

SIOUX FALLS SCHOOL BOARD
Wednesday, October 7, 2026 4:00 PM

Carly Reiter
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Cory Clasemann
Southeast Tech President

This agenda may also be viewed on the District and Southeast Tech's website: www.sf.k12.sd.us and 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 Agenda Items
- V. Approval of Minutes Held on September 2, 2026
- VI. Approval of Agenda - Rev. 10/1/2026
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval of Contracts
 - a. Illumia, LLC
 2. Approval/Ratification of Purchase Orders
 - a. Elevate Healthcare Inc
 - b. SHI International Corp
 - c. Vital Source Technologies
 - d. Snap-On Industrial
 3. Disposal of School District Property
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
 - D. Approval of Bid Award
 1. Hydrostatic Transmission Training Simulator (STC) Bid Tab
 2. Welders (STC) Bid Tab
- IX. Reports of the President
 - A. Goal 3 Update
 - B. DOC Partnership Update
- X. Huron Campus
- XI. Review | Revise or Withdrawal Sioux Falls School District | STC Policies | Regulations
 - A. STC 711 - Alcohol and Drug Free Workplace
 - B. STC 213 - Unexpired Term Fulfillment | Vacancies
 - C. STC 230 - Organization of the School Board
 - D. STC 444 - Local | Competitive Purchasing



E. STC 450 - Payment Procedures

F. STC 721 - Permanent Employees

XII. First Reading Sioux Falls School District | STC Policies | Regulations

A. STC - Concerns | Complaints about Personnel

XIII. Adjournment

SCHOOL BOARD MEETING

Wednesday, September 2, 2026

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, September 2, 2026, at 5:13 p.m. in the Instructional Planning Center, 201 East 38th Street, Sioux Falls, South Dakota, with the following members present: President Nan Kelly, Gail Swenson, Marc Murren, Elizabeth Duffy

Action ST01054

A motion was made by Elizabeth Duffy and seconded by Gail Swenson, four (4) votes “yes” on roll call **approving the minutes of meetings** held on August 5, 2026, and which were furnished to the Sioux Falls Dakota Scout for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST01055

A motion was made by Gail Swenson and seconded by Elizabeth Duffy, four (4) votes “yes” on roll call, **approving the agenda** as presented.

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

Action ST01056

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

A. Approving the Authorizations and Ratifications, as follows:

A.1 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
1.	STC27-001	Minnehaha County	Minnehaha County Security Operations Agreement	Not to Exceed \$275,000.00

2.	STC27-002	SD Dept of Health	Rural Health Transformation Funding	\$152,679.00
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A.2 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 No.	Vendor	Description	Total Cost
1.	S2701529	Mohawk Resources LTD	ADAS & Wheel Alignment System	\$68,864.30
2.	S2701611	Colours, Inc	Meridian Laser Measuring System with Clamping Accessories	\$59,968.00
3.	S2701644	Lawrence & Schiller	FY27 Advertising Campaign	\$325,000.00
4.	S2701198	Lawrence & Schiller	FY27 L&S Creative	\$50,000.00

A.3 Approval of Disposal of District Property

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

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Frame Machine Computer/Laserlock Sys	STC	Vincent Berry Jeremy South Dan EisenVos	\$5,550	STC – 025
b.	Frame Accessories/Pull Clamps	STC	Vincent Berry Jeremy South Dan EisenVos	\$2500	STC – 025
c.	Clamp and Guage Setup	STC	Vincent Berry Jeremy South Dan EisenVos	\$2500	STC – 025
d.	Coin Center	STC	Ashley Rathsachack Emily Zillgitt Miles Hoy	\$300	STC – 026

B. Approving the **Consolidated Report of Trust and Agency Funds** of September 2, 2026, and stating for the record that as of July 31, 2026, receipts total \$1,570,004.73 and disbursements total \$1,598,641.91 (MRF #ST766).

C. Accepting the **Southeast Tech Personnel Report**, as follows:

C.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>
Employee, Part-Time, Hourly		
Toering, Rosalee	Tutor	07-24-26
Student Help, Part-Time, Hourly		
Sivill, Adrian	Housing	07-27-26
Instructor, