

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, February 1, 2023 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 January 9, 2023
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
  - A. Approval of Bid Award
    1. Vendor for 2023 Electric Vehicle
    2. Vendor for 2023 Sport Utility Vehicle
  - B. Authorizations and Ratifications
    1. Approval of Contracts
    2. Approval/Ratification of Purchase Orders
    3. Amendment of Previous School Board Actions
  - C. Approval of Consolidated Report of Trust and Agency Funds
  - D. Approval of Vice President of Finance and Operations Report
  - E. Approval of Personnel Report
- IX. Reports of the President
  - A. Academic Program Update - Construction Management
  - B. Adult Education and Literacy Program Report
  - C. Wings of Valor Veterans Project Report
  - D. STC Additional Locations Report
- X. Second Reading of STC Policies  
AD/STC, BA/STC, BB/STC, BBAA/SSTC, BBB/STC, BBBE/STC, BDB/STC, BDD/STC, BEDB/STC,  
BEDC/STC, BEDD/STC, BDE/STC, BEDH/STC, BEDI/STC, BIA/STC, BIB/STC, BIBA/STC,  
BID/STC, KHBA/STC  
Exhibit reposted at 12:20 pm on 02.01.23
- XI. Adjournment

## SCHOOL BOARD MEETING

Wednesday, January 9, 2023

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 Monday, January 9, 2023 at 6:02 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street. Sioux Falls, South Dakota, with the following members present: Nan Baker, Cynthia Mickelson, Marc Murren, Vice President Carly Reiter, President Kate Serenbetz. Absent: None.

### Action ST00689

A motion was made by Cynthia Mickelson and seconded by Nan Baker, five (5) votes “yes” on roll call **approving the minutes of a meeting** held on December 7, 2022 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

### Action ST00690

A motion was made by Carly Reiter and seconded by Marc Murren, five (5) votes “yes” on roll call, **approving the agenda** as presented.

\* \* \* \* \*

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

### Action ST00691

A motion was made by Nan Baker and seconded by Cynthia Mickelson, five (5) 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. Hydra-Test USA for Axline Transmission Upgrades (see PD#3391 and FY Legal Publication #9) be awarded to Hydra-Test USA for their lowest responsible bid in the amount of \$81,784 (FY23 Post-Secondary Fund) and authorizing the Business

Action ST00691, continued

Monday, January 9, 2023

Manager to issue a contract to be executed by Hydra-Test USA (see MRF #ST514 and Contract 23-027) and,

- 2. Diesel Machinery Inc. for Telehandler (see PD#3392 and FY Legal Publication #10) be awarded to Diesel machinery Inc. for their lowest responsible bid in the amount of \$106,600 (FY23 Post-Secondary Fund) and authorizing the Business Manager to issue a contract to be executed by Diesel Machinery Inc. (see MRF #ST515 and Contract 23-028) 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.	ST 23-029, RLK	TSP, Inc.	Simulation Center Architect Services	\$360,000.00

**B2. Approval/Ratification of Purchase Orders**

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

Item	PO Number	Vendor	Description	Total Cost
a.	S2303255	RAISE3D Technologies	Carbon Fiber 3D Printers	\$15,831.98
b.	S2303404	Jenzabar	J1 Competency Based Education Subscription	\$39,860.00

**B3. Grant Approval**

Authorizing the Administration of Southeast Technical College to enter into and execute all documents related to the Student Navigator Program grant through the Sioux Empire United Way. The grant will provide pre-college academic coaching services for English Learner (EL) students preparing to transition to Southeast Technical College to increase digital and technology literacy, the ability to read and write English at a college level; prepare for time management as a college student; and obtain employment. The total amount of the award is \$30,000. The contact person for this grant is Marcella Prokop.

**B4. Grant Approval**

Authorizing the Administration of Southeast Technical College to apply for a U.S. Department of Labor grant. The grant titled DOL Nursing Expansion Grant Program number FOA-ETA-22-16 is focused on adding additional faculty and student support staff to expand enrollment in the following programs: Diploma in Licensed Practical Nursing, the Associates in Applied Science in Registered Nursing, the Diploma in Medical

Action ST00691, continued

Monday, January 9, 2023

Assisting, and the Associate of Applied Science in Behavior and Mental Health Technician. The grant application will be for \$3,000,000. The contact person for this grant is Benjamin Valdez.

C. Approving the **Consolidated Report of Trust and Agency Funds** of January 9, 2023 and stating for the record that as of November 30, 2022 receipts total \$26,333,463.13 and disbursements total \$21,700,435.64 (MRF #ST516)

D. Approving the **Vice President of Finance and Operation’s Report** of January 9, 2023 in accordance with the SDCL §13-8-35 (MRF #ST517) and directing that detailed statement of receipts and balances on hand, as of November 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:

May the minutes show that with deep sorrow we record the death of Deborah Nowak on 12-07-22. We are grieving over her death and the loss Southeast Tech has sustained. To Deborah’s family and friends, we offer our deepest sympathy. Deborah had been a General Education Instructor since August 1995.

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>		
Gunderson, Keauna	Admissions Work Study	11-17-22
Anderson, Graden	Scarborough	11-17-22
Coscarelli, Caitlyn	Scarborough	11-30-22
Brewster, Brooke	Student Success	12-09-22
Whitney, Hannah	Scarborough	12-09-22
<b>Employee Contract, full-time, annual</b>		
Frey, Amanda	Admissions	12-02-22
Wise, Ashley	IT	12-05-22
Beck, Kayla	Scarborough	12-09-22

E2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Employment Contract, Extra Duties, Full-Time, Stipend</b>			
Fjelland, Lauren	Admissions	12-05-22	\$500.00
Fischer, Anna	Admissions	12-05-22	\$500.00
Dorman, Scott	Admissions	12-05-22	\$500.00
Schuette, Amanda	Admissions	12-05-22	\$500.00
Rathsachack, Ashley	Admissions	12-05-22	\$500.00

E3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Pommer, Jacqueline	Academic Instruction & Tech Support Chair 226 day, 1.0 FTE Level 7, Step 10 \$84,149.00	Director of Institutional Effectiveness & Assoc. Dean of Faculty Development 12 month, 1.0 FTE \$59,326.75, prorated	12-05-22
Gjerde, Nadine	Interim Director of Admissions 12 month, 1.0 FTE Level 11, Step 12 \$47,634.44 prorated	Director of Admissions 12 month, 1.0 FTE Level 11, Step 12 \$47,634.44 prorated	12-12-22
Reisch, Chelsea	Student Success Advisor Student Activities 220 day, 1.0 FTE Level I, Step 8 \$61,594.00	Student Success Adv. Accessibility Services 12 month, 1.0 FTE Level I, Step 8 \$39,358.67 prorated	12-12-22

Action ST00692

On motion by Cynthia Mickelson and seconded by Nan Baker, five (5) votes “yes” on roll call, the School Board **adjourned** at 6:04 p.m.

KATE SERENBETZ  
Presiding Officer

TODD VIK  
Business Manager

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, Feb. 1, 2023 4:00 p.m.**

**Kate Serenbetz**  
**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**

1. Call to Order
2. Pledge of Allegiance
3. Persons Wishing to Address the School Board on Non-Agenda Items
4. Persons Wishing to Address the School Board on Agenda Items
5. Approval of Minutes of January 9, 2023
6. Approval of Agenda
7. Conflicts of Interest
8. Approval of Consent Agenda
  - A. Approval of Bid Award
    1. Vendor for 2023 Electric Vehicle
    2. Vendor for 2023 Sport Utility Vehicle
  - B. Authorizations and Ratifications
    1. Approval of Contracts
    2. Approval/Ratification of Purchase Orders
    3. Amendment of Previous School Board Actions
  - C. Approval of Consolidated Report of Trust and Agency Funds
  - D. Approval of Vice President of Finance and Operations Report
  - E. Approval of Personnel Report
9. Reports of the President
  - A. Academic Program Update – Construction Management
  - B. Adult Education and Literacy Program Report
  - C. Wings of Valor Veterans Project Report
  - D. STC Additional Locations Report
10. Second 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

Bid Tabulation  
electric vehicle- stc  
January 9, 2023  
Advertised Dates: 12/29 and 1/5  
PD #3393

VENDOR	TOTAL BID
Sioux Falls Ford	\$51,795

Bid Tabulation  
sport utility vehicle- stc  
January 9, 2023  
Advertised Dates: 12/29 and 1/5  
PD #3394

VENDOR	TOTAL BID
Sioux Falls Ford	\$35,325

**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:

Item	Contract Number	Contractor	Project	Cost
a.	ST 23-032, RJG	Sioux Falls Development Foundation	SFSD/STC Healthcare Academy Funding	\$20,000

**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:

Item	PO No.	Vendor	Description	Total Cost
a.	<b>S2303451</b>	Matheson Tri-Gas	Welding Kits for Resale	\$25,000.00
b.	<b>S2303404</b>	Famic Technologies	Automation Studio Software – Mechatronics	\$20,341.50

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

**Rich Kluin 367-5692**

Amending Action ST00636, adopted May 5, 2022, by deleting the Program Assistant Salary Schedule and inserting a revised FY23 salary schedule with an effective date of February 5, 2023.

<b>Program Assistant – Childcare</b>			
Step	X	Y	Z
1	12.63	13.51	14.29
2	12.80	13.67	14.47
3	12.95	13.83	14.65
4	13.10	14.01	14.82
5	13.25	14.17	15.01
6	13.42	14.35	15.19
7	13.59	14.53	15.39
8	13.75	14.71	15.58
9	13.93	14.88	15.77
10	14.09	15.07	15.95
11	14.27	15.25	16.16
12	14.45	15.44	16.35
13	14.63	15.63	16.55
14	14.80	15.82	16.76
15	14.99	16.01	16.96
16	15.17	16.22	17.18

<b>Program Assistant - Childcare</b>			
Step	X	Y	Z
1	16.47	17.47	18.47
2	16.65	17.65	18.65
3	16.83	17.83	18.83
4	17.01	18.01	19.01
5	17.19	18.19	19.19
6	17.37	18.37	19.37
7	17.55	18.55	19.55
8	17.73	18.73	19.73
9	17.91	18.91	19.91
10	18.09	19.09	20.09
11	18.27	19.27	20.27
12	18.45	19.45	20.45
13	18.63	19.63	20.63
14	18.81	19.81	20.81
15	18.99	19.99	20.99
16	19.17	20.17	21.17

SOUTHEAST TECHNICAL COLLEGE  
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 12/31/2022
STC Bookstore	\$ 34,414.43	\$ 530.57	\$ 300.00	\$ 34,645.00
STC EFT	\$ 292,470.45	\$ 6,635,405.31	\$ 6,666,009.10	\$ 261,866.66
STC Tuition & Fees	\$ 2,117,830.91	\$ 22,700,031.67	\$ 21,230,158.71	\$ 3,587,703.87
STC T & A	\$ 128,916.76	\$ 25,789.21	\$ 26,711.37	\$ 127,994.60
STC ACH	\$ 2.16	\$ 0.04	\$ -	\$ 2.20
STC Blue Bucks	\$ 10,171.17	\$ 9,459.86	\$ 948.47	\$ 18,682.56
TOTALS	<u>\$ 2,583,805.88</u>	<u>\$ 29,371,216.66</u>	<u>\$ 27,924,127.65</u>	<u>\$ 4,030,894.89</u>

**SIOUX FALLS SCHOOL DISTRICT NO. 49-5  
OF MINNEHAHA COUNTY, SOUTH DAKOTA**

**TO: School Board**

**Southeast Tech Funds on hand December 31, 2022:**

**POST-SECONDARY VOCATIONAL FUND #23**

First Interstate, Checking, #3047444	\$ 4,067,648.87
First Interstate, Savings, #5035221	4,043.76
Payroll	-
Total Post-Secondary Vocational Fund	<u>\$ 4,071,692.63</u>

**POST-SECONDARY VOCATIONAL BOOKSTORE FUND #52**

First Interstate, Checking, #3047444	<u>\$ 507,890.43</u>
--------------------------------------	----------------------

**POST-SECONDARY VOCATIONAL FOOD SERVICE #53**

First Interstate, Checking, #3047444	<u>\$ (48,002.90)</u>
--------------------------------------	-----------------------

**POST-SECONDARY VOCATIONAL CHILD CARE #54**

First Interstate, Checking, #3047444	<u>\$ 162,473.71</u>
--------------------------------------	----------------------

<b>Total All Funds</b>	<u><u>\$ 4,694,053.87</u></u>
------------------------	-------------------------------

**POST SECONDARY - VOCATIONAL FUND**

	<b>FY23 BUDGET</b>	<b>DEC '22 YTD</b>	<b>DEC '22 PERCENT</b>	<b>DEC '21 YTD</b>	<b>DEC '21 PERCENT</b>
<b>REVENUES:</b>					
<b>STUDENT CHARGES:</b>					
Tuition	\$ 6,878,479	\$ 3,693,349	53.69%	\$ 3,296,838	46.39%
Fees	6,515,512	3,148,720	48.33%	3,196,432	47.38%
Corporate Education	252,172	187,680	74.43%	82,622	39.58%
<b>STATE SUPPORT:</b>					
State Aid	9,207,352	5,000,251	54.31%	3,664,546	49.06%
Other State	5,152,900	24,536	0.48%	100,023	9.95%
<b>FEDERAL SUPPORT:</b>					
Perkins	839,766	76,090	9.06%	46,662	6.07%
ABE	256,100	40,565	15.84%	-	0.00%
Other Federal	2,703,930	420,072	15.54%	24,157	2.36%
<b>LOCAL SUPPORT:</b>					
Grants/Donations	4,750,000	172,666	3.64%	4,500	1.26%
Other Local	1,202,966	827,734	68.81%	695,529	57.16%
<b>TOTAL REVENUES:</b>	<b>\$ 37,759,177</b>	<b>13,591,663</b>	<b>36.00%</b>	<b>\$ 11,111,310</b>	<b>42.52%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ 1,100,191	\$ 550,096	50.00%	\$ 512,778	50.07%
Instructional	6,236,250	2,982,822	47.83%	2,689,258	47.52%
Support	5,297,402	2,511,954	47.42%	2,211,751	47.07%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	#DIV/0!	-	0.00%
Instructional - Other	1,086,350	542,294	49.92%	506,309	51.94%
Support - Other	256,450	116,742	45.52%	88,756	33.00%
<b>BENEFITS:</b>					
Insurance - Dental	130,434	59,404	45.54%	57,190	46.54%
Insurance - Medical	2,227,209	974,740	43.77%	953,334	44.85%
Insurance - Other	60,613	36,779	60.68%	32,331	46.78%
Retirement	1,831,995	846,483	46.21%	753,194	45.63%
<b>SERVICES:</b>					
Advertising	381,000	129,991	34.12%	150,708	39.46%
Legal	50,000	27,791	55.58%	13,812	23.02%
Maintenance/Repair	208,350	94,755	45.48%	106,640	36.46%
Postage	122,100	48,997	40.13%	53,382	46.91%
Printing/Publishing	119,450	70,717	59.20%	66,885	52.77%
Professional/Technical	1,269,456	424,929	33.47%	279,077	31.56%
Property	197,000	210,018	106.61%	145,964	106.54%
Rentals	68,170	101,219	148.48%	8,983	16.77%
Software Upgrades	792,650	379,909	47.93%	364,757	80.72%
Travel	146,170	108,773	74.42%	39,411	21.68%
Utilities	711,492	265,456	37.31%	272,456	48.11%
<b>SUPPLIES:</b>					
Equipment - Noncapital	208,739	301,280	144.33%	125,300	50.18%
Food	83,575	56,993	68.19%	31,660	35.32%
Instructional Supplies	587,774	222,141	37.79%	242,369	41.58%
Other	370,700	190,618	51.42%	140,781	35.17%
Resale	568,623	490,720	86.30%	542,599	79.70%
Software	123,325	148,886	120.73%	221,148	53.47%
<b>OTHER:</b>					
Bad Debt	135,000	20,046	14.85%	(164,779)	-91.54%
Dues/Fees	435,960	194,896	44.71%	200,735	47.23%
Liability Insurance	115,000	119,927	104.28%	103,688	95.13%
Miscellaneous	134,000	4,067	3.03%	(450)	-0.27%
<b>SUBTOTAL - OPERATING:</b>	<b>\$ 25,055,428</b>	<b>\$ 12,233,442</b>	<b>48.83%</b>	<b>\$ 10,750,028</b>	<b>46.39%</b>
<b>EQUIPMENT:</b>					
Building Improvements	\$ 5,501,390	\$ 59,921	1.09%	\$ 96,906	10.71%
Equipment	7,532,833	778,399	10.33%	423,891	22.82%
Information Technology	88,000	33,649	38.24%	44,721	#DIV/0!
Land Improvements	301,526	10,488	3.48%	-	0.00%
<b>SUBTOTAL - CAPITAL:</b>	<b>\$ 13,423,749</b>	<b>\$ 882,457</b>	<b>6.57%</b>	<b>\$ 565,518</b>	<b>19.10%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 38,479,177</b>	<b>13,115,899</b>	<b>34.09%</b>	<b>\$ 11,315,546</b>	<b>43.30%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ (720,000)</b>	<b>\$ 475,764</b>		<b>\$ (204,236)</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>4,491,170</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 4,966,934</b>			

**POST SECONDARY - BOOKSTORE**

	<b>FY23 BUDGET</b>	<b>DEC '22 YTD</b>	<b>DEC '22 PERCENT</b>	<b>DEC '21 YTD</b>	<b>DEC '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	-	-	0.00%	-	0.00%
<b>TOTAL REVENUES:</b>	<b>\$ 1,606,000</b>	<b>\$ 1,114,470</b>	<b>69.39%</b>	<b>\$ 915,732</b>	<b>57.02%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	155,601	78,155	50.23%	54,419	50.14%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	19,469	77.88%	16,745	37.21%
<b>BENEFITS:</b>					
Insurance - Dental	1,869	722	38.63%	691	49.99%
Insurance - Medical	30,980	13,159	42.47%	12,119	50.00%
Insurance - Other	858	702	81.87%	377	16.91%
Retirement	20,949	11,091	52.94%	7,921	48.85%
<b>SERVICES:</b>					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	22,000	12,715	57.79%	15,559	62.23%
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%	7,648	100.00%
Food	100	-	0.00%	49	24.75%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	2,656	100.00%	-	0.00%
Resale	1,250,000	974,009	77.92%	931,946	72.53%
Software	-	-	0.00%	-	0.00%
<b>OTHER:</b>					
Bad Debt	-	(342)	100.00%	(349)	100.00%
Dues/Fees	80,000	56,908	71.14%	52,403	72.78%
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>\$ 1,169,243</b>	<b>72.91%</b>	<b>\$ 1,099,528</b>	<b>68.55%</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>\$ 1,169,243</b>	<b>72.91%</b>	<b>\$ 1,099,528</b>	<b>68.55%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ 2,271</b>	<b>\$ (54,773)</b>		<b>\$ (183,796)</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>2,046,707</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 1,991,933</b>			

**POST SECONDARY - FOOD SERVICE**

	<b>FY23 BUDGET</b>	<b>DEC '22 YTD</b>	<b>DEC '22 PERCENT</b>	<b>DEC '21 YTD</b>	<b>DEC '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	137,270	34.75%	119,344	30.21%
<b>TOTAL REVENUES:</b>	<b>\$ 395,000</b>	<b>\$ 137,270</b>	<b>34.75%</b>	<b>\$ 119,344</b>	<b>30.21%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	91,806	45,885	49.98%	42,832	49.92%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,540	28,767	61.81%	27,263	41.94%
<b>BENEFITS:</b>					
Insurance - Dental	1,019	509	50.00%	488	50.00%
Insurance - Medical	18,594	8,388	45.11%	8,853	50.00%
Insurance - Other	779	2,047	262.78%	448	5.96%
Retirement	15,759	8,302	52.68%	7,763	48.87%
<b>SERVICES:</b>					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	6,562	109.37%	3,985	66.42%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	104	20.88%	1,429	285.74%
Professional/Technical	1,500	300	20.00%	(275)	-18.33%
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	-	1,114	100.00%	2,134	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	15,000	8,645	57.63%	7,138	35.69%
Resale	175,000	84,934	48.53%	69,170	39.53%
Software	-	-	0.00%	-	0.00%
<b>OTHER:</b>					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	5,000	1,230	24.61%	769	10.99%
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>\$ 196,790</b>	<b>49.24%</b>	<b>\$ 171,997</b>	<b>40.52%</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>\$ 196,790</b>	<b>49.24%</b>	<b>\$ 171,997</b>	<b>40.52%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ (4,667)</b>	<b>\$ (59,519)</b>		<b>\$ (52,653)</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>162,167</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ 102,647</b>			

**POST SECONDARY - CHILDCARE**

	<b>FY23 BUDGET</b>	<b>DEC '22 YTD</b>	<b>DEC '22 PERCENT</b>	<b>DEC '21 YTD</b>	<b>DEC '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%	44,400	#DIV/0!
<b>LOCAL SUPPORT:</b>					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	289,000	173,406	60.00%	91,264	27.82%
<b>TOTAL REVENUES:</b>	<b>\$ 361,423</b>	<b>\$ 173,406</b>	<b>47.98%</b>	<b>\$ 135,664</b>	<b>41.36%</b>
<b>EXPENDITURES:</b>					
<b>WAGES - FULLTIME:</b>					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	200,102	91,608	45.78%	83,220	44.73%
<b>WAGES - OTHER:</b>					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	21,570	24,179	112.10%	12,084	26.85%
<b>BENEFITS:</b>					
Insurance - Dental	3,438	1,314	38.22%	1,337	35.75%
Insurance - Medical	74,015	27,723	37.46%	19,280	33.50%
Insurance - Other	2,201	1,039	47.22%	1,196	102.03%
Retirement	26,060	13,337	51.18%	10,991	39.97%
<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	114	23.75%	-	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	186	37.26%	-	0.00%
Instructional Supplies	-	1,651	100.00%	3,472	#DIV/0!
Other	6,000	50	0.83%	50	0.83%
Resale	-	-	0.00%	-	0.00%
Software	450	300	66.67%	-	0.00%
<b>OTHER:</b>					
Bad Debt	5,000	4,708	94.15%	(318)	-6.36%
Dues/Fees	500	415	83.00%	100	20.00%
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>\$ 167,274</b>	<b>48.09%</b>	<b>\$ 131,410</b>	<b>38.83%</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>\$ 167,274</b>	<b>48.09%</b>	<b>\$ 131,410</b>	<b>38.83%</b>
<b>REVENUE OVER (UNDER) EXPENSE:</b>	<b>\$ 13,564</b>	<b>\$ 6,132</b>		<b>\$ 4,254</b>	
<b>BEGINNING FUND BALANCE:</b>		<b>(63,869)</b>			
<b>ENDING FUND BALANCE:</b>		<b>\$ (57,738)</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 November 30, 2022</b>	\$ 2,136,032.20	\$ 692,685.53	\$ (52,833.48)	\$ 161,788.46
<b>Operating Results:</b>				
<b>Revenue:</b>				
<b>Local Sources:</b>				
Tuition/Fees	26,666.00	-	-	-
Sales of Goods/Services	8,648.29	15,749.47	31,917.05	26,575.09
Other Sources	101,925.97	2,900.33	240.00	800.00
<b>State Sources:</b>	3,235,684.48	-	-	-
<b>Federal Sources:</b>	382,365.72	-	-	-
<b>Expenditures:</b>				
Personnel	(1,447,961.72)	(20,017.29)	(15,572.22)	(28,964.30)
Services	(208,355.44)	(2,140.49)	(521.26)	-
Supplies	(94,421.76)	(186,524.87)	(13,555.21)	(763.70)
Capital	(151,675.33)	-	-	-
Other	(38,334.77)	(1,840.41)	(662.61)	(675.00)
Transfers	-	-	-	-
<b>(Increase)/Decrease in Assets</b>	129,818.99	7,078.16	2,984.83	3,713.16
<b>Increase/(Decrease) in Liabilities</b>	(8,700.00)	-	-	-
<b>Net Cash Provided By (Used In) Operating Activities:</b>	\$ 1,935,660.43	\$ (184,795.10)	\$ 4,830.58	\$ 685.25
<b>Cash Balance December 31, 2022</b>	<u>\$ 4,071,692.63</u>	<u>\$ 507,890.43</u>	<u>\$ (48,002.90)</u>	<u>\$ 162,473.71</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	7,029,749.70	-	-	-
Sales of Goods/Services	618,282.51	1,109,328.36	136,977.43	119,606.18
Other Sources	382,116.90	5,141.17	293.00	53,799.38
<b>State Sources:</b>	5,024,786.48	-	-	-
<b>Federal Sources:</b>	536,726.92	-	-	-
<b>Expenditures:</b>				
Personnel	(8,621,313.88)	(123,297.45)	(93,898.67)	(159,199.88)
Services	(1,862,554.94)	(12,714.73)	(6,966.84)	(114.00)
Supplies	(1,410,638.09)	(976,664.45)	(94,693.82)	(2,837.50)
Capital	(882,456.52)	-	-	-
Other	(338,935.09)	(56,566.30)	(1,230.30)	(5,122.50)
Audit	-	-	-	-
<b>(Increase)/Decrease in Assets</b>	2,471,851.51	(557,164.14)	(1,034.04)	2,485.81
<b>Increase/(Decrease) in Liabilities</b>	(2,465,675.00)	(113,047.81)	(5,811.05)	(9,380.58)
<b>Net Cash Provided By (Used In) Operating Activities:</b>	\$ 481,940.50	\$ (724,985.35)	\$ (66,364.29)	\$ (763.09)
<b>Cash Balance December 31, 2022</b>	<u>\$ 4,071,692.63</u>	<u>\$ 507,890.43</u>	<u>\$ (48,002.90)</u>	<u>\$ 162,473.71</u>

Rich Kluin  
Prepared by

1/28/2023  
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>		
Abbott, Sheridan	Student Success	01-11-23
<b>Employee Contract, full-time, annual</b>		
White Face, Megan	Student Housing	12-22-22
Homan, Fenecia	Associate VP	01-03-23
Wagner, Keith	IT	12-28-22
Hemmingson, Kayla	Academic Affairs	01-03-23
<b>Instructor, Adjunct, part-time</b>		
Anderson, Jada	Nursing	01-11-23
<b>Other Help, part-time, per hour</b>		
Finken, Karen	Food Service	01-06-23
Shire, Jamie	Food Service	01-09-23
Haron, Mikaela	Testing Center	01-12-23

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, Adjunct, part-time</b>			
Emly, Lindsey	Medical Assisting	01-03-23	\$25.50
DeJong, Mackenzie	Medical Assisting	01-03-23	\$25.50
Wantoch, Courtney	Surgical Technology	01-17-23	\$34.00
Mills, Ann	Chemistry	01-23-23	\$25.50
<b>Student Help, part-time, per hour</b>			
Haak, Cassandra	Scarborough Center	01-03-23	\$12.72
Potter, Katlin	Student Success	01-06-23	\$12.00
Hanekom, Nicole	Student Success	01-17-23	\$12.72
Schutte, Emily	Scarborough Center	01-31-23	\$12.72

3. **CHANGE OF STATUS**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Simonsen, Laura	Food Service Worker 12-month, 1.0 FTE Level 3, Step 9 \$17.05/hour	Asst. Mgr. Food Service 12-month, 1.0 FTE Level 5, Step 9 \$22661.00, prorated	01-08-23

## **Construction Management Technology Program Report Executive Summary**

**Purpose of Report:** To inform the School Board about the Construction Management Technology program at Southeast Technical College.

---

Southeast Technical College has reformatted the curriculum for the Construction Management Technology program in the past four years. Through requests from our advisory board in past years, the CMT program has added more lab credits to our program. This addition of lab credits has not only benefited our graduates in industry but has fostered a sense of pride in our community.

