board:  

To: Board of Education  
   Mr. Nebelsick  
   Mr. Christopherson

From: Carol Tompkins  
Date: December 11, 2018  
Re: Request permission to let bids for a Prime Vendor for food

I respectfully request permission to let bids for a prime vendor for food for the 2018-2019 school year.

Thank you for all your consideration.
COMBINED ELECTION AGREEMENT

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

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

PURPOSE: It is the purpose of this agreement for the parties to conduct their individually required elections in one combined election. The combined election will be held on April 10, 2018 which is the date of the regular city/school election. Elections are being combined to save tax dollars on the cost of individually conducted elections and to encourage a better voter turnout for all entities.

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

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

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

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

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

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

CANVASSING THE VOTE: It is agreed that the City of Huron and the Huron School District shall each canvass the ballots according to the governing laws of each party.
The City Finance Officer and the School Business Manager are directed to cooperate in any manner that will accomplish the purpose and intent of this agreement in order to facilitate this combined election in the most efficient and economical manner.

CITY OF HURON

Paul Aylward, Mayor

Date

HURON SCHOOL DISTRICT 2-2

Tim Van Berkum, School Board Chairperson

Date

ATTEST:

Paullyn Carey, Finance Director

Date

Kelly Christopherson, Business Manager

Date
**Classified Employee of the Month**

<table>
<thead>
<tr>
<th>Name</th>
<th>Tonya Whitmore</th>
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<tbody>
<tr>
<td>Position</td>
<td>Office of Special Services Administrative Assistant</td>
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<tr>
<td>Date</td>
<td>December 2017</td>
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Tonya Whitmore has worked in the Office of Special Services for the past 3 years. During this time Tonya has helped the program to become more efficient with the implementation of the online computerized program to manage Special Education and 504 records. She has become an expert at managing the program and a valued resource for the entire staff. She is always looking at more ways to streamline the program and make it work better for everyone.

Tonya also manages the Medicaid program throughout the district. She has worked continually to update the program and maintain all the records needed to remain in compliance. All staff and data collection was updated. This process was a huge learning experience and Tonya continued to work with the state to ensure all staff requirements were met and paperwork submitted correctly.

The greatest asset Tonya has brought to the Office of Special Services is her desire to learn and become a valuable resource for everyone. Tonya has attended IEP trainings and has learned a great deal about the process and IEP requirements. She is always willing to help others and find the information they need to perform their duties.
TAP Handbook Revision

**Purpose of Report:** To inform the board of proposed changes to the Tiger After School Program (TAP) Handbook.

**District Goal:** Community Relations

- Emphasize improving parent involvement

**Explanation:** The proposed addition to the TAP handbook is due to a federal requirement that has been in effect since the inception of the program but was recently discovered missing when Deb Bigge, Licensing Specialist did her annual inspection of program documents.

**Procedures for Handling Suspected In-house Child Abuse:**

If a staff member is suspected of abusing or neglecting a child in the program, the staff member will be suspended from child care duties until an investigation is completed by Law Enforcement or Child Protection Services. Once the investigation is completed, the continued employment of the staff will be evaluated depending on the outcome of the investigation. If allegations of abuse or neglect are substantiated, employment will be terminated.

**Summary:** The proposed revision is being recommended to meet federal requirements.

**Administrative Recommendation to the Board:** The Director of the Tiger After School program is sharing this information to inform the board of changes to made to the TAP Handbook.

**Reference(s):**

- Tiger After School Program Handbook (Revised November 2017)
Memorandum

Date: December 6, 2017

To: School Board Members
   Terry Nebelsick, Superintendent

From: Kelly Christopherson, Business Manager

RE: Purchasing Additional School Buses

There are two items on the December 11, 2017 agenda related to school buses. The first item is an intent to apply for grant funding from the South Dakota Department of Environment and Natural Resources State Clean Diesel Rebate Program. This program is designed to get older (2006 or older) diesel buses out of service and into the salvage yard. If we are successful we can get 25% of the cost of a new bus rebated to us by DENR ($20,806.25).

We are also requesting to purchase 2 new 2019 Thomas 77 passenger seated 71 passenger school buses using the West Central bid dated March 13, 2017 in the amount of $83,225 each or $166,450 for two, to be paid for in July using the 2018-2019 Capital Outlay Budget. By using their bid and ordering now we can beat a price increase set to go into effect December 15, 2017. When the price increase goes into effect we will not be able to use the West Central bid anymore. We can only buy off another bid that is an all cash deal so we will probably have two old buses to sell on our own next summer.

The Clean Diesel Grant program is designed to be in addition to our normal bus replacement schedule. We normally buy two new buses per year, so we would be buying 3 new buses if the grant is funded. Foreman Bus Sales in Miller has agreed to order a third bus before the price increase and hold it for us. If the grant is funded we would purchase the bus, if the grant is not funded Foreman will put the bus into their inventory and sell it to some other school.

We successfully applied for the Clean Diesel Grant in 2011 and were rebated 25% of the cost of a new bus. In 2014 we successfully applied for the grant and retro-fitted all the buses with emission reducing equipment. We had to use the buses 3 years with that equipment installed before we could apply again.