

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, December 7, 2022 4:00 PM**

**Carly Reiter**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> Street, Sioux Falls**

**Robert Griggs**  
**Southeast Tech President**

This agenda may also be viewed on the District and Southeast Tech's website: [www.sf.k12.sd.us](http://www.sf.k12.sd.us) and [www.southeasttech.edu](http://www.southeasttech.edu)

## **AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Persons Wishing to Address the School Board on Non-Agenda Items
- IV. Persons Wishing to Address the School Board on Agenda Items
- V. Approval of Minutes of November 2, 2022
- VI. Approval of Agenda  
*Exhibit reposted at 10:15 am on 12.07.22*
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
  - A. Authorizations and Ratifications  
*Exhibit reposted at 2:03 pm on 12.06.22*
    1. Approval of Contracts
    2. Approval/Ratification of Purchase Orders
  - B. Approval of Consolidated Report of Trust and Agency Funds
  - C. Approval of Vice President of Finance and Operations Report
  - D. Approval of Personnel Report
- IX. Reports of the President
  - A. Academic Program Update - Pharmacy Technician Report
  - B. Adult Education and Literacy Program Report
  - C. STC Policies Update Report
- X. First Reading of STC Policies
- XI. Adjournment

## SCHOOL BOARD MEETING

Wednesday, November 2, 2022

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, November 2, 2022 at 4:04 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street. Sioux Falls, South Dakota, with the following members present: Cynthia Mickelson, Marc Murren, Vice President Carly Reiter, President Kate Serenbetz. Absent: Nan Baker.

### Action ST00675

A motion was made by Carly Reiter and seconded by Cynthia Mickelson, four (4) votes “yes” on roll call **approving the minutes of a meeting** held on October 5, 2022 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Persons Wishing to Address the School Board – Nyareik Choul – ELL Programs.

### Action ST00676

A motion was made by Marc Murren and seconded by Carly Reiter, four (4) votes “yes” on roll call, **approving the agenda** as presented.

\* \* \* \* \*

President Serenbetz asked about any conflicts of interest. None were brought forward.

### Action ST00677

A motion was made by Marc Murren and seconded by Carly Reiter, four (4) votes “yes” on roll call, **approving Item A through E on the consent agenda** as follows:

- A. Acknowledging the administration’s report of the **study of bids** which have been received during the prior 30 days and were opened, read, and tabulated in the Central Services Center – Purchasing Department and approving the bids of the lowest responsible bidders in accordance with the tabulated lists of contract awards that have been placed on file for reference purposes, as follows:

1. Matheson for Four (4) MIG (Metal Inert Gas) Wire Complete Welders and Two (2) TIG (Tungsten Inert Gas) / SMAW (Shielded metal Arc) Complete Welders (see PD#3390 and FY23 Legal Publication #6 be awarded to Matheson for their lowest responsible bid in the amount of \$68,370 (FY23 Post-Secondary Fund) and authorizing the Business Manager to issue a contract to be executed by Matheson (see MRF #ST503 and Contract 23-022) and,

Upon execution, the contract(s) will be entered into and executed for, and on behalf of the District by the Business Manager and the President of the School Board, and thereupon, the bid security, if any, now on deposit with the Purchasing Supervisor of the District, be surrendered, all in accordance with Policy/Regulation DJ/STC.

**B. Approving the Authorizations and Ratifications, as follows:**

**B1. Approval of Contracts**

Authorizing the President to enter into and execute contracts, for and on behalf of the Southeast Technical College, as follows:

Item	Contract Number	Contractor	Project	Cost
a.	23-023STC,BV	WGU Labs	CBE training, mentoring and education services	\$45,000

**B2. Disposal of School District Property**

Authorizing the disposal of surplus property to sell at private sale, public auction, or sealed bids or to dispose of, in accordance with SDCL §6-13-1, as follows:

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Lathe (Asset 6797)	STC	Kevin Shotkoski David Heald Dustin Kremer	\$0	2023-ST004
b.	Milling/Drill Press (Asset 6844)	STC	Kevin Shotkoski David Heald Dustin Kremer	\$0	2023-ST004

**B3. Amendment of Previous School Board Actions**

- A. Amending Action ST00667, adopted October 5, 2022, by adding the following which was inadvertently left out of the minutes.

Acknowledging the administration’s report of the **study of bids** which have been received during the prior 30 days and were opened, read and tabulated in the Central Services Center – Purchasing Department and approving the bids of the lowest responsible bidders in accordance with the tabulated lists of contract awards that have been placed on file for reference purposes, as follows:

- 1. Rejecting all bids for (see PD#3389 and FY23 Legal Publication #5) because the amount bid is over budget allocation (see MRF #ST495 and Contract 23-020), and

upon execution, the contract(s) will be entered into and executed for, and on behalf of the District by the Business Manager and the President of the School Board, and thereupon, the bid security, if any, now on deposit with the Purchasing Supervisor of the District, be surrendered, all in accordance with Policy/Regulation DJ.

- B. Amending Action ST00646A.1., adopted July 11, 2022, by deleting the legal Publication Number 1 and inserting Legal Publication Number 15.
- C. Amending Action ST00667A2.I. deleting the purchase order of S2302305 and inserting S2302413.
- C. Approving the **Consolidated Report of Trust and Agency Funds** of November 2, 2022 and stating for the record that as of September 30, 2022 receipts total \$15,381,640.46 and disbursements total \$9,729,292.89 (MRF #ST504)
- D. Approving the **Vice President of Finance and Operation’s Report** of November 2, 2022 in accordance with the SDCL §13-8-35 (MRF #ST505) and directing that detailed statement of receipts and balances on hand, as of September 30, 2022, be published as part of these minutes, in accordance with SDCL §13-8-3.
- E. Accepting the **Southeast Tech Personnel Report**, as follows:
- E1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Student Help, part-time, per hour</b>		
Katzer, Brooke	Scarborough	05-05-22
Katzer, Bailey	Scarborough	05-05-22
<b>Other Help, part-time, per hour</b>		
Fechner, Connie	Food Service	09-30-22
<b>Instructor, non-clinical, part-time, per hour</b>		
Atkins, Bret	CDL	10-01-22
Konechne, Terrance	Veterinary Technology	10-13-22

E2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Other Help, part-time, per hour</b>			
Finken, Karen	Food Service	10-04-22	\$14.00
Shire, Jamie	Food Service	10-03-22	\$14.00

E2. **Employment Recommendations, continued**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Employee Contract, full-time, per hour</b>			
Maske, Roger	Custodian 12 month, 1.0 FTE Level I, Step 1	10-04-22	\$16.43/\$16.93

E3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Atkinson, Alex	Adjunct CDL Part-time \$28.40/hour	CDL Instructor Full-time 226 day, 1.0 FTE Level 4, Step 10 \$62,217.30 185 days prorated	10-01-22

E4. **Amendment**

Amending Student Activity Advisors list adopted on August 8, 2022 by adopting the corrected list below:

**DELETE**

<u>Name</u>	<u>Student Organization</u>	<u>Date</u>	<u>Amount</u>
Fjelland, Lauren	Volleyball	10-01-22	\$1,694.50
Friesz, Ethan	Basketball	10-01-22	\$1,400.00
Landhuis, Carmen	Bowling	07-01-22	\$2,800.00
Merritt, Jason	Student Organization	07-01-22	\$3,286.00
Reisch, Chelsea	Bowling	07-01-22	\$2,800.00
Vos, Daniel	Basketball	07-01-22	\$140.00
Vos, Daniel	Disc Golf	07-01-22	\$280.00
Weber, Joseph	Volleyball	07-01-22	\$1,694.50

**UPDATE STIPEND AMOUNT**

Haynes, Matthew	Student Organization	10-01-22	\$3,286.00
Kassing, Elizabeth	Student Organization	10-01-22	\$3,286.00
Valdez, Martin	Student Club	10-01-22	\$530.00

**ADD**

Vis, Ashley	The Circle	10-01-22	\$530.00
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Action ST00678

Instructor Angela Landeen provided the Community Health Worker Program Report (see MRF #ST506). The Community Health Worker certificate began in Fall 2022, is for certifying Community Health Workers in South Dakota. The 16-week certification trains a new profession of individuals who will bridge the gap between health care, public health, and social services. The certificate includes six courses ranging from an introduction of the profession, health promotion, behavior changes, documentation, advocacy, medical ethics, community resourcing, first aid, and health navigation. The skills and education learned will aid the new CWH to follow-up with a

patient, receiving a care plan from a practitioner, and ensure recommendations are followed, while finding the client's barriers to successfully complete the plan. The course culminates in an internship at the student's workplace, and two other shadowing sites, where the student will be referring clients, when working in the profession.

Following general discussion, a motion was made by Cynthia Mickelson and seconded by Carly Reiter, four (4) votes "yes" on roll call **acknowledging the Academic Program Update – Community Health Worker Report.**

Action ST00679

Accessibility Services Coordinator Nadine Gjerde provided the Accessibility Services Update Report. (see MRF #ST507). Fall 2022 saw an increase in students using Accessibility Services from the previous fall semester. Proactive, early contact with students, increased community outreach events, and further efforts at student engagement demonstrated an increase in students signing up for, renewing, and utilizing services. Goals for 2022-2023 focus around identifying procedures that can be made more efficient and effective for students, development of quality institution-wide training, and information on the ADA and accessibility, as well as continuing to create and foster campus and community partnerships, which are all integral components of the Accessibility Services Assessment Plan.

Following general discussion, a motion was made by Carly Reiter and seconded by Cynthia Mickelson, four (4) votes "yes" on roll call **acknowledging the Accessibility Services Update Report.**

Action ST00680

Associate Vice President for Institutional Effectiveness Academic Affairs Fenecia Homan provided the Quality Initiative Update Report. (see MRF #ST508). A Quality Initiative project is a component of the HLC Institutional reaccreditation process. Southeast Tech is participating in HLC's Assessment Academy in fulfillment of that project. An update regarding the goals and initiatives of the project, Advancing Student Learning Together, was shared. One of the key initiatives of the project is the establishment of Institutional Excellence (IE) Days. STC held its first IE Day of the new academic year on Tuesday, October 11, 2022. The day started with a review of the new campus strategic plan, Vision 2025. A newly revised committee structure was also reviewed with employees. A significant part of the day was allocated to providing departments and academic programs assessment plan work time to continue their development of curriculum maps and rubric sharing among areas. Assessment Committee members served as mentors and guides for both academic and non-academic areas in the continuation of their assessment and program outcome work. The day concluded with Minnehaha County Sheriff's Deputy Jim Larson reviewing SSTC Safety and Security Guidelines.

Following general discussion, a motion was made by Marc Murren and seconded by Cynthia Mickelson, four (4) votes "yes" on roll call **acknowledging the Quality Initiative Update Report.**

continued

Wednesday, November 2, 2022

Action ST00681

On motion by Cynthia Mickelson and seconded by Carly Reiter, four (4) votes “yes” on roll call, the School Board **adjourned** at 4:43 p.m.

KATE SERENBETZ

Presiding Officer

TODD VIK

Business Manager

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, December 7, 2022 4:00 p.m.**

**Kate Serenbetz**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> Street, Sioux Falls**

**Robert Griggs**  
**Southeast Tech President**

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9. Reports of the President
  - A. Academic Program Update – Pharmacy Technician
  - B. Adult Education and Literacy Program Report
  - C. STC Policies Update
10. First Reading of STC Policy
  - A. AD/STC Educational Vision/Southeast Technical College Mission/Core Values
  - B. BA/STC School Board Operational Goals
  - C. BB/STC School Board Legal Status
  - D. BBAA/STC Board Member Authority and Responsibilities
  - E. BBB/STC Board Membership – Elections/Appointments
  - F. BBBE/STC Unexpired Term Fulfillment Vacancies
  - G. BDB/STC Organization of the School Board – Board Officers
  - H. BDD/STC Board – Superintendent Relationship
  - I. BDE/STC Board Committees
  - J. BEDB/STC Agenda
  - K. BEDC/STC Quorum
  - L. BEDD/STC School Board Meetings – Order of Business – Rules of Order



- M. BEDH/STC Public Participation at Board Meetings
  - N. BEDI/STC News Media Services at Board Meetings
  - O. BIA/STC New Board Member Orientation/Handbook
  - P. BIB/STC Board Member Development Opportunities
  - Q. BIBA/STC Board Member Conferences, Conventions and Workshops
  - R. BID/STC Board Member Compensation and Expenses
  - S. KHBA/STC Commercial Activities
11. Adjournment

**1. Approval of Contracts****Robert Griggs 367-7485**

Authorizing the President to enter into and execute contracts, for and on behalf of the Southeast Technical College, as follows:

<b>Item</b>	<b>Contract Number</b>	<b>Contractor</b>	<b>Project</b>	<b>Cost</b>
<b>a.</b>	23-024STC,BV	SDDOE	Grant for providing laptops – Welding Certificate Program	\$16,050
<b>b.</b>	23-025STC,MF	SDDOL	MOU collaboration to serve dually enrolled participants	See agreement
<b>c.</b>	23-026STC,BV	Digital Architecture, LLC	Curriculum Workflow Enhancement	\$21,500

**2. Approval/Ratification of Purchase Orders****Rich Kluin 367-5692**

Authorizing the Business Manager to issue Purchase Order(s) requiring additional approval of the School Board as follows:

<b>Item</b>	<b>PO No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Total Cost</b>
<b>a.</b>	<b>S2302835</b>	PRISMRBS LLC	WinPrism POS Annual Maintenance	\$18,284.00
<b>b.</b>	<b>S2302907</b>	Innovative Office Solutions	Uniforms for Resale	\$20,000.00
<b>c.</b>	<b>S2302915</b>	Dell Marketing	Dell Server	\$16,962.22
<b>d.</b>	<b>S2302917</b>	Dell Marketing	VMWare Renewal, Desktop Support	\$26,081.41
<b>e.</b>	<b>S2302967</b>	Moss Enterprises	Hydraulic Learning System for Mechatronics Program	\$23,580.00
<b>f.</b>	<b>S2302968</b>	Moss Enterprises	Controls Technology Bench for Mechatronics Program	\$10,335.00
<b>g.</b>	<b>S2303033</b>	Innovative Office Solutions	Laptop Backpacks for Resale	\$20,850.00
<b>h.</b>	<b>S2303223</b>	Energy Dynamics, Inc.	Geothermal System for HVAC Program	\$15,555.83

SOUTHEAST TECHNICAL INSTITUTE  
2320 N. Career Ave.  
Sioux Falls, SD 57107

**CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS**

	Balance 7/1/2022	Received to date	Disbursed to date	Balance 10/31/2022
STI Bookstore	\$ 34,414.43	\$ 281.10	\$ 300.00	\$ 34,395.53
STI EFT	\$ 292,470.45	\$ 3,071,223.70	\$ 2,979,032.82	\$ 384,661.33
STI Tuition & Fees	\$ 2,117,830.91	\$ 16,022,101.90	\$ 15,298,352.13	\$ 2,841,580.68
STI T & A	\$ 128,916.76	\$ 11,287.33	\$ 26,711.37	\$ 113,492.72
STI ACH	\$ 2.16	\$ 0.02	\$ -	\$ 2.18
STI Blue Bucks	\$ 10,171.17	\$ 7,354.59	\$ 691.76	\$ 16,834.00
TOTALS	<u>\$ 2,583,805.88</u>	<u>\$ 19,112,248.64</u>	<u>\$ 18,305,088.08</u>	<u>\$ 3,390,966.44</u>



**POST SECONDARY - VOCATIONAL FUND**

	<b>FY23 BUDGET</b>	<b>OCT '22 YTD</b>	<b>OCT '22 PERCENT</b>	<b>OCT '21 YTD</b>	<b>OCT '21 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ 6,878,479	\$ 3,700,847	53.80%	\$ 3,293,144	46.33%
Fees	6,515,512	3,131,485	48.06%	3,185,598	47.22%
Corporate Education	252,172	142,700	56.59%	62,662	30.02%
<b>STATE SUPPORT:</b>					
State Aid	9,207,352	1,789,102	19.43%	1,719,068	23.01%
Other State	5,152,900	-	0.00%	-	0.00%
<b>FEDERAL SUPPORT:</b>					
Perkins	839,766	(219,199)	-26.10%	-	0.00%
ABE	256,100	-	0.00%	-	0.00%
Other Federal	2,703,930	7,908	0.29%	14,425	1.41%
<b>LOCAL SUPPORT:</b>					
Grants/Donations	4,750,000	59,258	1.25%	-	0.00%
Other Local	1,202,966	644,446	53.57%	600,207	49.33%
<b>TOTAL REVENUES:</b>	<b>\$ 37,759,177</b>	<b>9,256,548</b>	<b>24.51%</b>	<b>\$ 8,875,105</b>	<b>33.96%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ 1,100,191	\$ 366,730	33.33%	\$ 342,090	33.40%
Instructional	6,236,250	1,981,063	31.77%	1,770,860	31.29%
Support	5,297,402	1,650,453	31.16%	1,456,902	31.00%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	#DIV/0!	-	0.00%
Instructional - Other	1,086,350	340,306	31.33%	287,114	29.46%
Support - Other	256,450	66,754	26.03%	57,041	21.21%
<b>BENEFITS:</b>					
Insurance - Dental	130,434	39,913	30.60%	37,759	30.73%
Insurance - Medical	2,227,209	655,281	29.42%	626,210	29.46%
Insurance - Other	60,613	27,608	45.55%	22,935	33.18%
Retirement	1,831,995	559,274	30.53%	493,844	29.92%
<b>SERVICES:</b>					
Advertising	381,000	84,805	22.26%	87,409	22.89%
Legal	50,000	15,931	31.86%	8,991	14.98%
Maintenance/Repair	208,350	81,820	39.27%	96,192	32.89%
Postage	122,100	26,874	22.01%	41,175	36.18%
Printing/Publishing	119,450	43,821	36.69%	43,118	34.02%
Professional/Technical	1,269,456	198,404	15.63%	191,274	21.63%
Property	197,000	210,277	106.74%	145,495	106.20%
Rentals	68,170	72,090	105.75%	5,025	9.38%
Software Upgrades	792,650	371,055	46.81%	348,748	77.17%
Travel	146,170	53,285	36.45%	13,843	7.62%
Utilities	711,492	187,792	26.39%	169,684	29.96%
<b>SUPPLIES:</b>					
Equipment - Noncapital	208,739	274,988	131.74%	77,761	31.14%
Food	83,575	38,803	46.43%	16,651	18.57%
Instructional Supplies	587,774	162,626	27.67%	169,709	29.12%
Other	370,700	125,903	33.96%	70,229	17.55%
Resale	568,623	420,182	73.89%	518,703	76.19%
Software	123,325	106,172	86.09%	213,779	51.68%
<b>OTHER:</b>					
Bad Debt	135,000	1,251	0.93%	(188,264)	-104.59%
Dues/Fees	435,960	101,978	23.39%	116,169	27.33%
Liability Insurance	115,000	119,927	104.28%	103,688	95.13%
Miscellaneous	134,000	1,094	0.82%	(450)	-0.27%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 25,055,428</b>	<b>\$ 8,386,456</b>	<b>33.47%</b>	<b>\$ 7,343,686</b>	<b>31.69%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ 5,501,390	\$ 43,111	0.78%	\$ 2,326	0.26%
Equipment	7,532,833	623,319	8.27%	179,814	9.68%
Information Technology	88,000	28,056	31.88%	44,721	#DIV/0!
Land Improvements	301,526	3,876	1.29%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ 13,423,749</b>	<b>\$ 698,361</b>	<b>5.20%</b>	<b>\$ 226,861</b>	<b>7.66%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 38,479,177</b>	<b>9,084,817</b>	<b>23.61%</b>	<b>\$ 7,570,547</b>	<b>28.97%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ (720,000)</b>	<b>\$ 171,730</b>		<b>\$ 1,304,557</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>4,491,170</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 4,662,901</b>			

**POST SECONDARY - BOOKSTORE**

	<b>FY23 BUDGET</b>	<b>OCT '22 YTD</b>	<b>OCT '22 PERCENT</b>	<b>OCT '21 YTD</b>	<b>OCT '21 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
<b>STATE SUPPORT:</b>					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
<b>FEDERAL SUPPORT:</b>					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
<b>LOCAL SUPPORT:</b>					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	1,606,000	1,095,156	68.19%	889,302	55.37%
<b>TOTAL REVENUES:</b>	<b>\$ 1,606,000</b>	<b>\$ 1,095,156</b>	<b>68.19%</b>	<b>\$ 889,302</b>	<b>55.37%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	155,601	52,768	33.91%	37,074	34.16%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	12,789	51.15%	7,856	17.46%
<b>BENEFITS:</b>					
Insurance - Dental	1,869	481	25.75%	461	33.33%
Insurance - Medical	30,980	8,772	28.32%	8,079	33.33%
Insurance - Other	858	579	67.48%	267	11.99%
Retirement	20,949	7,509	35.85%	5,236	32.29%
<b>SERVICES:</b>					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	22,000	9,990	45.41%	12,508	50.03%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	-	-	0.00%	-	0.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	4,000	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
<b>SUPPLIES:</b>					
Equipment - Noncapital	-	-	0.00%	-	0.00%
Food	100	-	0.00%	49	24.75%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	2,481	100.00%	-	0.00%
Resale	1,250,000	752,830	60.23%	589,422	45.87%
Software	-	-	0.00%	-	0.00%
<b>OTHER:</b>					
Bad Debt	-	(342)	100.00%	258	100.00%
Dues/Fees	80,000	31,164	38.95%	45,742	63.53%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	2,000	-	0.00%	-	0.00%
Depreciation	10,372	-	0.00%	-	0.00%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 1,603,729</b>	<b>\$ 879,021</b>	<b>54.81%</b>	<b>\$ 706,953</b>	<b>44.08%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,603,729</b>	<b>\$ 879,021</b>	<b>54.81%</b>	<b>\$ 706,953</b>	<b>44.08%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ 2,271</b>	<b>\$ 216,135</b>		<b>\$ 182,349</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>2,046,707</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 2,262,842</b>			

**POST SECONDARY - FOOD SERVICE**

	<b>FY23 BUDGET</b>	<b>OCT '22 YTD</b>	<b>OCT '22 PERCENT</b>	<b>OCT '21 YTD</b>	<b>OCT '21 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
<b>STATE SUPPORT:</b>					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
<b>FEDERAL SUPPORT:</b>					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
<b>LOCAL SUPPORT:</b>					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	395,000	68,982	17.46%	52,300	13.24%
<b>TOTAL REVENUES:</b>	<b>\$ 395,000</b>	<b>\$ 68,982</b>	<b>17.46%</b>	<b>\$ 52,300</b>	<b>13.24%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	91,806	30,601	33.33%	28,558	33.29%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,540	16,429	35.30%	16,102	24.77%
<b>BENEFITS:</b>					
Insurance - Dental	1,019	340	33.33%	325	33.33%
Insurance - Medical	18,594	6,195	33.32%	5,902	33.33%
Insurance - Other	779	1,923	246.84%	318	4.23%
Retirement	15,759	5,316	33.73%	5,017	31.59%
<b>SERVICES:</b>					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	6,196	103.26%	1,350	22.51%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	-	0.00%	-	0.00%
Professional/Technical	1,500	200	13.33%	(1,050)	-70.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
<b>SUPPLIES:</b>					
Equipment - Noncapital	-	-	0.00%	2,134	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	15,000	4,832	32.21%	3,571	17.85%
Resale	175,000	57,606	32.92%	41,447	23.68%
Software	-	-	0.00%	-	0.00%
<b>OTHER:</b>					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	5,000	413	8.25%	379	5.42%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	22,170	-	0.00%	-	0.00%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 399,667</b>	<b>\$ 130,050</b>	<b>32.54%</b>	<b>\$ 104,054</b>	<b>24.51%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 399,667</b>	<b>\$ 130,050</b>	<b>32.54%</b>	<b>\$ 104,054</b>	<b>24.51%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ (4,667)</b>	<b>\$ (61,068)</b>		<b>\$ (51,754)</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>162,167</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 101,099</b>			

**POST SECONDARY - CHILDCARE**

	<b>FY23 BUDGET</b>	<b>OCT '22 YTD</b>	<b>OCT '22 PERCENT</b>	<b>OCT '21 YTD</b>	<b>OCT '21 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
<b>STATE SUPPORT:</b>					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
<b>FEDERAL SUPPORT:</b>					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	72,423	-	0.00%	29,700	#DIV/0!
<b>LOCAL SUPPORT:</b>					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	289,000	117,458	40.64%	55,459	16.91%
<b>TOTAL REVENUES:</b>	<b>\$ 361,423</b>	<b>\$ 117,458</b>	<b>32.50%</b>	<b>\$ 85,159</b>	<b>25.96%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	200,102	59,177	29.57%	55,170	29.66%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	21,570	13,943	64.64%	6,318	14.04%
<b>BENEFITS:</b>					
Insurance - Dental	3,438	868	25.25%	831	22.22%
Insurance - Medical	74,015	17,054	23.04%	12,060	20.95%
Insurance - Other	2,201	704	32.00%	849	72.43%
Retirement	26,060	8,450	32.43%	7,283	26.49%
<b>SERVICES:</b>					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	480	57	11.88%	-	0.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	1,000	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
<b>SUPPLIES:</b>					
Equipment - Noncapital	3,200	650	20.31%	-	0.00%
Food	500	15	3.00%	-	0.00%
Instructional Supplies	-	585	100.00%	2,753	#DIV/0!
Other	6,000	50	0.83%	-	0.00%
Resale	-	-	0.00%	-	0.00%
Software	450	300	66.67%	-	0.00%
<b>OTHER:</b>					
Bad Debt	5,000	1,322	26.45%	(250)	-5.00%
Dues/Fees	500	165	33.00%	-	0.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	3,000	-	0.00%	-	0.00%
Depreciation	343	-	0.00%	-	0.00%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 347,859</b>	<b>\$ 103,341</b>	<b>29.71%</b>	<b>\$ 85,014</b>	<b>25.12%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 347,859</b>	<b>\$ 103,341</b>	<b>29.71%</b>	<b>\$ 85,014</b>	<b>25.12%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ 13,564</b>	<b>\$ 14,117</b>		<b>\$ 145</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>(63,869)</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ (49,752)</b>			

**SOUTHEAST TECHNICAL INSTITUTE**  
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CASH BALANCES**

	<b>#23</b>	<b>#52</b>	<b>#53</b>	<b>#54</b>
	<b>Post</b>			
	<b>Secondary</b>	<b>Bookstore</b>	<b>Food Service</b>	<b>Child Care</b>
	<b>Vocational</b>	<b>Enterprise</b>	<b>Enterprise</b>	<b>Enterprise</b>
	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>
<b>Cash Balance September 30, 2022</b>	\$ 526,054.61	\$ 932,968.57	\$ (35,259.95)	\$ 168,382.49
<b>Operating Results:</b>				
<b>Revenue:</b>				
<b>Local Sources:</b>				
Tuition/Fees	83,700.07	-	-	-
Sales of Goods/Services	5,210.51	188,700.93	36,715.28	28,836.99
Other Sources	36,664.81	1,178.32	-	-
<b>State Sources:</b>	-	-	-	-
<b>Federal Sources:</b>	1,892.10	-	-	-
<b>Expenditures:</b>				
Personnel	(1,509,473.43)	(21,186.97)	(18,809.20)	(33,248.76)
Services	(283,971.63)	(617.57)	(2,179.20)	-
Supplies	(167,325.88)	(173,312.24)	(29,237.81)	(398.17)
Capital	(329,686.89)	-	-	-
Other	(39,848.99)	(26,628.94)	(158.60)	(186.07)
Transfers	-	-	-	-
<b>(Increase)/Decrease in Assets</b>	4,794,497.78	(161,470.35)	-	8,277.66
<b>Increase/(Decrease) in Liabilities</b>	(19,708.49)	-	-	-
<b>Net Cash Provided By (Used In) Operating Activities:</b>	\$ 2,571,949.96	\$ (193,336.82)	\$ (13,669.53)	\$ 3,281.65
<b>Cash Balance October 31, 2022</b>	<u>\$ 3,098,004.57</u>	<u>\$ 739,631.75</u>	<u>\$ (48,929.48)</u>	<u>\$ 171,664.14</u>
 <b>Cash Balance June 30, 2022</b>	 \$ 3,589,752.13	 \$ 1,232,875.78	 \$ 18,361.39	 \$ 163,236.80
<b>Operating Results:</b>				
<b>Revenue:</b>				
<b>Local Sources:</b>				
Tuition/Fees	6,975,032.70	-	-	-
Sales of Goods/Services	604,316.69	1,093,755.14	68,981.84	64,458.32
Other Sources	99,387.68	1,400.84	-	52,999.38
<b>State Sources:</b>	1,789,102.00	-	-	-
<b>Federal Sources:</b>	(211,291.24)	-	-	-
<b>Expenditures:</b>				
Personnel	(5,687,382.35)	(82,898.13)	(60,803.01)	(100,196.58)
Services	(1,346,151.88)	(9,989.77)	(6,395.58)	(57.00)
Supplies	(1,128,672.41)	(755,311.09)	(62,438.43)	(1,599.61)
Capital	(698,361.32)	-	-	-
Other	(224,249.42)	(30,822.02)	(412.73)	(1,487.32)
Audit	-	-	-	-
<b>(Increase)/Decrease in Assets</b>	1,793,076.99	(596,331.19)	(411.91)	3,690.73
<b>Increase/(Decrease) in Liabilities</b>	(2,456,555.00)	(113,047.81)	(5,811.05)	(9,380.58)
<b>Net Cash Provided By (Used In) Operating Activities:</b>	\$ (491,747.56)	\$ (493,244.03)	\$ (67,290.87)	\$ 8,427.34
<b>Cash Balance October 31, 2022</b>	<u>\$ 3,098,004.57</u>	<u>\$ 739,631.75</u>	<u>\$ (48,929.48)</u>	<u>\$ 171,664.14</u>

Rich Kluin  
Prepared by

12/1/2022  
Date

1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Student Help, part-time, per hour</b>		
Lubiens, Brittini	Student Tutor	10-17-22
Muilenburg, Emily	Marketing Intern	10-25-22
Parish, Braydon	IT Tech	11-04-22
Sona, Camden	Student Tutor	11-28-22
<b>Employee Contract, full-time, annual</b>		
Weber, Joseph	Admissions	11-18-22
<b>Other Help, part-time, per hour</b>		
Jasarovic, Lilly	Hovland ALC	10-30-22
Futch, Lucinda	Food Service	11-02-22
<b>Instructor, clinical, part-time, per hour</b>		
Kirstein, Axanthia	Nursing	05-02-22
<b>Instructor, non-clinical, full-time, per hour</b>		
Heald, David	Automotive	11-21-22

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Student Help, part-time, per hour</b>			
Miller, Logan	IT Technician	11-28-22	\$14.84
<b>Instructor, clinical, part-time, per hour</b>			
Eilts, Ashleigh	Nursing	10-24-22	\$25.50
Herbek, Rebecca	Nursing	12-01-22	\$25.50
Kopplin, Lana	Nursing	12-01-22	\$25.50
Becker, Sara	Nursing	11-28-22	\$25.50
<b>Instructor, non-clinical, part-time, per hour</b>			
Pastrano, Xavier	General Education	11-14-22	\$25.50
Schnell, Jane	General Education	11-21-22	\$25.50
Saathoff, Kelly	Business Administration	11-18-22	\$25.50
Hunt, Kenneth	Law Enforcement	11-28-22	\$25.50
Gustafson, Nicholas	Business	11-18-22	\$25.50
<b>Employee Contract, full-time, annual</b>			
Myers, Emily	Educational Technology Integrationist 12 month, 1.0 FTE Level I, Step 16 222 Prorated Days	11-14-22	\$62,048.57

**3. CHANGE OF STATUS**

<b><u>Name</u></b>	<b><u>Delete</u></b>	<b><u>Add</u></b>	<b><u>Effective Date</u></b>
Gjerde, Nadine	Student Success Advisor 12 month, 1.0 FTE Level 9, Step 7 \$66,788.00	Interim Director of Admissions 12 month, 1.0 FTE Level 11, Step 12 \$47,634.44 prorated	12-05-22
Zillgitt, Emily	Admissions Assistant 12 month, 1.0 FTE Level 11, Step 1 \$19.22/hour	Campus Visit Coordinator 12 month, 1.0 FTE Level 12, Step 15 \$24.78/hour	12-05-22
Furth, Shannon	Admission Process Coordinator 12 month, 1.0 FTE Level 7, Step 12 \$57,222.00	Asst. Director of Admissions & CRM Manager 12 month, 1.0 FTE Level 9, Step 12 \$40,956.44 prorated	12-05-22

# Pharmacy Technician Program Academic Program Report

## Executive Summary

**Purpose of Report:** To inform the School Board about the Pharmacy Technician academic program within the Health Science division at Southeast Technical College.

---

Students in the Pharmacy Technician program learn the foundational components of pharmacology, pharmacy mathematics, customer service, patient care, and the technical skills of pharmacy technicians. After completing the Pharmacy Technician program, students have the opportunity to obtain certification by sitting for and passing the Pharmacy Technician Certification Exam.

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**Administrative Recommendation to School Board:** Acknowledge the Pharmacy Technician Program report.



**SOUTHEAST**  
Technical College

# Pharmacy Technician Program

Presented by Instructor Jessica Weber

12.07.22

## Pharmacy Technician Program Highlights

### Program

7 core courses and 3 General Education Courses

Diploma Program- 31 Credits

ASHP accredited Program

### Faculty

**Jessica Weber** – Has over 15 years of experience in the pharmacy industry. Has been teaching at STC since 2020. She has an MBA, PTCB Certificate, and PHR Certificate.

PROGRAM	Pharmacy Technician				
	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Total Fall Enrollment</b>	7	7	15	12	8
<b>New Students</b>	5	7	15	11	8
<b>Returning Students</b>	2			1	
<b>Program Retention Rate</b>	92%	71%	29%	73%	67%
<i>SDBOTE Fall to Fall</i>					
<b># of Graduates</b>	5	0	10	8	
<i>Fall, Spring, Summer combined</i>					
<b>In-Field Placement Rate</b>	100%	100%	0%	80%	
<i>SDBOTE Prior Academic Year</i>					

# Pharmacy Technician Program Mission

The mission of the pharmacy technician program is to educate graduates with the academic, ethical, and practical skills necessary to successfully pass the pharmacy technician certification board exam and be employed as pharmacy technicians.

# Pharmacy Technician Certification Exam Results



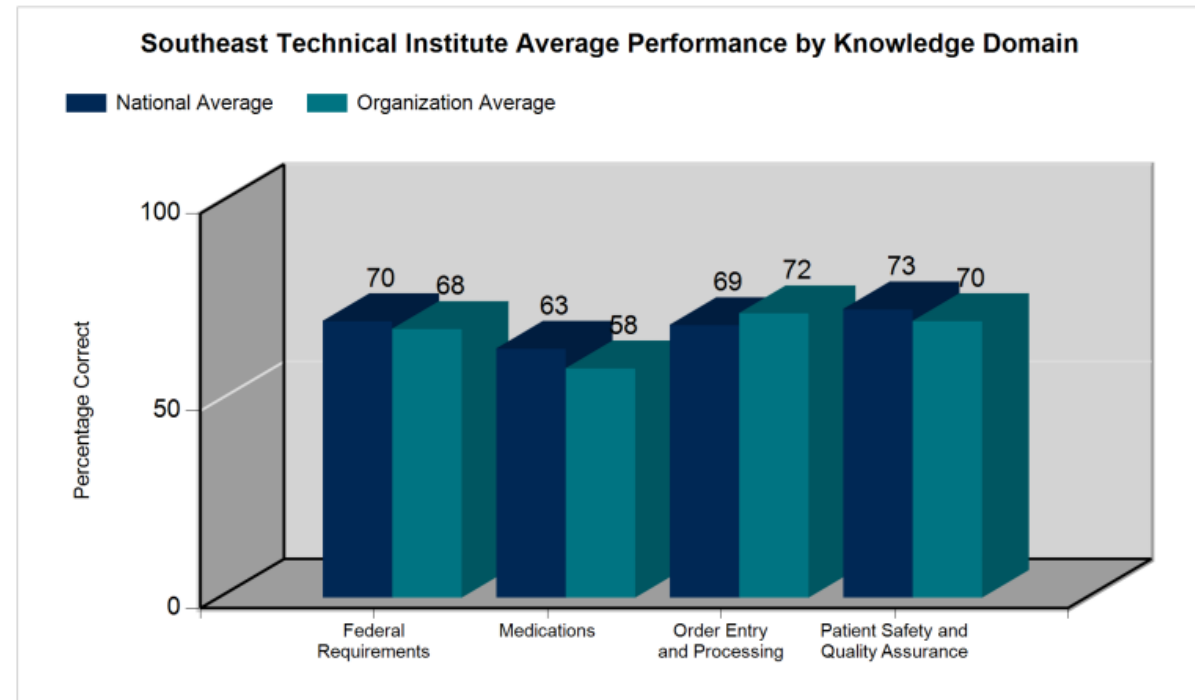
## EDUCATOR PASS RATE SUMMARY REPORT

### Southeast Technical Institute

For exams administered between 1/1/2021 and 12/1/2022

Pharmacy Technician Certification Exam

Number of Exams Passed:	15
Number of Exams Administered:	21
Percentage Passed:	71%
National Average Pass Rate:	70%



# Collaborative Projects



**WHAT**  
Opioids are highly addictive narcotics commonly prescribed for chronic pain after surgery. Opioids provide powerful relief but must be taken with caution.

**WHY**  
Opioids are a commonly misused and abused narcotic. To avoid this, immediately dispose of your expired medication in the proper manner.

**HOW**  
Stop by your local pharmacy and look for Rx disposal boxes. If not available, order a free Rx disposal packet from [AvoidOpioidSD.com](http://AvoidOpioidSD.com) that is mailed directly to you!

**WHERE TO DISPOSE:**

Avera 66th Street Pharmacy	4400 W 69th St, Suite 300
Avera 7th Avenue Pharmacy	1000 S 7th Ave, Suite 101
Avera McKeaney Campus Pharmacy	1326 S Cliff Ave, Suite 107
Avera Specialty Pharmacy	1301 S Cliff Ave, Suite 400
W-Y-See Pharmacy	All Locations
Lewis Drug Pharmacy	All Locations
Stanford Hematology Oncology Clinic Pharmacy	1300 N 17th St, Suite 101
Sioux Falls Police Department	320 W 4th St
True Care Family Pharmacy	1101 E 10th St

**FIND HELP** 24/7 & CONFIDENTIAL  
[www.AvoidOpioidSD.com](http://www.AvoidOpioidSD.com)  
 Text OPIOID to 998211  
 Call 1.800.920.4343



**ONE** of these things is an **EASILY ACCESSIBLE TOY** for children. The **OTHER** is a... **RATTLE.**

Keep **MEDICINE** out of the hands of **CHILDREN!**

☎ Poison Control receives more than **1.1 MILLION** calls about accidental poisonings **EVERY SINGLE YEAR!** **9 out of 10** accidental poisonings happen at home.

**ONCE EVERY 10 MINUTES,** a child will accidentally poison themselves from medicine ingestion.

That's **1,440 CHILDREN POISONED EVERY DAY.**

**"What can I do to keep my children safe?"**

- Keep medicine in high-up areas
- Keep medicine in childproof containers
- Lock the cabinets and/or drawers you keep your medicine in

Poison Control Hotline: **1-800-222-1222**

# Community Outreach



JA Inspire Career Exploration Day  
HOSA Mini Camps and Competition  
Donating Cloud Dough and Slime to Daycare

# Student Testimonials

“...I found the hands-on experience in the lab built the skills needed to be a good technician. Without the Pharmacy Technician program, I wouldn’t be at my dream job for a year now. Along with letting me stand out in any future job I apply for.”

-Jalyn Jacques CPhT  
Avera Compounding Pharmacy  
2021-2022 Graduate

“...without this program, I don’t think I would be as successful as I am in the workplace. I carry all she has taught me in the workplace daily.”

-Ashlee Kelderman CPhT  
Avera Specialty Pharmacy  
2021-2022 Graduate

# Questions?



THE  
SMART  
WAY

[southeasttech.edu](http://southeasttech.edu)

**Southeast Technical College**  
Adult Education and Literacy Program Report  
**EXECUTIVE SUMMARY**

**Purpose:**

Provide the school board with a broad overview of services provided by Southeast Technical College's Adult Education and Literacy program.

---

The Adult Education and Literacy Program, located on the Southeast Tech campus in the Hovland Learning Center, is a government-funded program providing GED preparation, basic skill development (mathematics, reading and writing), and English as a Second Language (ESL) instruction for adult learners. The programs are provided at no cost to the participants.

**Highlights**

- Programs
    - GED Preparation
    - Basic Skill Development
    - ESL Instruction
    - Distance Education
    - Aspire2Tech
    - Healthcare Bridge Program
  - Demographics & Performance Statistics
  - Partnerships
  - Funding
  - Staff
- 

**Administrative Recommendation to School Board:**

Acknowledge the Adult Education and Literacy Program Report.



**SOUTHEAST**  
Technical College

# Adult Education and Literacy Program

Jennifer Keyes

AEL Program Director

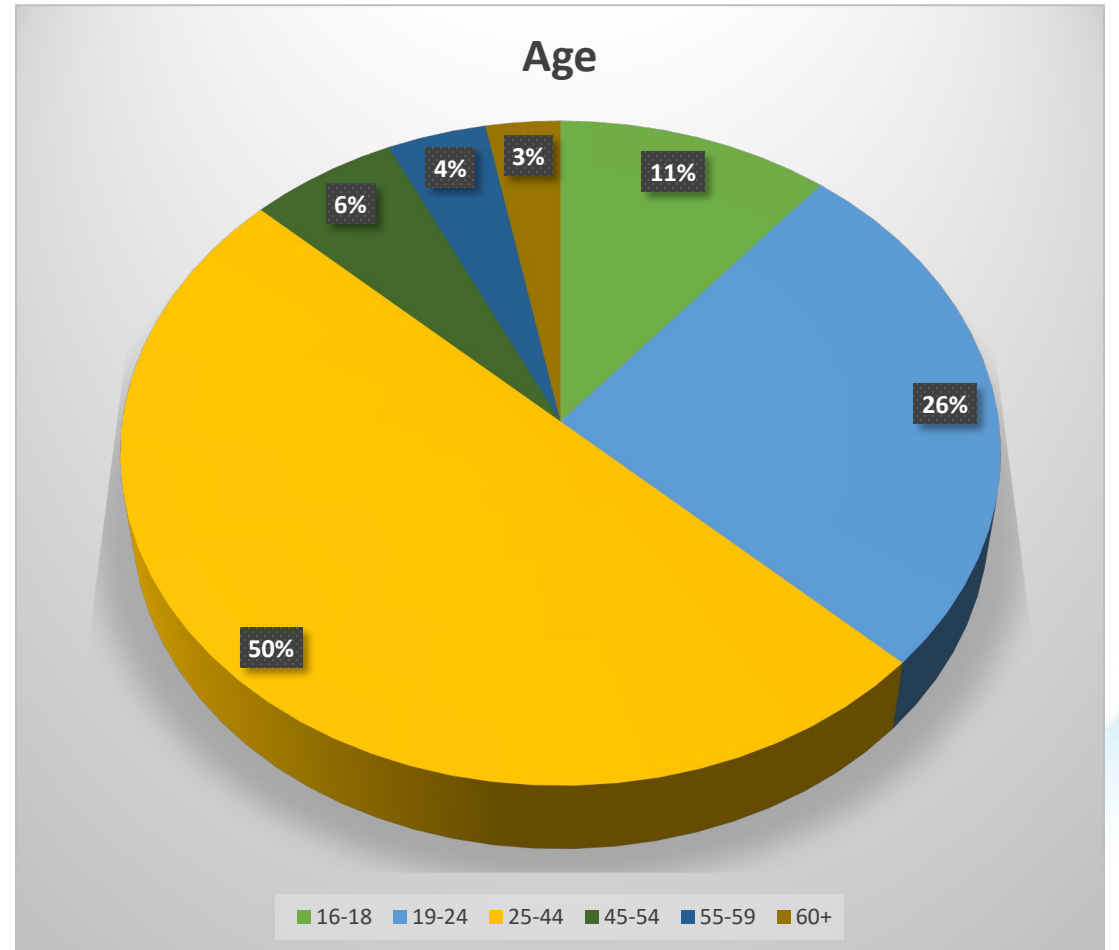
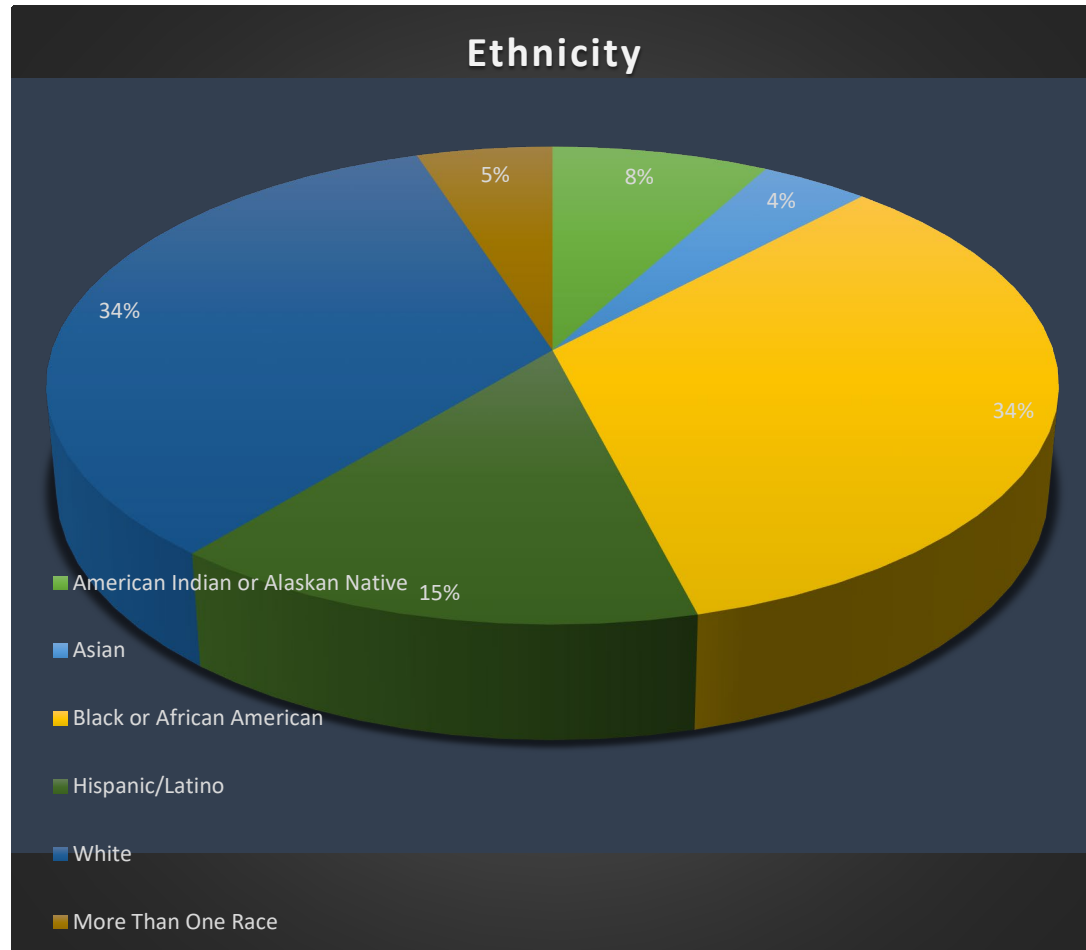




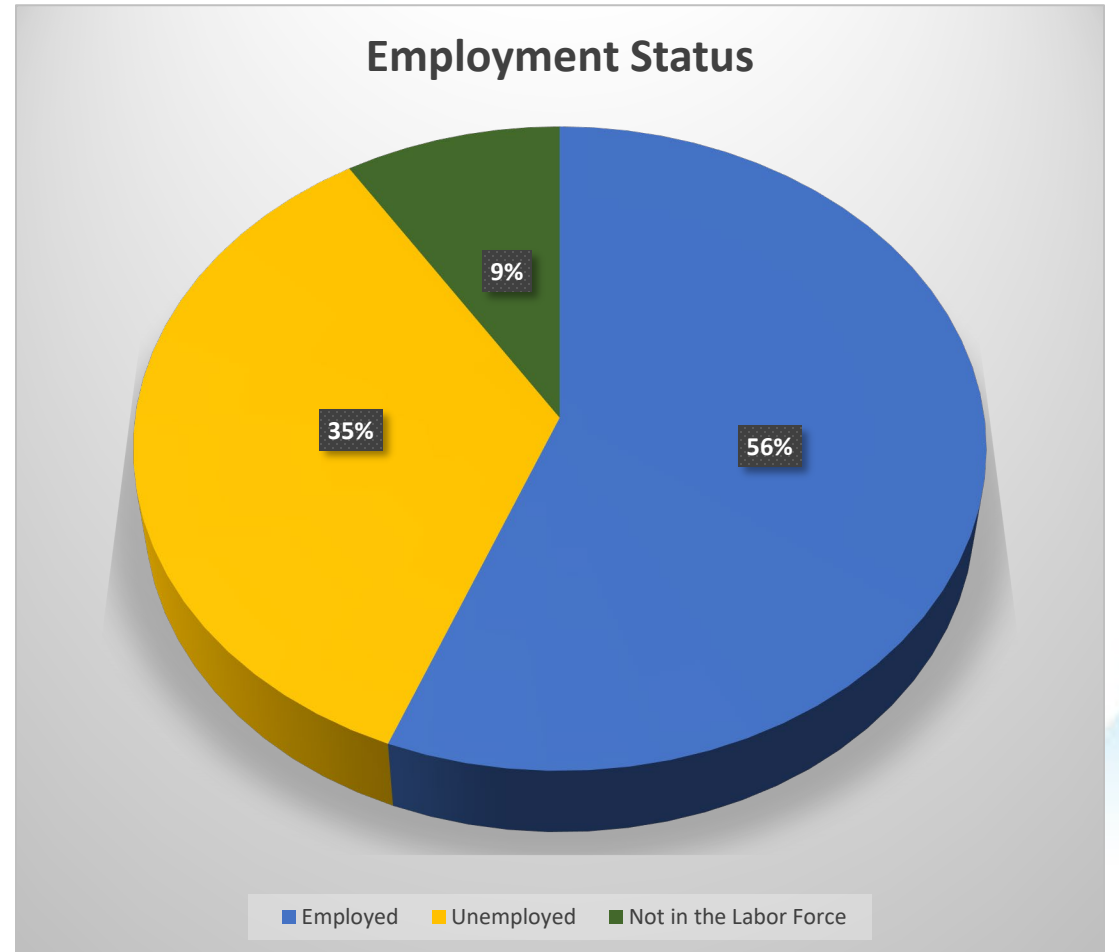
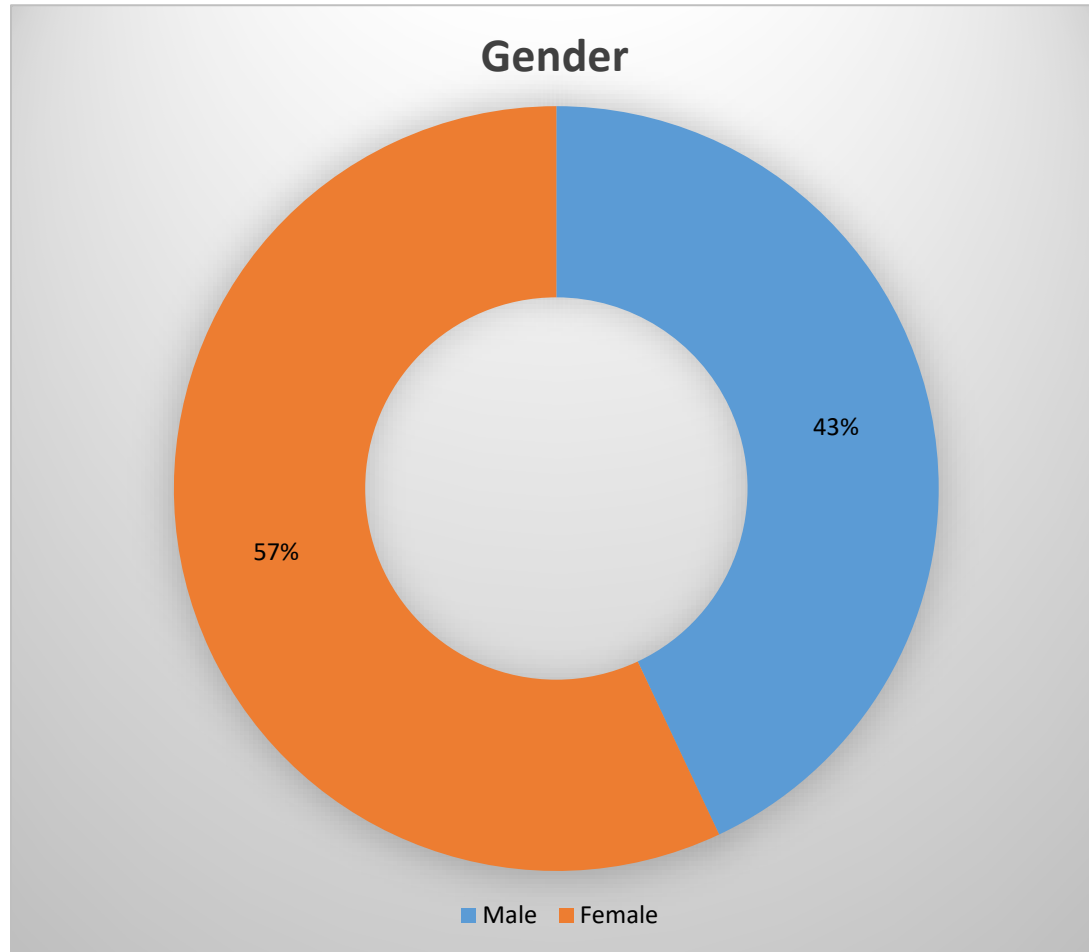
# ADULT EDUCATION PROGRAM OVERVIEW

- GED Preparation
  - All subject areas
  - Mathematical Reasoning, Science, Social Studies, Reasoning through Language Arts
  - GED Ready
  - GED Testing on site
- Adult Basic Education
  - All levels
  - Reading, Math and Writing
  - Teacher led class and independent group teacher facilitated instruction
  - Prep for entrance into post secondary instruction and the workforce
- English as a Second Language Instruction
  - All Levels
  - Teacher led class and independent group teacher facilitated instruction

# DEMOGRAPHICS



# DEMOGRAPHICS

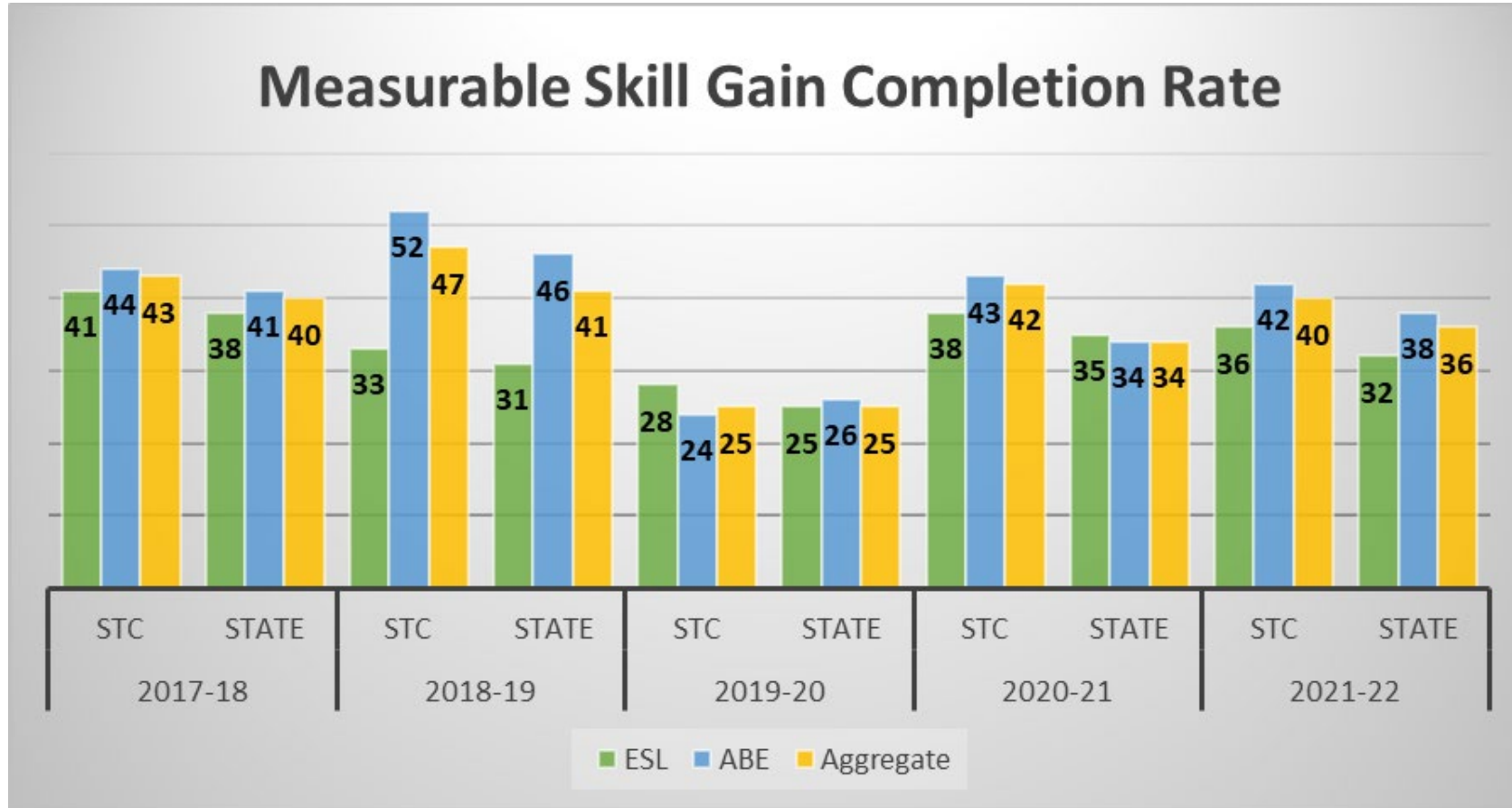




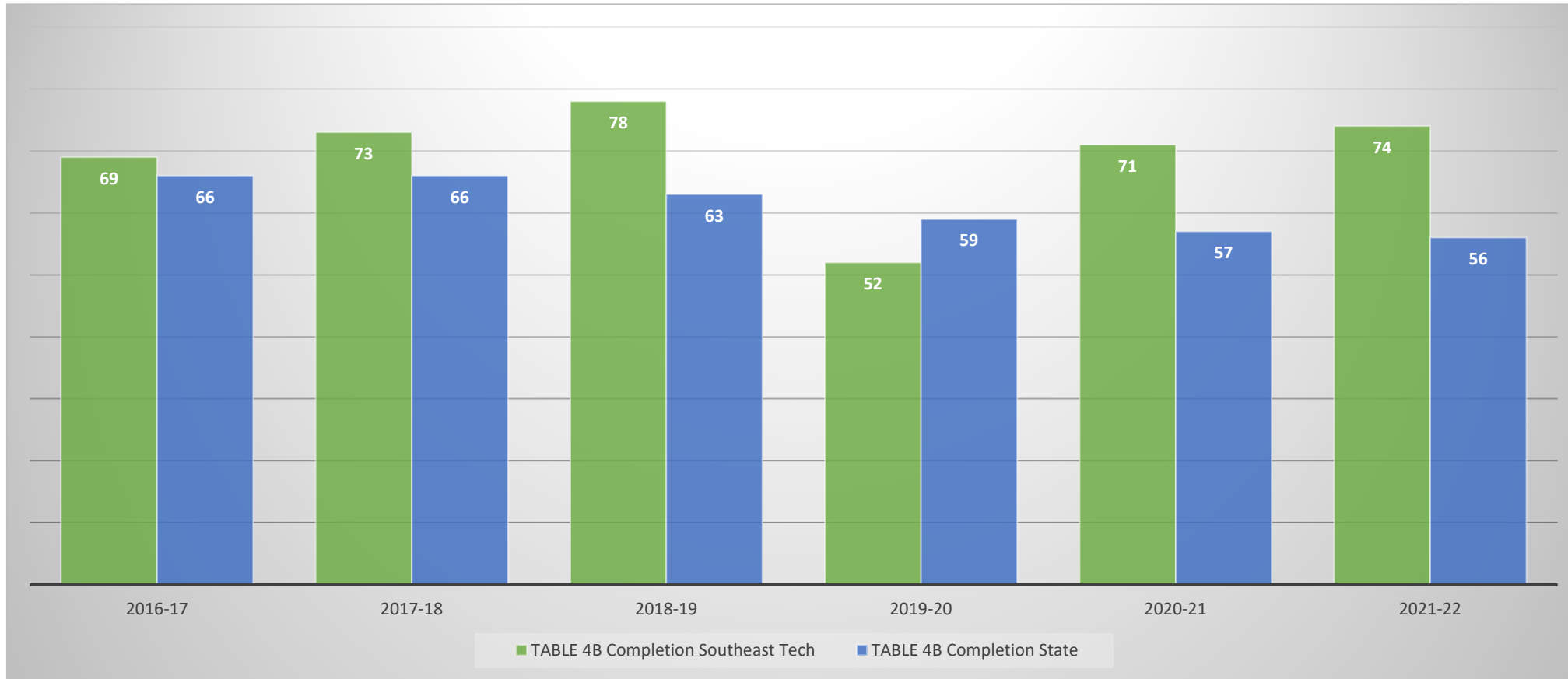
# COUNTRIES REPRESENTED

- Eritrea
- Iraq
- United States
- Ethiopia
- Congo
- Thailand
- Russia
- St. Lucia
- Kosovo
- El Salvador
- Mexico
- Laos
- Peru
- Brazil
- Honduras
- Bhutan
- Sudan
- Nigeria
- Guatemala
- Kenya
- Burundi
- Nepal
- Vietnam
- Cambodia
- Jamaica
- Algeria
- Somalia
- Liberia
- Germany
- China
- Ukraine
- Ecuador
- Columbia
- Kazakhstan
- South Sudan

# MEASURABLE SKILL GAIN RATE ALL STUDENTS 12+ HOURS



# MEASURABLE SKILL GAIN RATE AFTER 40 TO 60 HOURS OF INSTRUCTION

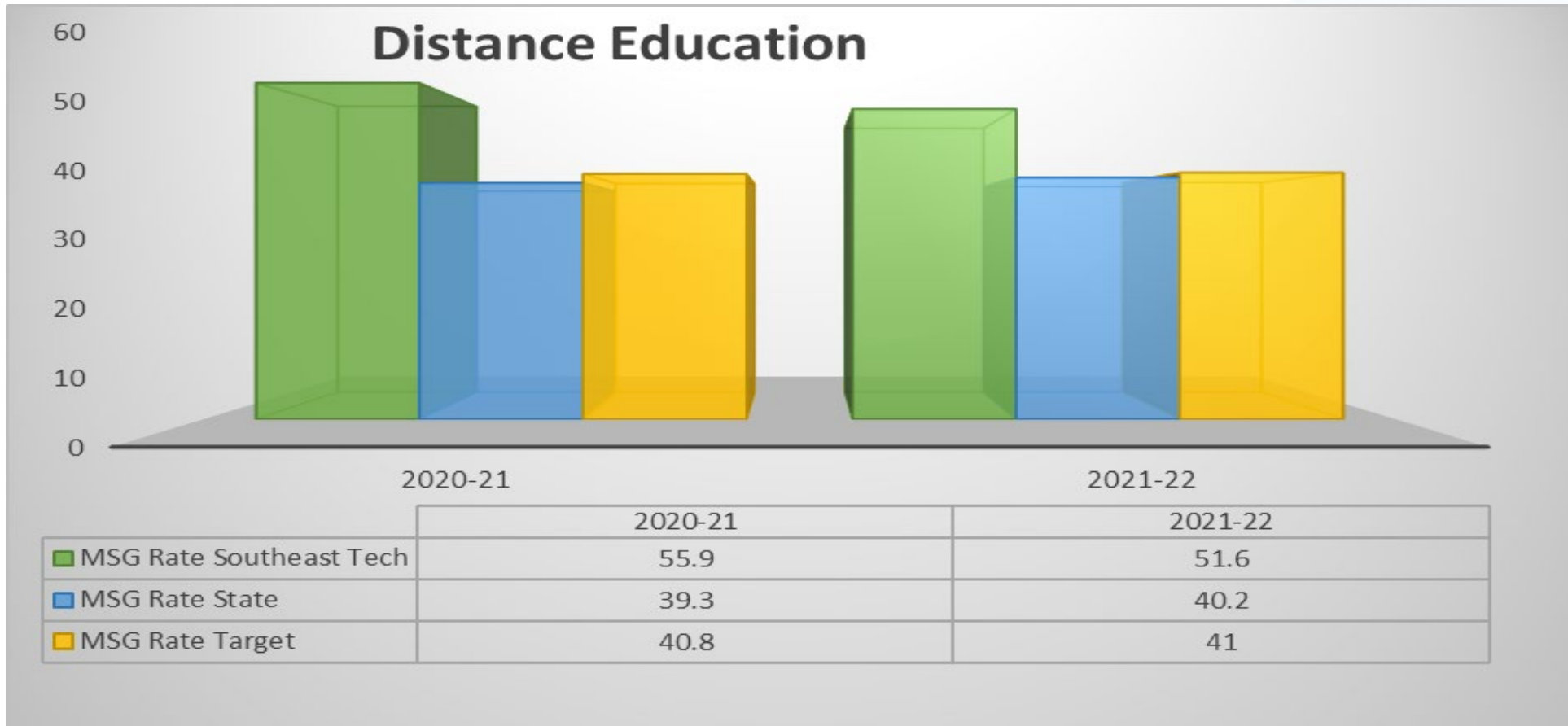




# DISTANCE EDUCATION

- Burlington English
  - ESL Program
  - In-class instruction with reinforcement activities outside of class
  - Future Hyflex Program – Synchronous/Asynchronous/In-Person with Reinforcement Activities
- Essential Education
  - TABE 11/12
    - Brush up on math, reading and language
  - GED Academy
    - Study all GED subjects
  - ESL and GED student enrolled
  - Most popular programs
- KET Fast Forward
  - GED Instruction – all subject areas
  - Skill development for entrance into post-secondary education.

# DISTANCE EDUCATION MSG RATE TABLE 4C





# ASPIRE-2-TECH

- Basic skill development in reading and writing within content specific curriculum
- Target audience – Reading/Language Grade Equivalent of 4 - 7
  - Intro to Healthcare
    - Medical terminology, CNA skills with skill lab, basic anatomy, soft skills
  - Intro to Business
    - Microsoft office suite, customer service skills, soft skills
  - Intro to Childcare
    - Childhood development, nutrition, discipline, soft skills
  - Intro to General Industry Safety
    - On the job safety, healthy work environments, job hazards, soft skills



# HEALTHCARE BRIDGE PROGRAM

- Basic Skill Development in reading and language/writing
- Target audience – Grade equivalent of 2 to 4
- Basic Anatomy – Body systems
- Healthcare Occupations Exploration
- Tour Healthcare Facilities
- Guest Speakers
- Soft Skills Training



# PARTNERSHIPS

- Department of Labor and Regulation – Local Office (MOU)
  - Provide WIOA Title II services to customers enrolled in WIOA Title I and III.
  - Refer WIOA Title II participants to the local office for WIOA Title I and III.
  - Local office meets with students twice a month on campus
- Southeast Technical College
  - Refer WIOA Title II participants to STC for enrollment into credit bearing programs.
  - Teach ELA 092/093 class to students who do not qualify for a credit bearing English program.
  - STC refers individuals who do not meet entrance requirements to Title II for skill development.
  - The STC Foundation supports GED students through the purchase of official GED test vouchers.



# PARTNERSHIPS

- St. Francis House (MOU)
  - St. Francis House refers guests to the Title II program.
  - St. Francis House added a computer lab and tutors to assist guests with lessons.
  - Title II provides on site orientation/testing. (Guests are also welcome to come to campus.)
  - Guests can choose in person or distance education.
- Multi-Cultural Center
  - Multi-Cultural Center refers clients to Title II for ESL classes.
  - Title II provides a multi-level ESL class at MCC two evenings a week.
  - Title II refers participants to MCC's Workforce Development Program.

# FUNDING

- Federal Funds through the Adult Education and Family Literacy Act
- State General Funds
- SD Department of Labor and Regulation is the granting agency
- 100% grant funded



# STAFFING

- Full Time Staff

- Jennifer Keyes

- Program Director

- Anne Eklund

- Lead Instructional Coach
- Distance Education Facilitator
- Hovland Learning Center

- Elena Carlson

- Instructional Coach
- ESL Class
- Healthcare Bridge Class
- Hovland Learning Center

- Part Time Staff

- Judy Machacek

- Instructional Coach
- Hovland Learning Center Sub

- Sheila Fossell

- Instructional Coach
- Develop Online Math Lessons

# NEXT

THE SMART WAY TO WHAT'S



**SOUTHEAST**  
Technical College

# STC Policy Update

## EXECUTIVE SUMMARY

**Purpose of Report:** To update the school board on the review process underway to continually update STC policies & regulations.

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Southeast Tech has implemented a comprehensive evaluation process to review existing campus policies and regulations. The purpose of the review is to determine the following:

1. If the policy/regulation is still necessary and accurate;
2. If the policy is up to date with current laws and college practices;
3. If changes are required to improve the effectiveness or clarity of the policy;

A STC Policy Review Committee comprised of representatives of campus administration, faculty, and staff, along with a designated Sioux Falls School Board member, are currently reviewing existing policies and will make recommendations for the revision or deletion of existing policies and the creation of new policies to facilitate campus operations.

A new STC policy format has been implemented to better manage, clarify, and organize policies. STC policies that have been reviewed will be changed to the new policy format structure, which includes the following components:

1. Purpose Statement
  2. General Statement of Policy
  3. Reporting Procedures
  4. Dissemination of Policy and Training
  5. Record of Board Action
- 

**Administrative Recommendation to School Board:** Acknowledge the STC Policy Update Report.

## Policy/Regulation Revisions

AD/STC Educational Vision/Southeast Technical College Mission/Core Values  
BA/STC School Board Operational Goals  
BB/STC School Board Legal Status  
BBAA/STC Board Member Authority and Responsibilities  
BBB/STC Board Membership – Elections/Appointments  
BBBE/STC Unexpired Term Fulfillment Vacancies  
BDB/STC Organization of the School Board – Board Officers  
BDD/STC Board -Superintendent Relationship  
BDE/STC Board Committees  
BEDB/STC Agenda  
BEDC/STC Quorum  
BEDD/STC School Board Meetings – Order of Business -Rules of Order  
BEDH/STC Public Participation at Board Meetings  
BEDI/STC News Media Services at Board Meetings  
BIA/STC New Board Member Orientation/Handbook  
BIB/STC Board Member Development Opportunities  
BIBA/STC Board Member Conferences, Conventions and Workshops  
BID/STC Board Member Compensation and Expenses  
KHBA/STC Commercial Activities

### EXECUTIVE SUMMARY

**Purpose:**

To bring to the School Board the above STC policy/regulations for first reading.

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In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Tech policy review committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

The referenced policies/regulations have been reviewed by administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned within the existing policies. Additional review included:

AD/STC Educational Vision/Southeast Technical College Mission/Core Values - added additional Legal References  
BA/STC School Board Operational Goals – minor changes to clarify language  
BB/STC School Board Legal Status – minor changes to clarify language  
BBAA/STC Board Member Authority and Responsibilities – minor changes to clarify language  
BBB/STC Board Membership – Elections/Appointments – minor changes to clarify language

BBBE/STC Unexpired Term Fulfillment Vacancies- no changes  
BDB/STC Organization of the School Board – Board Officers – minor changes to clarify language  
BDD/STC Board -Superintendent Relationship – minor changes to clarify language  
BDE/STC Board Committees – minor changes to reflect current practice  
BEDB/STC Agenda – minor changes to clarify language  
BEDC/STC Quorum – no changes  
BEDD/STC School Board Meetings – Order of Business -Rules of Order – minor changes to reflect current practice  
BEDH/STC Public Participation at Board Meetings – changes to reflect current practice  
BEDI/STC News Media Services at Board Meetings – minor changes to clarify language  
BIA/STC New Board Member Orientation/Handbook – minor changes to clarify language  
BIB/STC Board Member Development Opportunities – minor changes to clarify language  
BIBA/STC Board Member Conferences, Conventions and Workshops – minor changes to clarify language  
BID/STC Board Member Compensation and Expenses – minor changes to clarify language  
KHBA/STC Commercial Activities – minor changes to clarify language

This policy/regulation will require a second reading. It will be posted for public review on the School District and Southeast Tech website and return to the board on January 4, 2023.

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**Policy Review Recommendation to School Board:**

Acknowledge first reading of AD/STC, BA/STC, BB/STC, BBAA/STC, BBB/STC, BBBE/STC, BDB/STC, BDD/STC, BDE/STC, BEDB/STC, BEDC/STC, BEDD/STC, BEDH/STC, BEDI/STC, BIA/STC, BIB/STC, BIBA/STC, BID/STC, KHBA/STC with the understanding that they will return for a second reading on January 4, 2023.



## EDUCATIONAL PHILOSOPHY/VISION, MISSION, AND VALUES

Southeast Technical College Policy AD/STC

### 1. Purpose

Establish the Southeast Technical College Vision, Mission, and Core Values.

### 2. General Statement of Policy

#### **Vision**

Educational excellence for tomorrow's workforce.

#### **Mission**

The mission of Southeast Technical College is to educate individuals for dynamic and rewarding careers that promote lifetime success and meet the workforce needs of our region.

#### **Core Values**

- Student Centered
  - Student satisfaction and success are valued by Southeast Tech and have a high priority among all the stakeholders.
- Excellence
  - Southeast Tech strives for excellence and quality in all of its endeavors.
- Collaboration
  - Southeast Tech fosters the development of a partnership with all stakeholders in the delivery of its mission and goals.
- Accountability
  - Assessment and evaluation of student learning, programs, and institutional effectiveness are systemic processes for assuring success and improvement.
- Student Learning
  - Southeast Tech provides an environment for student mastery of academic and technical skills.
- Innovation
  - Southeast Tech values creative solutions and continuously seeks new, flexible and responsive ways to achieve its mission and goals.
- Diversity / Equity
  - Southeast Tech values and respects the dignity and worth of all persons and the diverse opportunities that are available to everyone.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

[Section 504 of the Rehabilitation Act of 1973](#)

[Americans with Disabilities Act](#)

[Title VI of the Civil Rights Act of 1964 \(discrimination based on origin or race\)](#)

[Title IX of the Education Amendments of 1972 \(discrimination based on gender\)](#)

[Title VII of the Civil Rights Act of 1964 \(discrimination based on race, color, creed, religion, gender \(including pregnancy\), national origin or ancestry\).](#)

[Age Discrimination Act of 1975 \(discrimination based on age\)](#)

[Genetic Information Non-discrimination Act \(discrimination based on genetic information\) Americans with Disabilities Act \(discrimination based on disability\)](#)

[Section 504 of the Rehabilitation Act \(discrimination based on disability\)](#)

Board Approved:

Southeast Tech Policy	Board Action:
adopted: 2-26-96	28403
amended: 11-27-06	34583
amended: 08-23-10	35804
amended: 09-26-11	36175
amended: 04-23-12	36350
amended: 01.02.19	ST00358



## SCHOOL BOARD OPERATIONAL GOALS

Southeast Technical College Policy BA/STC

### 1. Purpose

To establish School Board operational functions.

### 2. General Statement of Policy

The Sioux Falls School Board, functioning within the framework of laws, court decisions, attorney general's opinions, and similar mandates from the state and federal levels of government and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties: Enacts policy and shall concern itself primarily with broad questions of policy, rather than with administrative details. The application of policies is an administrative task to be performed by the Southeast Technical College President and his/her/their staff, who shall be held responsible for the effective administration and supervision of Southeast Tech.

- Provides for the planning, expansion, improvement, financing, construction, and maintenance of the physical plant of Southeast Tech.
- Prescribes the minimum standards needed for the efficient operation and improvement of Southeast Tech.
- Requires the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of Southeast Tech business.
- Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations and other guides for the orderly accomplishment of business.
- Adopts programs of study.
- ~~Provides staff and instructional aids.~~
- Evaluates the education program to determine the effectiveness with which Southeast Tech is achieving its educational purpose.

- Provides for the dissemination of information relating to Southeast Tech necessary for creating a well informed public.

### 3. Other Related Policies

BBB/STC – Elections

BBBE/STC – Unexpired Term Fulfillment/Vacancies

BCB/STC – School Board Member Conflict of Interest

### 4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

SDCL

13-8-1 School Board Defined

13-8-39 Management of schools by board – General powers

#### Board Approved:

Policy		Board Action	(formerly 8300)
adopted	05-28-68		
amended:	10-25-93	27458.2c.	
amended:	10-24-05	34245	
amended:	09-14-09	35488	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	
reviewed:	01.02.19	ST00358	



## SCHOOL BOARD LEGAL STATUS

Southeast Technical College Policy BB/STC

### 1. Purpose

School Board Legal Status

### 2. General Statement of Policy

The School Board shall consist of five members, each of whom shall have the right to vote on all questions coming before the Board, providing no conflict of interest exists.

#### Term

Board members shall be elected at large in accordance with the provisions of SDCL Ch. 13-7, whose terms shall be three (3) years; provided that each Board member shall be entitled to complete the term of office to which ~~he/shethey~~ was/were elected.

### 3. Other Related Policies

BBB/STC – Elections

BBBE/STC – Unexpired Term Fulfillment/Vacancies

BCB/STC – School Board Member Conflict of Interest

### 4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

##### SDCL

Ch. 13-7	School District Elections
13-8-2	Composition and terms of office of school board members
13-8-23	Events creating vacancy on school board

#### Board Approved:

Policy	Board Action	(formerly 9110)
adopted:	05-28-68	
amended:	10-25-93	27458.2d.
amended:	10-24-05	34245
reviewed:	09-14-09	35488
amended:	08-12-13	36693
reviewed:	08-13-18	38110



## SCHOOL BOARD AUTHORITY AND RESPONSIBILITIES

Southeast Technical College Policy BBAA/STC

### 1. Purpose

By statute definition the School Board is an elected body created according to the laws of the state to serve as the governing board of Southeast Technical College [\(STC\)](#) for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all district residents.

### 2. General Statement of Policy

The chief function of the Sioux Falls School Board is to provide for the progress and welfare of Southeast Tech, and to establish and maintain the policies which govern its organization and operation. The Board functions only when it is convened in a regular or special meeting which has been legally called. An individual Board member has no authority to speak for the Board unless such authority is delegated by the Board.

The Board is responsible for formulating policies for the general management of Southeast Tech. It shall delegate administrative authority to the Southeast Tech President but shall be responsible to the people for the results produced.

- The Board acts as a policy making body and through its own action legislates to make effective these policies.
- The Board acts as an appraisal body rendering judgment upon recommendations that may come to it through its executive officers, its own members, or the public which concern the progress and improvement of the [collegeschools](#).
- The Board shall sit as a judicial body when the Southeast Tech President requests a hearing or on an appeal for any Southeast Tech employee, group of employees, or student.

The Board shall:

- Select a Southeast Tech President who is the chief executive officer of [Southeast TechSTC](#).
- Adopt the annual budget for the support of Southeast Tech.

- Carefully deliberate on all issues to be considered. The majority action of the Board on a given issue should become the policy of the entire Board until such time as the question is again raised for consideration.
- Act upon recommendations of the Southeast Tech President regarding
  - matters of policy;
  - appointment, transfer, and dismissal of all personnel;
  - selection of programs of study;
  - adoption of salary schedules for employees of Southeast Tech;
  - passing upon accounts and audits of the business control of the school;
  - studying and passing upon the reports of the Southeast Tech President and his/her staff;
  - interpreting the program and representing the needs of the [institutecollege](#) before the public; and
  - all other matters pertaining to the welfare of Southeast Tech.

Individual Members

Board members have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instruction by the Board.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL	
13-8-1	School Board Defined
13-8-39	Management of schools by board - General powers

Board Approved:

Policy		Board Action	(formerly 8110 and 9270)
adopted:	05-28-68		
amended:	10-25-93	27458.2c and 27458.2d	
amended:	10-10-05	34224	
amended:	09-14-09	35488	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	
reviewed:	01.02.19	ST00358	



## SCHOOL BOARD GOVERNANCE AND OPERATIONS - ELECTIONS

Southeast Technical College Policy BBB/STC

### 1. Purpose

Southeast Technical College (STC) is part of the Sioux Falls School District and is governed as such by the elected school board officials. The purpose of the policy is to establish the School Board Governance and Operations.

### 2. General Statement of Policy

#### A. Elections

The annual school election shall be held between the second Tuesday in April and the third Tuesday in June. The School Board shall set the election date no later than the first regular meeting in January. The election may be combined with the annual municipal election or the Regular June Primary election, whenever possible. Members of the Board elected at such election assume their duties of office on the second Monday in July. All newly elected Board members must subscribe to an oath of office to be filed in the business manager's office.

No candidate for elective Board membership may be nominated unless ~~he/she~~ they are is a resident voter of the School District and unless a nominating petition has been filed on ~~his/her~~ their behalf with the Business Manager of the District in accordance with the time tables established for the current election year. A formal declaration of a candidacy shall be signed by the candidate before the circulation of the petition. The petition shall be signed by not less than twenty registered voters of the District. Petitions must be circulated within the scheduled time tables for the current election. There shall be added by either the signer or the circulator the signer's place of residence and date of signing. The petition shall be verified under oath by the person circulating it. The filing of the nominating petition shall constitute nomination and will entitle the candidate to have the candidate's name placed on the ballot for the term the candidate specifies only upon verification signed by the Business Manager that the nominating petition contains the minimum number of signatures and that the candidate is a resident voter.

No election will be held if only one nominating petition is filed for each Board vacancy to be filled and if there are no other questions to be submitted to the voters.

Following the election, within sixty days of the official canvass, the following information shall be included in the school board minutes:

1. The number of registered voters of the school district on the date voter registration closes;

2. The number of registered voters of the school district who voted in the election;
3. The percentage of registered voters of the school district who voted in the election; and
4. If the election was held in conjunction with either a regular municipal election or with the regular June primary.

If the annual election was not conducted because there was neither a contested vacancy on the school board nor any question submitted to the voters, a statement substantiating the reason for not holding the election shall be included in the school board minutes.

**B. Registration of Voters**

Every person resident of this state who shall be of lawful age, not otherwise disqualified, who shall have complied with the provisions of law relating to the registration of voters shall be entitled to vote at any election of this state. The county auditor shall enter on the master registration list and include in precinct registration lists the names of all persons who have registered with or have had their applications for registration received by any county auditor not less than fifteen days preceding such election.

**3. Dissemination of Policy and Training**

The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

**Legal References:**

- SDCL
- Ch. 13-7 School District Elections
- Ch. 12-4 Registration of Voters

**Board Approved:**

Policy	Board Action	(formerly 9500)
Adopted: 05-28-68		
amended: 10-25-93	27458.2d	
amended: 09-23-96	28608	
amended: 10-24-05	34245	
amended: 09-14-09	35488	
amended: 08-12-13	36693	
amended: 07-09-18	38082	
reviewed: 08-14-18	38110	



## UNEXPIRED TERM FULFILLMENT/VACANCIES

Southeast Technical College Policy BBBE/STC

### 1. Purpose

Should a vacancy open due to a school board member's inability to serve on the board for the rest of their designated term.

### 2. General Statement of Policy

A vacancy on the school board occurs if any of the following events happen before the expiration of the term of a school board member. If the member:

1. dies;
2. is removed from the board;
3. ceases to be a resident of the school district or representation area where elected;
4. is convicted of any infamous crime or of any offense involving a violation of the member's official oath;
5. has a judgment obtained against the member for breach of the member's official bond;
6. is incapacitated and is unable to attend to the duties of the position;
7. assumes the duties of an office incompatible with the duties of a school board member;
8. fails to qualify as a board member as provided by law;
9. resigns; or
10. when the District has failed to elect a person to succeed a school board member whose term has expired.

A vacancy on the School Board shall be filled by appointment by the remaining members of the Board at any legally constituted meeting when a vacancy is created by reasons 1 through 7 listed above.

A vacancy on the School Board shall be filled by appointment including the vacating member when a vacancy is created by reasons 8 through 10 listed above.

The appointee shall qualify as if elected at or before the next school board meeting, and serve until the next succeeding election at which time a successor shall be elected to serve the unexpired term.

### 3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL

13-8-22 Incumbent continued in office when successor not elected or qualified  
13-8-23 Events creating vacancy on school board  
13-8-24 Resignation not effective until successor appointed and qualified  
13-8-25 Appointments to fill vacancies on school board - Qualifications — and term of \_\_\_\_\_  
\_\_\_\_\_ appointee

Board Approved:

Policy		Board Action	(formerly 9111)
adopted:	05-28-6		
amended:	10-25-93	27458.2d.	
amended:	10-24-05	34245	
reviewed:	09-14-09	35488	
amended:	08-12-13	36694	
reviewed:	08-13-18	38110	



## ORGANIZATION OF THE SCHOOL BOARD

Southeast Technical College Policy BDB/STC

### 1. Purpose

At the annual meeting, as provided by law, the School Board shall organize by electing a president and vice president from its membership. The officers shall serve for a one year term.

### 2. General Statement of Policy

#### **President**

The president of the Board shall:

- preside at all meetings of the Board;
- countersign all checks or warrants drawn by the Sioux Falls School District Business Manager which have been authorized for payment by the Board;
- sign all contracts or agreements governed by Policy DJ/STC ~~! / DJ-R/STI~~ approved by the Board;
- confer with the Southeast Tech President as may be necessary and desirable regarding [institutecollege](#) and related matters;
- call special meetings of the Board;
- be entitled to discuss and vote on all matters coming before the Board unless Policy BCB/STC applies;
- be the primary spokesperson for the Board; and
- appoint all committees requiring School Board participation.

#### **Vice President**

The vice president of the Board shall assume the duties and responsibilities of the president in ~~their~~ their absence.

### 3. Reporting Procedures

None

### 4. Related Policies

BCB/STC – School Board Member Conflict of Interest

DJ/STC/~~DJ-R~~ – Expenditures (Purchasing/Incidental Accounts)

BDE/STC – School Board Committees

## 5. Dissemination of Policy and Training

The policy is located on STC's website under consumer information.

### Legal References:

#### SDCL

6-1-17 Official prohibited from discussing or voting on issue if conflict of interest exists -- Legal \_\_\_\_\_  
\_\_\_\_\_ remedy.

13-8-10 Meetings of board -- Election of officers – Designation of depository and newspaper – Special meetings

13-8-26 \_\_\_\_\_ Appointment of committees--Persons authorized to countersign checks and warrants

### Board Approved:

Policy		Board Action	(formerly 9120, 9210, and 9220)
Adopted:	05-28-68		
amended:	10-25-93	27458.2d.	
amended:	10-10-05	34225	
amended:	09-14-09	35488	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	
reviewed:	01.02.19	ST00358	



## BOARD-SOUTHEAST TECHNICAL COLLEGE PRESIDENT RELATIONSHIP

Southeast Technical College Policy BDD/STC

### 1. Purpose

It is the primary responsibility of the School Board to formalize the educational ideals, values, and goals of the community into concepts of policy and to see that these are translated into actual practice by the Southeast Tech President and ~~his/her~~their staff.

### 2. General Statement of Policy

The Board believes that the most effective way of fulfilling its responsibilities to the patrons of a dynamic, growing technical college is through close cooperation and teamwork between the Board and President. The roles of the Board-President leadership team are essential to the success of Southeast Tech.

The Board-President team has an obligation to provide educational leadership within Southeast Tech. The Board-President team must always function at a high professional and ethical level focusing on the goals to be achieved and the policies to be implemented by the President and/or ~~his/her~~their designee.

As the legally designated governing body, the Board retains final authority. Yet, the President is the Board's professional advisor to whom the Board delegates executive responsibility. It is essential that each recognizes, respects and supports each other's area of responsibility. To help clarify this shared responsibility, the following operating principles are adopted:

- The President shall be the chief administrator of Southeast Tech and be directly responsible to the Board for the total administration of Southeast Tech. The Board will not assume the administrative function, but will vest in the President executive authority to carry out these administrative responsibilities.
- Important college/institute matters requiring Board action will be presented by the President to the Board in a responsible manner. The President is expected to inform the Board of important Southeast Tech related matters in a timely fashion.
- The Board expects the President to bring important items requiring Board action to the Board as well as other items that are properly within its legislative function, or those that are required by law.

- Board members will inform the President about any [collegeinsti](#)-related questions or concerns that have potential implication for Board deliberation or action which may arise between Board meetings. The Board president and the Southeast Tech President will discuss any such question or concern to determine if the items should be placed on the agenda of a future Board meeting. Board members and the President will communicate such matters to each other prior to the meeting to prevent misunderstandings and to promote more efficient, businesslike meetings.
- Individual Board members, in the normal course of interacting with the [collegeinstitute](#) and community, may seek information on non-personnel matters or receive information from employees, parents/guardians, students or community members about Southeast Tech related matters. If the information raises questions or concerns requiring a response from administration, the Board member shall discuss the information directly with the President. The President/designee is responsible for responding directly to the constituent.
- The responsibility for selection, placement, suspension, or dismissal of Southeast Tech personnel is vested in the President subject to approval by the Board as required by law. All Board decisions and communications affecting employees will be issued by the President through regular administrative channels.
- The Board will take action on items and issues properly before the Board only after consultation and upon recommendation by the President. However, the Board recognizes its legal responsibilities for the operation of the District, and may revise or reject the President's recommendations on any item or issue.
- The President of the School Board shall authorize payment to the President for reimbursement of expenses of the President while conducting school business as submitted to the Finance Office in accordance with Finance Office practices and procedures.
- Board members and the President will take a positive approach based on cooperation and support in resolving problems and issues which will arise from time to time.

### 3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Board Approved:

Policy		Board Action
adopted:	10-10-05	34226
reviewed:	09-14-09	35488
amended:	08-12-13	36693
reviewed:	08-13-18	38110
reviewed:	01.02.19	ST00358



## SCHOOL BOARD COMMITTEES

Southeast Technical College Policy BDE/STC

### 1. Purpose

Outlining the responsibilities of advisory committees.

### 2. General Statement of Policy

The School Board President shall appoint Board members to committees requiring Board member participation. No more than two Board members may be assigned to any such committee.

An advisory committee (also known as task force) will be appointed by the Board only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Advisory committees should be appointed primarily to advise the Board. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis.

Advisory committees should not be appointed to advise on matters requiring decision by the Board unless adequate time is available for a thorough study by the committee.

The Board shall seek the advice of the ~~President Superintendent~~ before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to the advisory committee immediately following its appointment.

Upon completing its assignment, each advisory committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each advisory committee shall be instructed as to:

- the length of time each member is being asked to serve;
- the service the Board wishes it to render;
- the resources the Board intends to provide to help it complete its job;
- the approximate dates on which the Board wishes it to submit reports;
- the time and place of the first meeting;

- its relationship with the Board as a whole, with individual Board members, with the President Superintendent, and with the other members of the professional staff; and
- the approximate date on which the Board wishes to dissolve the committee.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any advisory committee.

The Board will see that the public is made aware of the services rendered by advisory committees as it may appoint and will see that the public is informed of all major conclusions and recommendations made by such advisory committees. Any final recommendations, findings or reports resulting from an advisory committee shall be reported to the Board in an open meeting. The Board will delay until the next meeting taking any action on any recommendation, finding or report of an advisory committee.

All public announcements concerning the organization, membership, operation, recommendations and dissolution of such advisory committees shall be made at such time and in such manner as the Board may choose.

### 3. Dissemination of Policy and Training

The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

#### Legal References:

SDCL	
13-8-26	Appointment of committees--Persons authorized to countersign checks and warrants
1-27-1.18	Recommendations, findings and reports of appointed working groups to be reported in open meeting – Action by governing body

#### Board Approved:

Policy	Board Action	(formerly 8130)
adopted: 05-28-68		
amended: 10-25-93	27458.2c	
reviewed: 04-10-00	29545	
amended: 10-24-05	34245	
amended: 09-14-09	35488	
amended: 09-13-10	35817	
amended: 08-12-13	36690	
reviewed: 08-13-18	38110	



## AGENDA

### Southeast Technical College Policy BEDB/STC

#### 1. Purpose

This policy states the duties and responsibilities of the Southeast Technical College [\(STC\)](#) President (or [his/her/their](#) designee) in relation to the agenda used at all board meetings.

#### 2. General Statement of Policy

For all regular School Board meetings the ~~School District Business Manager~~ [STC President](#) (or [his/her/their](#) designee) shall, at least twenty-four (24) hours before the meeting to which it applies:

- Furnish Board members with an agenda of principal items of business;
- Post a copy of a visible, readable and accessible agenda, at a location visible to the public, at the central office of the District;
- Post a copy of the agenda on the District's website.

To the extent circumstances permit, for special or rescheduled Board meetings the ~~Business Manager~~ [STC President](#) (or [his/her/their](#) designee) shall, at least twenty-four (24) hours before the meeting to which it applies:

- Furnish Board members with an agenda of principal items of business;  
Post a copy of a visible, readable and accessible agenda, at a location visible to the public, at the central office of the District;
- Post a copy of the agenda on the District's website;
- Deliver in person, by mail, by email or by telephone, the agenda to members of the local news media who have requested notice.

The agenda shall include the date, time and location of the regular, special or rescheduled meeting.

For any event hosted by a nongovernmental entity to which a quorum of the Board is invited and public policy may be discussed, but the Board does not control the agenda, the ~~Business Manager~~ [STC President](#), or designee, may post a public notice of quorum, in lieu of an agenda in accordance with the posting requirements stated above.

If printed material relating to an agenda item is prepared and distributed to the Board before the meeting, the material will be posted to the District's website or made available at the Instructional Planning Center at least twenty-four hours before the meeting or at the time the material is distributed to the Board, whichever is later. This provision does not apply to any printed material or record that is

specifically exempt from disclosure or regarding the agenda item of an executive or closed meeting or to materials related to a contested case proceeding under SDCL Ch. 1-26.

### 3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

SDCL	
1-25-1	Official meetings open to the public – Exceptions – Teleconferences – Violation as misdemeanor
1-25-1.1	Notice of meetings of public bodies - Violation as misdemeanor
1-27-1.16	Material relating to open meeting item to be available - Exceptions - Violation as a misdemeanor

#### Board Approved:

Policy		Board Action	(formerly 9366)
adopted	05-28-68		
amended:	10-25-93	27458.2d.	
amended:	10-24-05	34245	
amended:	09-14-09	35488	
amended:	09-13-10	35817	
review revise:	08-13-12	36430	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	
amended:	06.10.19	38331	



## QUORUM

Southeast Technical College Policy BEDC/STC

### 1. Purpose

To establish the definition of a quorum for the purpose of conducting business.

### 2. General Statement of Policy

A majority of the members of the School Board constitutes a quorum for the purpose of conducting business. Members may be present, either in person, via teleconference or videoconferencing. It is the intent of the Board that motions be carried by a majority of members elect. Official action will be taken if it is approved by the majority of members voting. Votes on all motions and resolutions shall be by "ayes" or "nays."

### 3. Dissemination of Policy and Training

This policy is located on STC's website under Consumer Information – Southeast Tech policies.

#### Legal References:

SDCL	
6-1-17	Official prohibited from discussing or voting on issue if conflict of issue exists -- Legal remedy
13-8-10	Meetings of Board --Election of officers --Designation of depository and newspaper-- Quorum

#### Board Approved:

Policy	Board Action	(formerly 9367)
adopted 05-28-68		
amended: 10-25-93	27458.2d.	
amended: 10-24-05	34245	
amended: 08-13-07	37809	
amended: 09-14-09	35488	
amended: 08-12-13	36693	
reviewed: 08-13-18	38110	



## SCHOOL BOARD MEETINGS – ORDER OF BUSINESS – RULES OF ORDER

Southeast Technical College Policy BEDD/STC

### 1. Purpose

To establish the format of a school board meeting.

### 2. General Statement of Policy

#### **School Board Meetings – Order of Business**

For the general transaction of business, the standard parliamentary rules shall be observed; and, in case any disputed questions shall arise, *Parliamentary Procedure at a Glance* shall be taken as authority.

The meeting may include, but is not limited to, the following:

**Call to Order** - The meeting shall be called to order and attendance of the School Board members shall be taken. If a quorum is not established, no business may be conducted.

#### **Pledge of Allegiance**

**Approval of Minutes** - Action shall be taken to approve minutes of the previous meeting(s) held. Within ten business days, unapproved draft minutes of the Board meeting will be available for inspection by the public or within five business days after a meeting, an audio or video recording of the meeting will be available to the public on the Districts website. The unapproved minutes will be furnished to the designated legal newspaper of the District for publication within twenty business days.

**Persons Wishing to Address the School Board** - Persons wishing to address the Board on school-related items will submit their name, address, and topic of discussion to the Business Manager or ~~his/her~~ their designee. The Board President will request that person to step up to the microphone and state ~~his/her~~ their name and address. Discussion will be limited as specifically outlined in Policy BEDH – Public Participation at School Board Meetings.

**Adoption of the Agenda** - During this portion of the agenda, Board members may amend the agenda if desired and supported by a majority vote of the Board. The revised agenda including any modifications is approved and guides the remainder of the meeting.

~~**Good News Report** – A "Good News Report" may be given to highlight outstanding people or service within or of benefit to the District.~~

**Consent Agenda** - The Consent Agenda will include all regular monthly business, approval of payroll, approval of claims, bid awards, the finance report, the business manager's report, a consolidated report of trust and agency accounts, authorizations and ratifications, and the personnel report(s).

At the request of any Board member, items contained within the Consent Agenda may be pulled from the Consent Agenda and discussed as a separate issue or may be deleted from the Consent Agenda or revised within the Consent Agenda.

**Supplemental Consent Agenda** - Included in this portion of the agenda are items which individual Board members may have a conflict of interest that have been removed from the Consent Agenda prior to the Board meeting being called into session.

**Reports of the Superintendent/President** - Included in this portion of the agenda are topics for discussion which may be either new or unfinished business. The Board will consider written reports and/or hear testimony on subjects brought before the Board by the public, the administration, or Board members. The Board may acknowledge the discussion or act upon a motion in each case.

**Policies** - Policy proposals and suggested revisions of existing policies shall be submitted to the Board by the [STC Superintendent](#) as recommended by the Policy Review Committee in accordance with Policy [BG/STC](#) – School Board Policy Process.

#### **Committee Reports from individual Board Members**

#### **Adjournment**

#### 3. Related Policies

- BCB/[STC](#) – School Board Member Conflict of Interest
- BEDH/[STC](#) – Public Participation at School Board Meetings
- BG/[STC](#) – School Board Policy Process

#### 4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

- SDCL
- 1-27-1-.17 Draft Minutes of public meetings to be made available -Exceptions – Violation as misdemeanor
- 13-8-35 Publication of minutes of board – Contents – Changes after publication – Business manager to sign
- 13-8-34 Approval and signing of minutes of school board
- 6-1-10 Publication of payroll information

[Jones, O.G. \(1990\). Parliamentary procedure at a glance: New edition \(reference\). Penguin Books.](#)

Board Approved:

Policy

Board Action

(formerly 9368)

adopted:	05-28-68	
amended:	10-25-93	27458.2d
amended:	02-27-95	27951
amended:	05-13-96	28482
amended:	09-23-96	28608
amended:	10-24-05	34245
amended:	08-13-07	37810
amended:	09-14-09	35488
amended:	09-13-10	35817
amended:	08-12-13	36693
reviewed:	08-13-18	38110



## PUBLIC PARTICIPATION AT BOARD MEETINGS

Southeast Technical College Policy BEDH/STC

### 1. Purpose

Members of the public have the expressed right and are encouraged to attend meetings of the School Board to listen and observe the deliberations of its members. A Board meeting is a legislative session, a public input session, or a work session.

### 2. General Statement of Policy

#### **Legislative Session**

The purpose of a legislative session is to discuss, deliberate and, when appropriate, take action on issues presented to the Board by the Southeast Tech President or other Board members. In general, a Board meeting for legislative purposes is not an open hearing on a topic or issue. At a legislative session of the Board there are generally two opportunities to address the Board. The first opportunity is at the agenda item entitled *Persons Wishing to Address the School Board* and the second opportunity is for *Public Input on Agenda Items*, ~~which occurs after an action has been presented to the Board but prior to Board discussion of an action or a first or second reading of a policy item listed on the Board agenda.~~ Some legislative sessions include a Public Hearing. This allows a third opportunity to address the Board.

#### **Persons Wishing to Address the School Board**

##### **Non-Agenda Items**

- This portion of the agenda is available for individuals wishing to address the Board about a Southeast Tech related subject, ~~that is not listed on the Board agenda of the meeting at which the person is addressing the Board.~~
- An individual wishing to address the Board on a Southeast Tech-related issue ~~which is not on the agenda~~ must sign up prior to the start of the meeting with the Southeast Tech President or designee and give ~~his/her~~their name, address, and topic about which the person wishes to speak.
- The speaker is limited to five minutes regardless of the number of subjects the person wishes to cover. If multiple individuals sign up to speak on the same topic that is not an

agenda item, total testimony on the topic shall be limited to 15 minutes per side of the issue as determined by the Board President.

#### **Public Input on Agenda Items**

- ~~Individuals wishing to address the Board regarding an item on the agenda will have an opportunity to do so after the administration has presented the item to the Board but prior to the Board addressing the agenda item.~~
- ~~Individuals wishing to address the Board on an agenda item must sign up with the Southeast Tech President or designee prior to the beginning of the meeting. Each person wishing to speak must give his/her name, address, identify the agenda item and whether he or she will be speaking for or against the item. The Board President may waive the requirement that a speaker must sign up to address an agenda item prior to the beginning of the meeting. However, if the waiver is granted, the speaker must sign up with the Southeast Tech President or designee prior to leaving the meeting.~~
- ~~Individuals may address the Board for a maximum of five minutes on an individual agenda item.~~
- ~~A maximum of fifteen minutes per side of testimony will be permitted per agenda item. If more speakers sign up to speak to an issue than time is available, the Board President may request that each side of the issue select a person or two to speak to each side of the issue.~~

#### **Public Hearing**

- Public hearings are required by State law and Board policy prior to certain actions (e.g. approval of the budget).
- Individual testimony shall be limited to three (3) minutes. At the discretion of the Board President, this limit can be extended.
- The public may address the Board without signing up prior to speaking.
- Each speaker must state ~~his/her~~their position in a clear, concise manner. The person may ask for clarification on an item. As appropriate, the Board President may authorize a Board member or the administration to clarify the issue.

#### **Public Input Session**

Public input sessions are scheduled by the Board exclusively to receive information on a particular topic in an informal setting. Public input sessions are generally governed by the following guidelines:

- Individual testimony for all persons may be limited at the discretion of the Board President.
- The public may address the Board without signing up prior to speaking.
- Individuals are encouraged to ask questions and give suggestions during a public input session.

- These guidelines may be revised by the Board President to best fit the topic or purpose of the input session. The expectations of the public shall be explained at the beginning of each public input session.

### **Work Session**

Work sessions are public meetings at which the Board receives detailed information from the administration, other Board members, and invited guests.

An opportunity for public input shall be provided under the following guidelines:

- The opportunity to provide input shall be limited to addressing the Board regarding an item on the work session agenda, excluding committee reports;
- The public input period shall occur at the time indicated on the agenda;~~after the Administration has presented its report on the agenda item;~~
- Individuals wishing to address the Board must sign up with the Southeast Tech President or designee prior to the beginning of the meeting. Each person wishing to speak must give his/her name, address, identify the work session agenda item and whether he or she will be speaking for or against the work session agenda item.
- Individual testimony shall be limited to three (3) minutes. At the discretion of the Board President, this limit can be extended.
- A maximum of six (6) minutes will be permitted per work session agenda topic. If more speakers sign up to speak to an issue than time is available, the Board President may prorate time accordingly or request the group to select two individuals to speak on the group's behalf.

### **General Decorum for All Types of Meetings**

- Anyone addressing the Board must give his/her/their name and address.
- The speaker may not give oral complaints regarding Southeast Tech personnel or personnel actions. Complaints regarding Southeast Tech personnel are to be addressed to the Southeast Tech President in private or in writing to the Southeast Tech President and Board members in accordance with Policy KEB/STC KEB-R/STC.
- The speaker may not offer personal attacks against any individual.
- The speaker may not give oral complaints identifying individual students. Complaints regarding individual students are to be addressed to the Southeast Tech in private or in writing to the Southeast Tech President and Board members in accordance with Policy KE/STC KE/STC.
- The Board President, at his/her/their discretion, may request the administration or another Board member to respond to a person addressing the Board immediately following the input or may direct the administration to respond in writing.

If an individual does not follow the appropriate guidelines for speakers, he or she may be denied the privilege of speaking before the Board. Upon the first violation of the guidelines by an individual, such person's privilege of speaking may be suspended for the remainder of the Board meeting at which the violation occurs. If an individual violates the guidelines a second time, the person's privilege of speaking before the Board may be suspended for the remainder of that meeting and for the next Board meeting. If an individual violates the guidelines a third time, the length of the suspension may be at the discretion of the Board President, but may not exceed one year.

Notwithstanding the ability of the Board to suspend an individual's privilege to speak before the Board, that person may always communicate with the Board in writing.

### 3. Related Policies

KE/STC - Public Concerns and Complaints

KEA/STC - Public Concerns/Complaints about Policies

KEB/STC - ~~KEB-R/STC~~ - Public Concerns/Complaints about Personnel

### 4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

SDCL

1-25-1 ~~1-25-1~~.

Official meetings open to the public— Exceptions-- Teleconferences--Violation as misdemeanor

#### Board Approved:

Policy		Board Action	(formerly 9364)
adopted:	05 -28 -68		
amended:	10 -25 -93	27458.2d	
amended:	02 -27 -95	27951	
amended:	10 -28 -96	28634	
amended:	01 -13 -03	33409	
amended:	10 -24 -05	34245	
amended:	06 -26 -06	34458	
amended:	02 -26 -07	34655	
amended:	09 -14 -09	35488	
amended:	08 -12 -13	36693	
amended:	07 -09 -18	38082	
reviewed:	08 -13 -18	38110	
reviewed:	01.02.19	ST00358	



## NEWS MEDIA SERVICES AT SCHOOL BOARD MEETINGS

Southeast Technical College Policy BEDI/STC

1. Purpose

Media coverage of School Board Meetings.

2. General Statement of Policy

Representatives of the local news media are urged to attend all meetings of the School Board. The [Sioux Falls School District](#) Business Manager or [his/her/their](#) designee shall advise the media of all Board meetings in accordance with Policy [BEDB/STC](#).

3. Related Policies

[BEDB/STC](#) – Agenda

4. Dissemination of Policy and Training

The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

Board Approved:

Policy		Board Action	(formerly 1112.1)
adopted:	05-28-68		
amended:	03-22-99	29291	
amended:	10-24-05	34245	
amended:	09-14-09	35488	
reviewed:	08-12-13	36693	
reviewed:	08-13-18	38110	



## NEW SCHOOL BOARD MEMBER ORIENTATION

Southeast Technical College Policy BIA/STC

### 1. Purpose

To maintain high standards and continuity in operating the School District, new School Board members should be provided new Board member training promptly after election.

### 2. General Statement of Policy

The Superintendent/President shall arrange to hold a conference or conferences with new Board members on their work, objectives, and purposes, discussing the legislative function of the Board with the administrative functions of the Superintendent/President. Key aspects of curriculum, finance, operations, special services, instructional support, assessment, technology and information services will be reviewed with new Board members.

The new member has a responsibility to become knowledgeable about the educational program, employed personnel, laws and Board procedure, Board policies, teaching materials and facilities, school services, needs of community, interested organizations such as the parent-teacher association, techniques of good public relations, and the priority areas identified by the Board.

### 3. Dissemination of Policy and Training

The policy is on STC's website under Consumer Information – Southeast Tech Policies

#### Board Approved:

Policy		Board Action	(formerly 8210)
adopted:	05-28-68		
amended:	10-25-93	27458.2c	
amended:	10-24-05	34245	
amended:	09-14-09	35488	
reviewed:	08-12-13	36693	
reviewed:	08-13-18	38110	



## SCHOOL BOARD MEMBER DEVELOPMENT OPPORTUNITES

Southeast Technical College Policy BIB/STC

### 1. Purpose

It is the belief of the Sioux Falls School Board that professional development is important for everyone associated with the education of ~~school children~~ Southeast Technical College (STC) students of the Sioux Falls School District, including Board members themselves.

### 2. General Statement of Policy

To be an effective Board member and to assure that ~~the District~~ STC remains progressive in its approaches to providing the best possible educational opportunities for students, it is imperative that Board members avail themselves of the training opportunities that are available.

Board members are encouraged to participate in meetings and activities of area, state, and national school boards associations and of other educational groups and to study and examine the materials received from those organizations. Membership and attendance at conferences are dependent upon annual budget approval.

### 3. Dissemination of Policy and Training

The Policy is located on STC's website under Consumer Information – Southeast Tech Policies

### 4. Related Policies

BIBA/STC– School Board Member Conferences, Conventions and Workshops

BID/STC– School Board Member Compensation and Expenses

#### Board Approved:

Policy		Board Action
adopted:	05-28-68	
amended:	10-25-93	27458.2c
amended:	11-22-99	29474
amended:	10-24-05	34245
amended:	09-14-09	35488
amended:	10-14-13	36737
reviewed:	08-13-18	38110



## SCHOOL BOARD MEMBER CONFERENCES, CONVENTIONS, AND WORKSHOPS

Southeast Technical College Policy BIBA/STC

### 1. Purpose

Attendance at meetings, directly or indirectly related to education or ~~school-college~~ matters, shall be encouraged for the value they have to the Sioux Falls School District and the professional growth of Sioux Falls School Board members.

### 2. General Statement of Policy

The Superintendent/President shall make every effort to notify Board members of all such meetings, and Board members, in turn, shall notify the Superintendent/President if they expect to attend. Attendance at out of state conferences, conventions and workshops is subject to prior Board approval. Board members whose terms will expire and are not seeking re-election at the end of the current school year are not eligible to attend out of state conferences.

All necessary reimbursable expenses for attending such meetings, including transportation, lodging, meals and registration fees shall be a charged against District funds.

### 3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

### 4. Related Policies

BID/STC – School Board Member Compensation and Expenses

#### Board Approved:

Policy		Board Action
new:	11-22-99	29474
amended:	10-13-03	33662
amended:	10-24-05	34245
amended:	09-14-09	35488
reviewed:	08-12-13	36693
reviewed:	08-13-18	38110



## SCHOOL BOARD MEMBER COMPENSATION AND EXPENSES

Southeast Technical College Policy BID/STC

### 1. Purpose

To establish compensation and expense procedures for [Sioux Falls](#) School Board Members.

### 2. General Statement of Policy

In accordance with state statutes, each School Board member shall be entitled to the same per diem per meeting as is authorized for the members of the South Dakota Board of Education Standards, pursuant to SDCL 13-8-37. Each Board member shall receive a salary paid per diem per meeting for meetings actually attended as a representative of the Board; it being understood that the total amount to be paid during any one day will not exceed the per diem rate.

In addition to the above, pursuant to SDCL 13-8-38 all Board members may receive the travel allowance authorized by the rules adopted by the State Board of Finance.

### 3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

SDCL	
13-8-37	Compensation of board members
13-8-38	Travel allowance of school board members

#### Board Approved:

Policy		Board Action	(formerly 8230)
adopted:	05-28-68		
amended:	10-25-93	27458.2c.	
amended:	08-11-03	(see MRF #12368)	
amended:	10-24-05	34245	
reviewed:	09-14-09	35488	
amended:	08-12-13	36693	
reviewed:	08-13-18	38110	



## COMMERCIAL ACTIVITIES

Southeast Technical College Policy KHBA/STC

### 1. Purpose

Southeast Technical College (STC) serves as an important link to regional economic growth. At the same time, STC is an educational facility dedicated to preparing its students for employment. Therefore, STC has an obligation to serve both area businesses and its students by providing an atmosphere helpful to economic growth and conducive to student learning.

### 2. General Statement of Policy

STC will protect student instructional time by maintaining a student environment that is free from commercial activities.

STC will serve the business and industry training needs of the area by providing facilities and resources for commercial activities. only as theyActivities relate must be related to the development of students, faculty and staff, and/or meet STC's mission of providing quality accredited programs, customized training, continuing and adult education opportunities, professional growth, and life-long learning opportunities.

#### **Advertisements**

No advertisement, as defined by this policy, shall be allowed unless it fits one or more of the following categories and is approved by the President or designee.

1. Paid advertisements in STC publications.
2. Instructional aids furnished by private sources when the advertising is reasonable, non-intrusive, and not inherent to the content.
3. Signs on STC campus that meet city sign code requirements.
4. Advertising at STC events.
5. Student incentives that benefit learning and achievement.
6. The display of advertisers on such items as vending machines, electronic message boards, etc. that have been placed in the school for the use of students, staff, and the public.

7. Incidental advertisements that appear when students are using various Internet services.

### **Sponsorships**

STC encourages staff and faculty to seek sponsorships to help support STC programs, services and organizations.

Sponsors may be acknowledged in STC publications or broadcasts and on the campus. The acknowledgement will be an expression of appreciation rather than an advertisement and should not minimize or take away from STC's role or responsibility for the activity or service.

### **Exclusive Rights Contracts**

The School Board may from time to time consider the approval of an exclusive rights contract if it will result in substantial benefit to STC and STC students, and is ~~not in~~ inconsistent with STC's mission, policies, and goals. The School Board's consideration of such benefit may include, but is not limited to, the impact on students as well as the amount of funds that will be generated, how the funds will be used, and what alternative sources of funding are available.

All such contracts must be issued in conformance with procedures established by law and School Board policy. The contracts must include an end date and indicate whether or not the contract may be renewed. No site will be required to be a party to an exclusive rights contract unless it has agreed in advance or unless the School Board determines that there is an overriding interest by STC to participate.

Exclusive rights contracts shall not include provisions that would allow marketing activities, including advertising, to take place on STC property, except that vending machines may display product names.

Prior to approving an exclusive rights contract, the School Board shall, after conducting a public hearing, determine whether the substantial benefit of the contract justifies the required advertising, sale of products, or other contract provision.

### **Purchase of Goods and Services**

~~From time to time~~ STC may contract for goods and services where the display of product names is necessary. Such arrangements shall be issued in conformance with purchasing procedures established by law and School Board policy, and be necessary to the economical use of the good or service, and shall not include provisions that would allow marketing activities, including advertising, to take place in STC facilities other than where the product is being utilized.

### **Student Support**

Commercial activities that support the education, personal needs, and workforce opportunities of STC students may be approved by the President or designee. These activities should have no impact on instructional time. Participation by students in these activities ~~should be~~ voluntary.

### **STC Business Partnerships**

As part of its mission, STC provides resources for the economic growth of the community. The President or designee may partner with area businesses and organizations to allow the use of facilities and

resources for commercial activities only as they relate to the development of students, faculty and staff, and /or meet STC's mission of providing quality accredited programs, customized training, continuing and adult education opportunities, professional growth, and life-long learning opportunities for the community.

#### **Prohibited Commercial Activities**

The above policy notwithstanding, no commercial activity shall be associated with any organization whose primary source of revenue is the sale of products or services not legal for purchase by minors; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or STC policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; be associated with any company or individual whose actions are inconsistent with STC's mission and goals; or otherwise be in violation of the law.

STC shall provide no personally identifiable data about a student to the sponsor of a commercial activity without the consent of the student (or parent if student is a minor), unless the information is directory information as defined by the Family Rights and Privacy Act. Likewise, no student, in order to participate in an STC program or STC activity, shall be required to provide personally identifiable data to the sponsor of a commercial activity, unless the information is directory information as defined by the Family Rights and Privacy Act.

Neither staff nor students shall be required to complete any survey or questionnaire that is designed to provide marketing information to a vendor or business about their interests and preferences for a particular vendor, business, or product.

No employee shall use the ~~school-college~~ name or their employment to endorse individual entities, business concerns or particular products unless approved by the President.

For onsite STC professional development conferences, sponsors may be permitted to operate an exhibitor booth if approved by the President or designee prior to the event. Onsite vendor sales will be allowed only for related educational materials.

Any commercial activity allowed by this policy shall be respectful of all people without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics.

### 3. Definitions

**Advertisement:** Any payment of money or other economic benefit to ~~Southeast Technical College~~STC requires visual, audio, or video placement of a name, slogan, or product message on STC property, publication, or broadcast.

**Sponsorship:** Any payment of money or other economic benefit to STC in exchange for recognition.

**Exclusive Rights Contracts:** Any payment of a premium or provision of some economic benefit to STC for the right to be sole provider of a service or product.

**Purchase of Goods and Services:** Purchase of services or goods by STC for a product or service required by STC.

~~4. Reporting Procedures~~

~~Insert Text Here~~

5.4.          Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

~~Legal References: ###, ###, ###~~

Board Approved:

Policy		Board Action
adopted:	06-11-07	34749
reviewed:	07-12-10	35770

Regulation		Board Action
approved:	06-11-07	34749
reviewed:	07-12-10	35770



# ~~Policies and Regulations~~

## ~~NEPN Code: KHBA R/STI~~

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~~School/Community/Home Relations~~

~~Commercial Activities~~

### ~~Definitions~~

- ~~1. *Advertisement:* Any payment of money or other economic benefit to Southeast Technical College requires visual, audio, or video placement of a name, slogan, or product message on STC property, publication, or broadcast.~~
- ~~2. *Sponsorship:* Any payment of money or other economic benefit to STC in exchange for recognition.~~
- ~~3. *Exclusive Rights Contracts:* Any payment of a premium or provision of some economic benefit to STC for the right to be sole provider of a service or product.~~
- ~~4. *Purchase of Goods and Services:* Purchase of services or goods by STC for a product or service required by STC.~~

### ~~Advertisements~~

~~No advertisement, as defined by this policy, shall be allowed unless it fits one or more of the following categories and is approved by the President or designee.~~

1. ~~Paid advertisements in STC publications.~~
2. ~~Instructional aids furnished by private sources when the advertising is reasonable, non-intrusive, and not inherent to the content.~~
3. ~~Signs on STC campus that meet city sign code requirements.~~
4. ~~Advertising at STC events.~~
5. ~~Student incentives that benefit learning and achievement.~~
6. ~~The display of advertisers on such items as vending machines, electronic message boards, etc. that have been placed in the school for the use of students, staff, and the public.~~
7. ~~Incidental advertisements that appear when students are using various Internet services.~~

NEPN Code: KHBA-R/STI

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### **Sponsorships**

STC encourages staff and faculty to seek sponsorships to help support STC programs, services and organizations.

Sponsors may be acknowledged in STC publications or broadcasts and on the campus. The acknowledgement will be an expression of appreciation rather than an advertisement and should not minimize or take away from STC's role or responsibility for the activity or service.

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Exclusive rights contracts shall not include provisions that would allow marketing activities, including advertising, to take place on STC property, except that vending machines may display product names.

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### ~~**STC Business Partnerships**~~

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Regulation \_\_\_\_\_ Board Action

approved: 06-11-07 34749

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