---

**Administrative Recommendation to School Board:** Acknowledge the Construction Management Technology Program Report.



**SOUTHEAST**  
Technical College  
**Construction  
Management  
Program**

Matt Haynes & Nate Stoltenburg



# CMT PROGRAM HIGHLIGHTS

- Construction Management AAS Program
  - 4 semesters of coursework
  
- Construction Management Diploma Certificates
  - 2 semesters of coursework
    - General Construction Certificate
    - Residential Construction Certificate
    - Commercial Construction Certificate

# CMT PROGRAM ENROLLMENT

- FY17-18 35
- FY18-19 32
- FY19-20 48
- FY20-21 48
- FY21-22 52
- FY22-23 58

# ▲ CMT PROGRAM HIGHLIGHTS

- We are an engaging, hands on, in the trenches learning program!

Students apply their new knowledge and solve REAL world problems for our community!



Building  
Our  
Community

HABITAT  
FOR  
HUMANITY

THE SMART WAY TO WHAT'S  
NEXT

# LEARNING WITH PURPOSE



THE SMART WAY TO WHAT'S

NEXT



## Dual Credit Programs

- McCrossan's Boys Ranch
- Harrisburg High
- West Central
- Brandon Valley
- Sioux Falls

# McCrossan's Partnership

This gentleman is making a Native American base drum. This drum took precise measurements, mathematical degree calculations, and complex jointing techniques.



Harrisburg House Build  
for Sioux Falls  
Neighborhood  
Revitalization Project



# FOOTINGS TO FINISH

Applying All Aspects of Construction!



# NEXT

THE SMART WAY TO WHAT'S



**SOUTHEAST**  
Technical College

**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

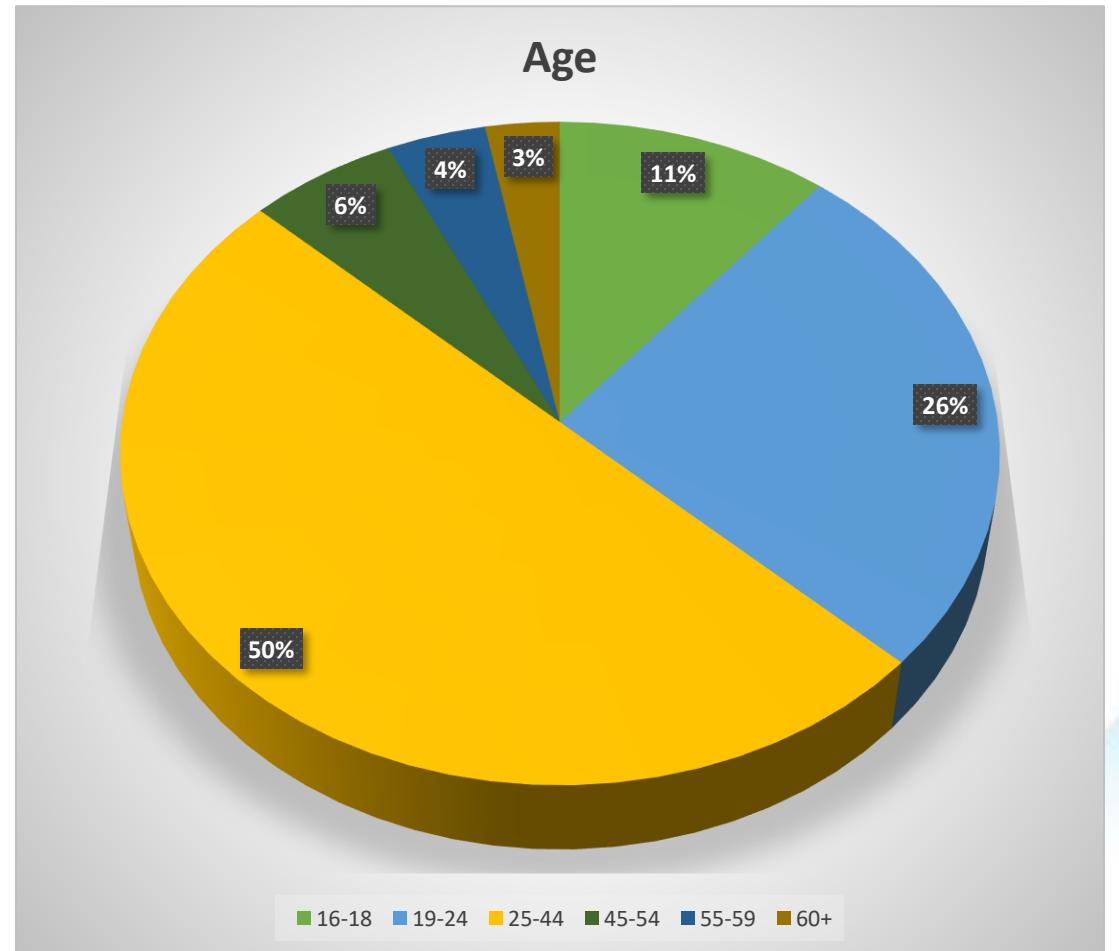
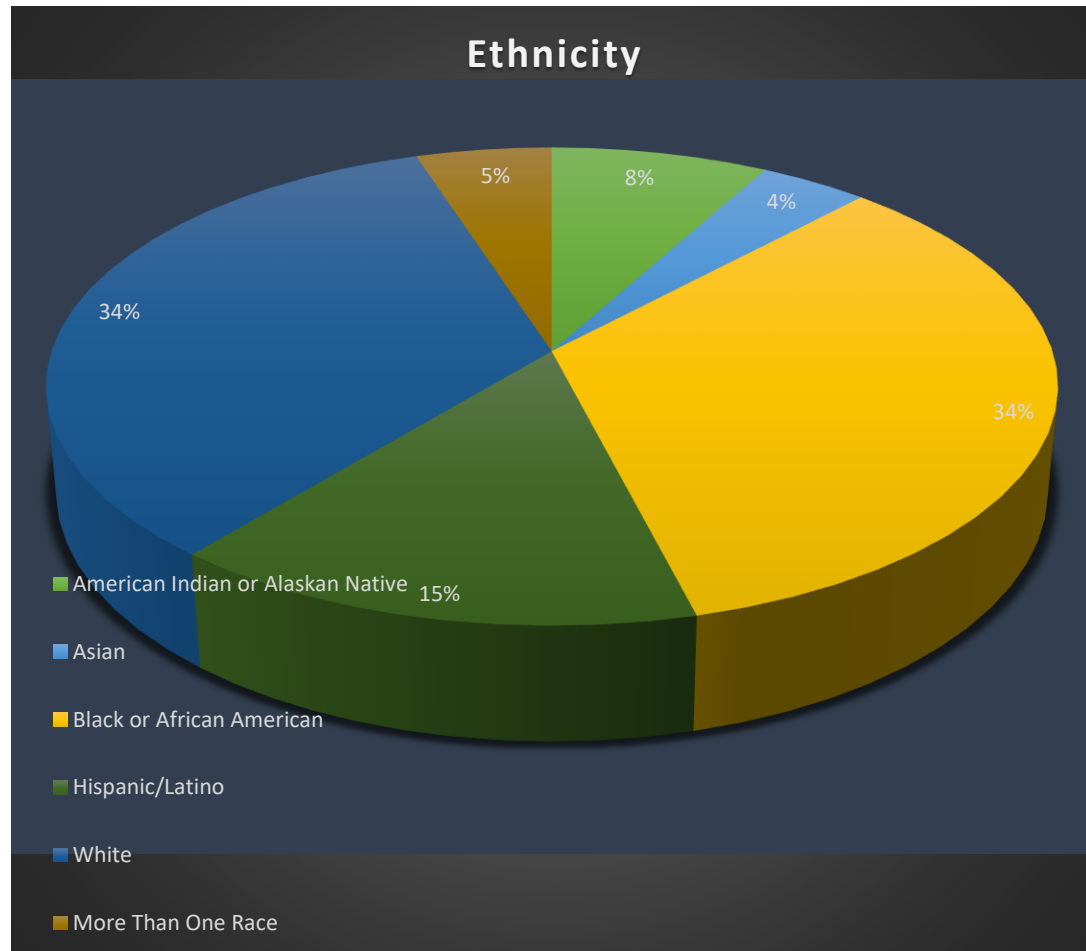
AEL Program Director



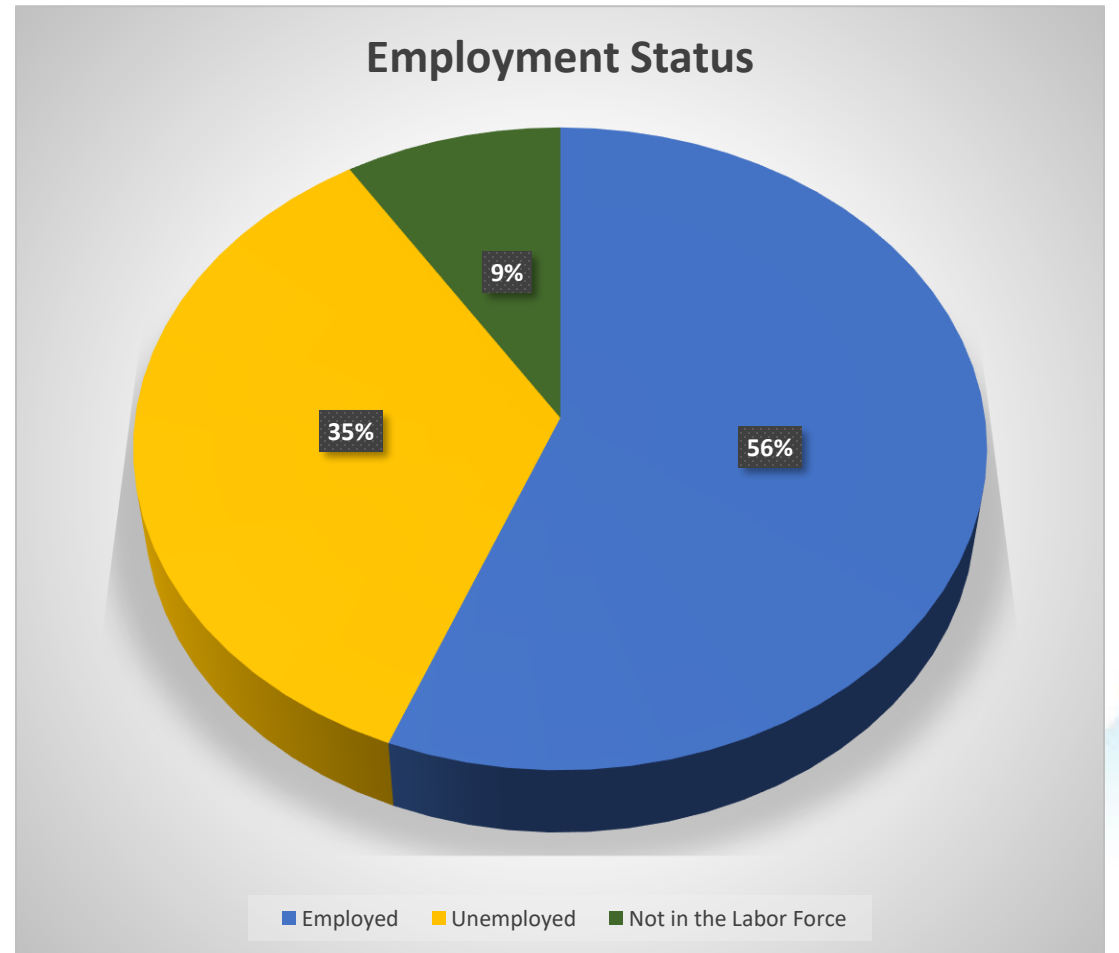
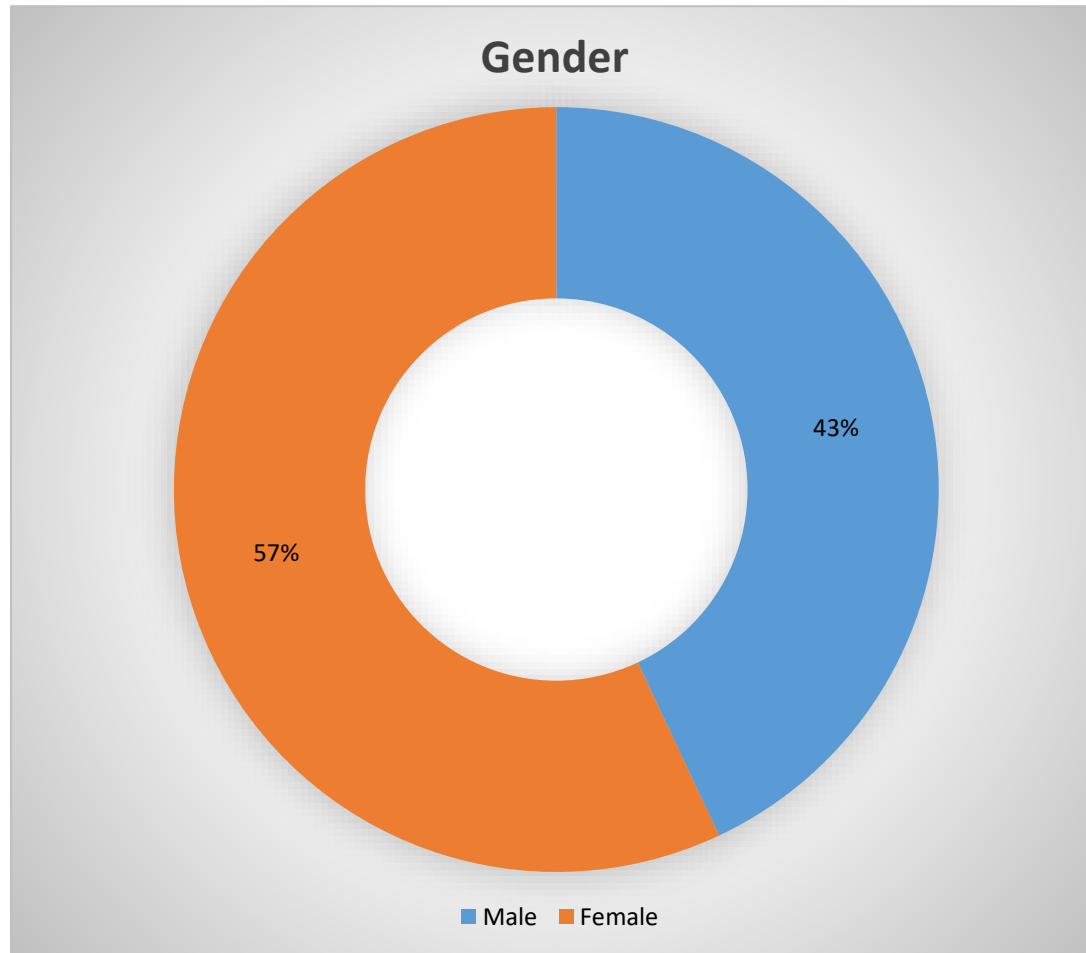
# ADULT EDUCATION PROGRAM OVERVIEW

- 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

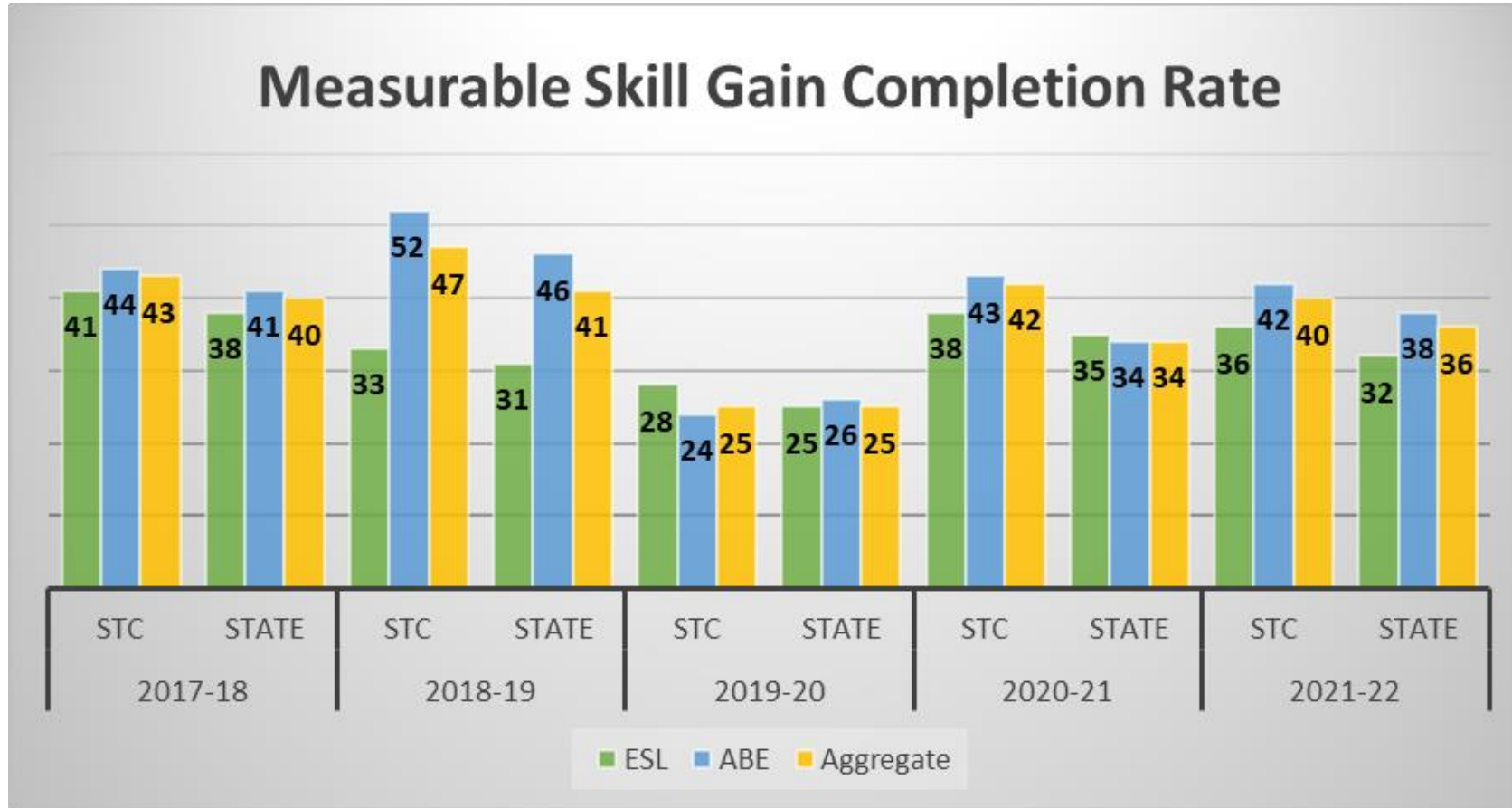




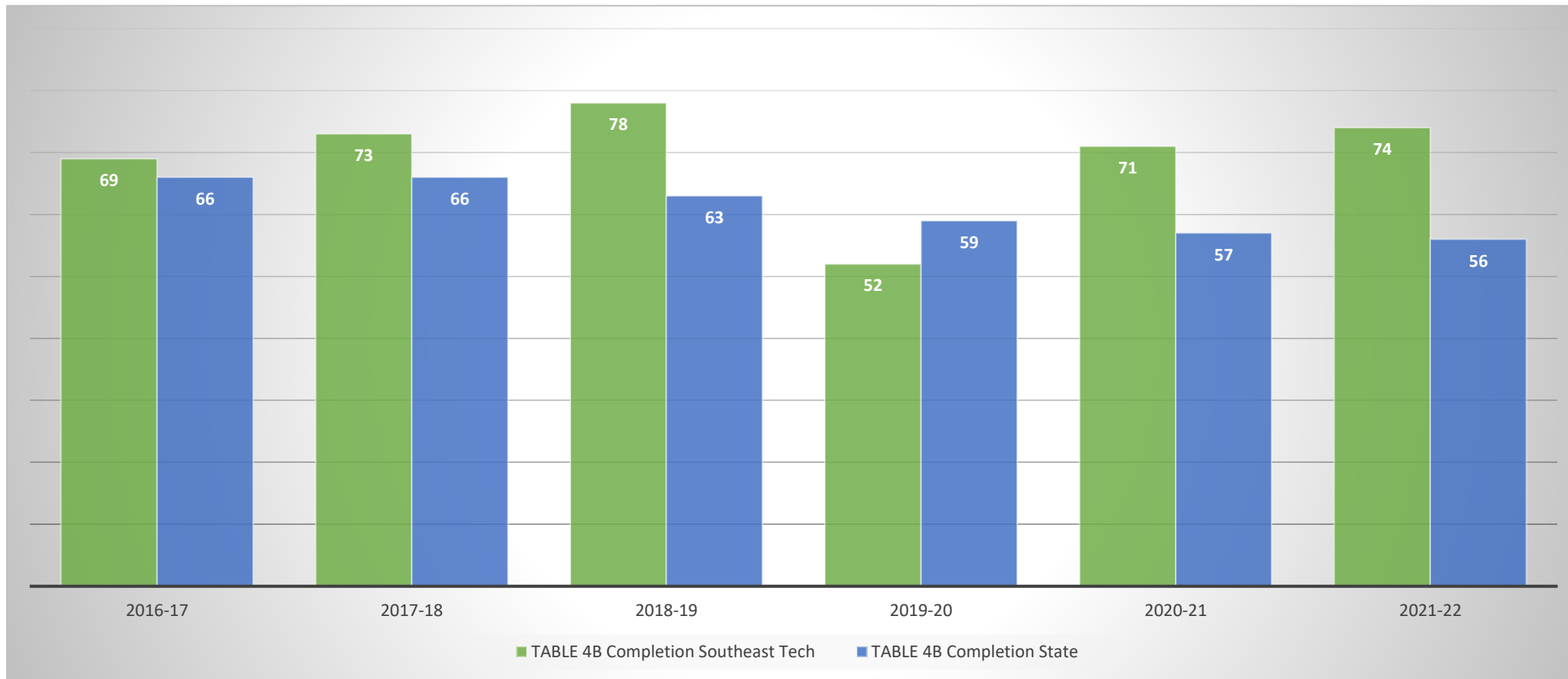
# COUNTRIES REPRESENTED

- 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

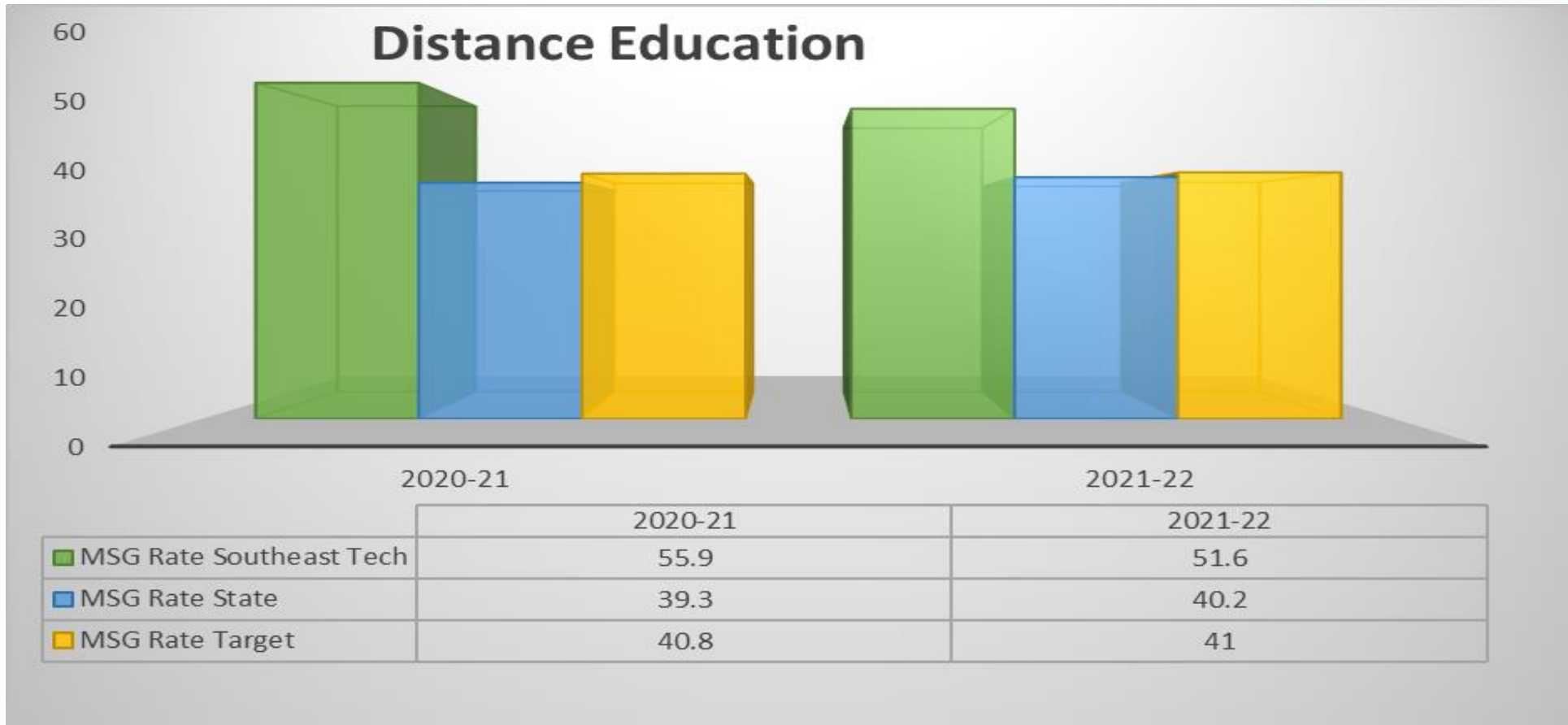




# DISTANCE EDUCATION

- 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

## **Wings of Valor Bus Project Report Executive Summary**

**Purpose of Report:** To inform the School Board about the Wings of Valor bus project at Southeast Technical College.

---

In September of 2021 Southeast Tech was approached by Captain Paul Weckman. Capt. Weckman oversees veteran and military affairs at Sanford Health and is also on the board of directors of the South Dakota Military Heritage alliance. The alliance had an old wheel chair accessible school bus for some time. The bus was broken down and in pretty bad shape and had not been started in years. Capt. Weckman identified a need for the Wings of Valor Lodge to transport handicapped veterans to and from the hunting areas and the lodge. The Lodge does not have any vehicles with wheel chair lifts for this purpose. Capt. Weckman approached STC with an idea to fix the bus up so that it might be used by Wings of Valor.

Over the last year and a half, students from four different programs at STC performed repairs and painted the bus to get it operational to be used by the Wings of Valor. The parts and materials were provided by donations. The completed bus was donated from the Alliance to Wings of Valor on January 18 , 2023.

### About Wings of Valor

Wings of Valor operates on the mission of supporting those who have served by providing a gathering place to motivate and empower veterans in the outdoors. This 501(c)3 non-profit is a handicap and wheelchair fully-accessible commercial hunting lodge.

- Over the past three years, the lodge has hosted over 300 Veterans
  - Veterans fly in from all over the U. S.
  - Operates from September to March by an all volunteer staff near Parker, SD
- 

**Administrative Recommendation to School Board:** Acknowledge the Wings of Valor Bus Project report.



**SOUTHEAST**  
Technical College

# Wings of Valor Bus Project

Jason Merritt



# PROGRAM HIGHLIGHTS

- Organizations Involved
  - [Wings of Valor](#)
  - [SD Military Heritage Alliance](#)
  - Sanford
  - R&R Mobility
  - All American Towing
  - Southeast Technical College
    - Automotive Program
    - Collision Repair and Refinishing program
    - Welding Program
    - Diesel Technology Program

# A NEED WAS IDENTIFIED.

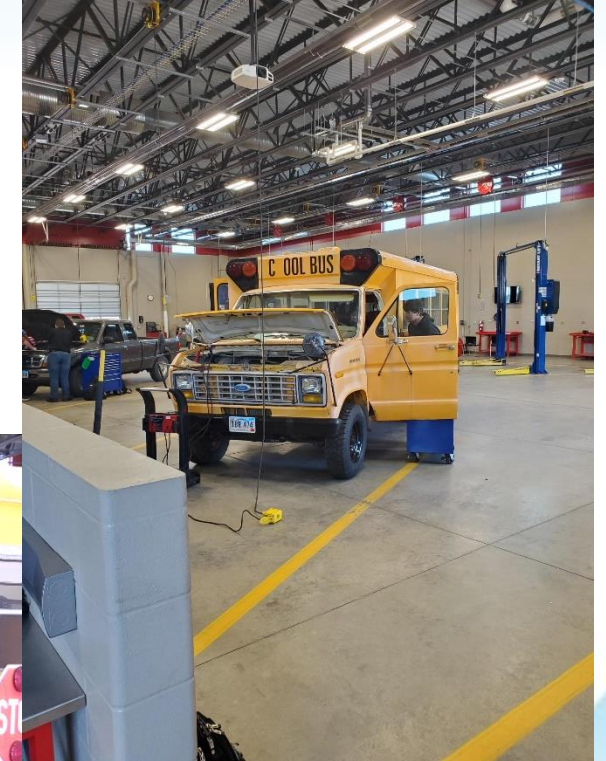
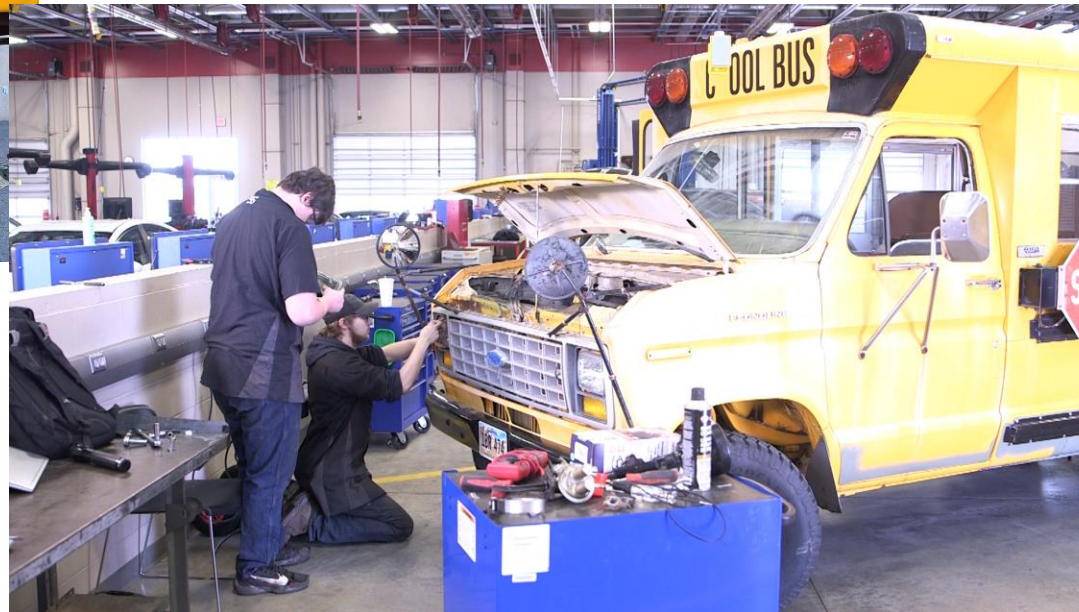
- Wings of Valor Lodge did not have a wheelchair accessible vehicle only a trailer!



- Alliance had a bus, but it was not in running condition.

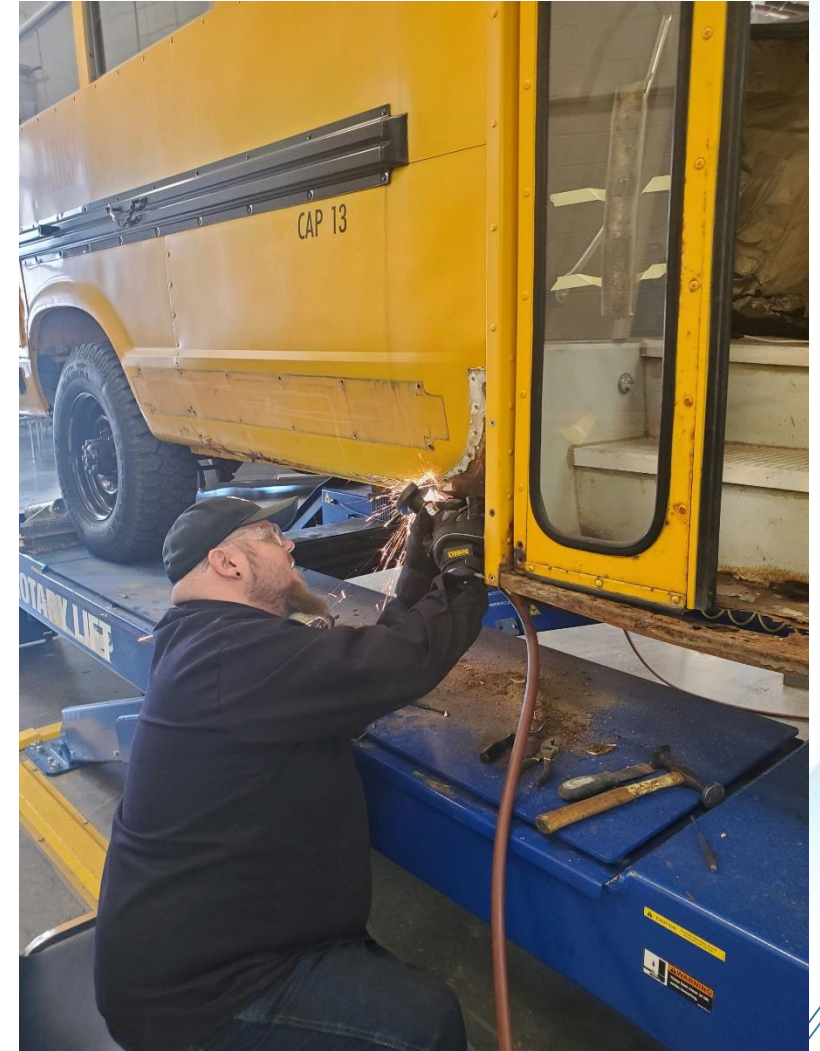
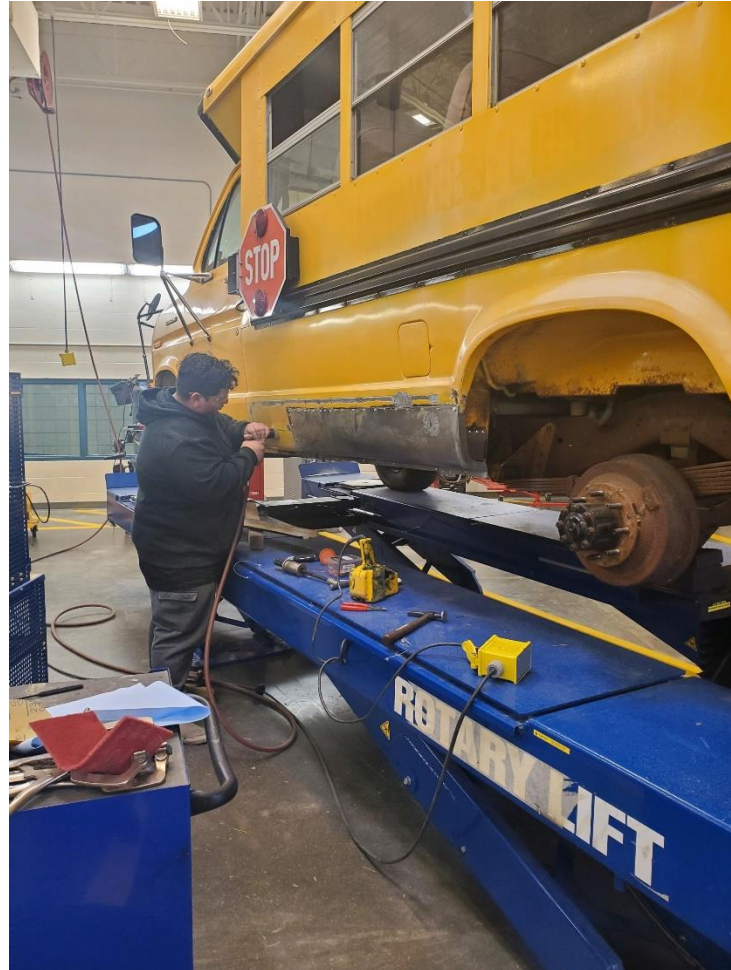


# GETTING THE BUS RUNNING. AUTOMOTIVE PROGRAM



THE SMART WAY TO WHAT'S  
NEXT

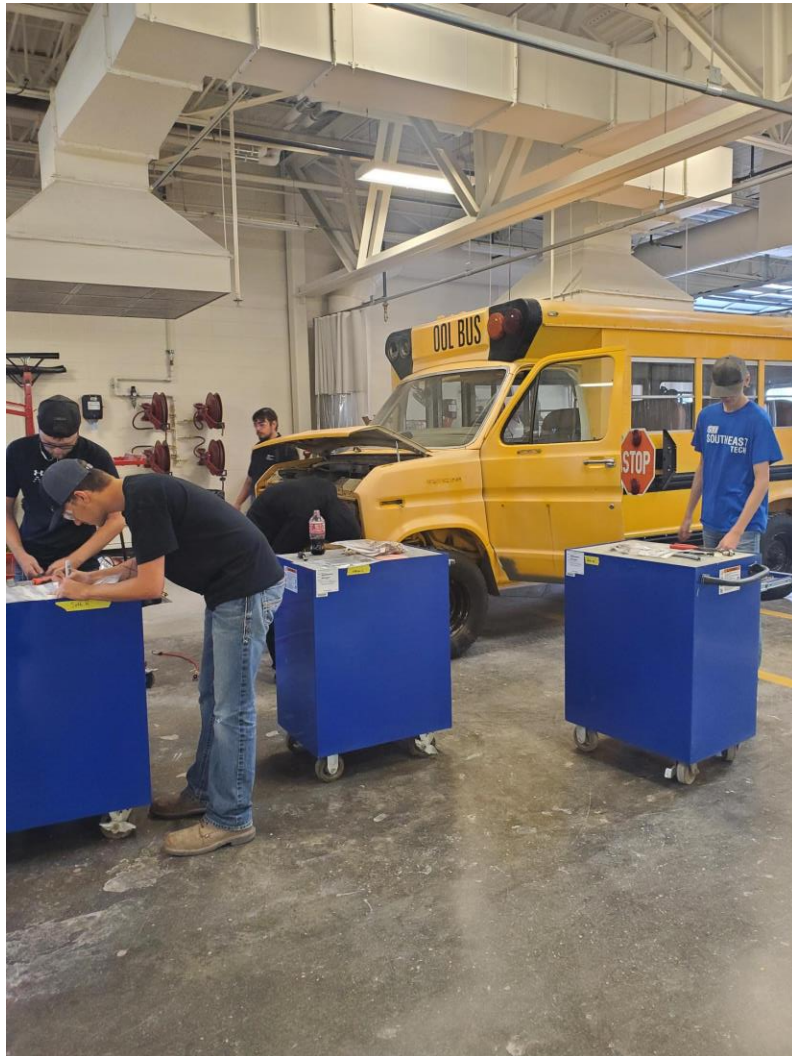
# Performing the body repairs. Collision repair and Refinishing Program



# MORE REPAIR PICTURES



# PAINTING THE BUS. COLLISION REPAIR AND REFINISHING PROGRAM



THE SMART WAY TO WHAT'S  
**NEXT**

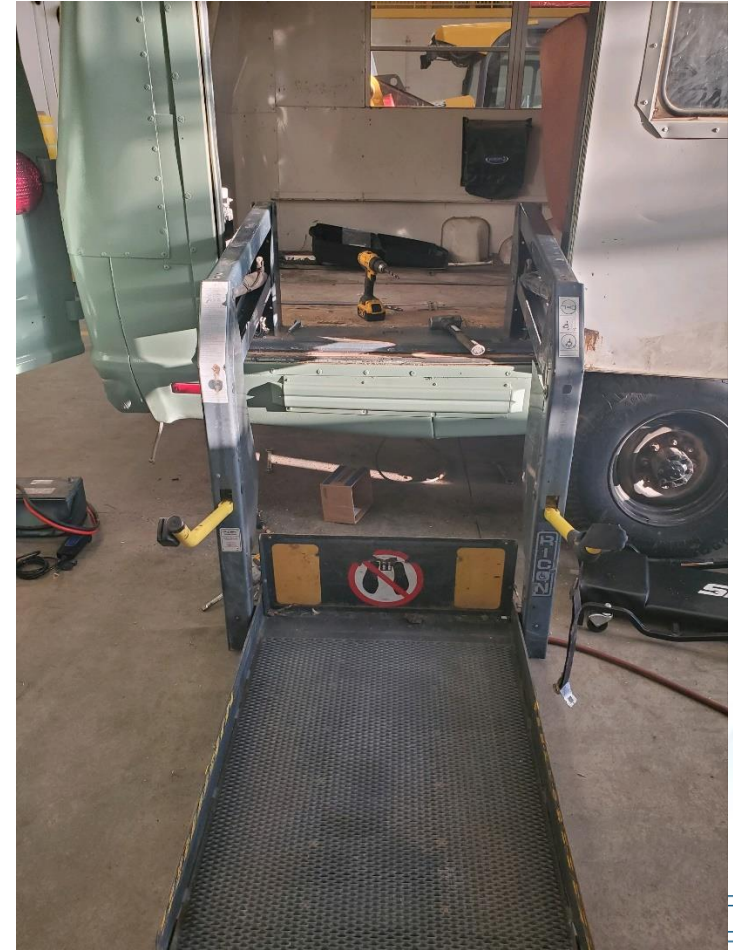
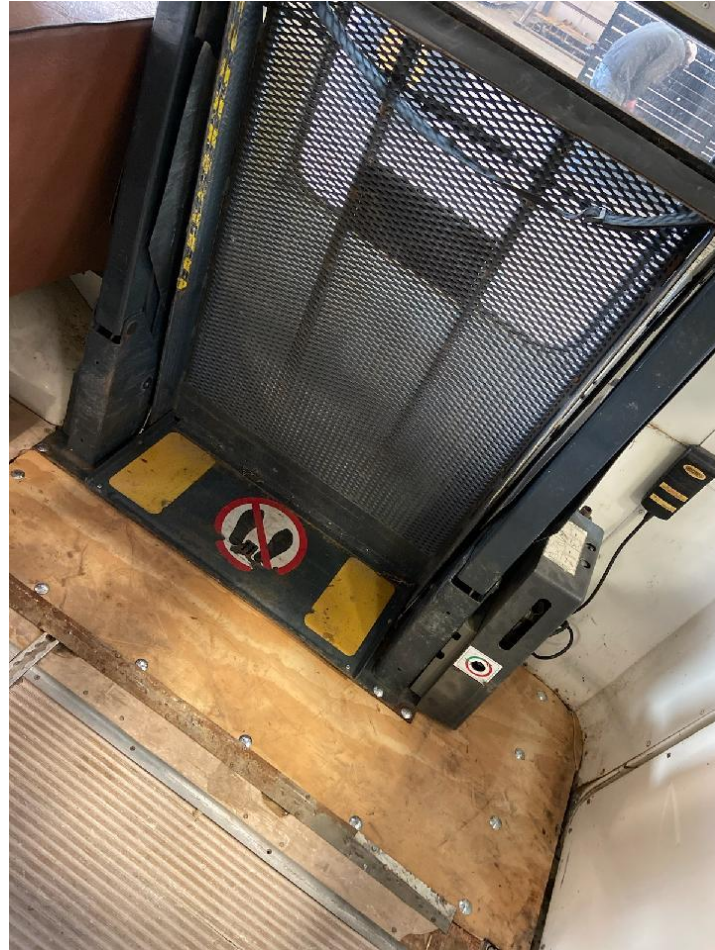
# PAINTING THE BUS. MORE PICTURES



# REPAIRING THE LIFT SUPPORT. WELDING PROGRAM



# REPAIRING THE LIFT. DIESEL TECHNOLOGY HEAVY EQUIPMENT PROGRAM



# THE FINISHED PRODUCT!



# PRESENTING THE BUS TO WINGS OF VALOR



CAPT Paul Weckman, (Sanford Health) with Wings of Valor CEO, Bruce Weller and STC VP Academic Affairs Benjamin Valdez and Dean Jason Merritt addressing students, staff and visitors at presentation



Bruce Weller excepting bus title from SD Military Heritage Alliance Executive Director, Brian Phelps

# NEXT

THE SMART WAY TO WHAT'S



**SOUTHEAST**  
Technical College

## **STC Additional Locations Report Executive Summary**

**Purpose of Report:** To inform the School Board that the Higher Learning Commission has approved two additional locations for Southeast Technical College.

---

In October 2022, Southeast Tech submitted an Additional Location request to the Higher Learning Commission (HLC) to add CTE Academy and Harrisburg High School as additional locations. Southeast Tech has received approval from HLC to add CTE Academy and Harrisburg High School as additional locations.

The Additional Location designation allows students to complete a full academic program at those locations without having to attend class at Southeast Tech's main campus.

---

**Administrative Recommendation to School Board:** Acknowledge the STC Additional Locations 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  
BEDB/STC Agenda  
BEDC/STC Quorum  
BEDD/STC School Board Meetings – Order of Business -Rules of Order  
BDE/STC Board Committees  
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 second reading.

---

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  
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  
BDE/STC Board Committees – 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

These policies and regulations have been posted for public review on the Southeast Tech website. No comments have been received.

---

**Policy Review Recommendation to School Board:**

Approve second reading of AD/STC, BA/STC, BB/STC, BBAA/STC, BBB/STC, BBBE/STC, BDB/STC, BDD/STC, BEDB/STC, BEDC/STC, BEDD/STC, BDE/STC, BEDH/STC, BEDI/STC, BIA/STC, BIB/STC, BIBA/STC, BID/STC, KHBA/STC.



## 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/she/they~~ 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 [institute/college](#) 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/STH~~ 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 President~~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/hers/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/hers/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 BEDB/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 OPPORTUNITIES

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 they Activities 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~~ consistent 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~~

~~4.4~~ 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~~

---

### ~~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

Page 2 of 3

### **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 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~~

~~NEPN Code: KHBA R/STI~~

~~Page 3 of 3~~

~~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 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.~~

<del>Regulation</del>	<del>Board Action</del>
<del>approved: 06-11-07</del>	<del>34749</del>
<del>reviewed: 07-12-10</del>	<del>35770</del>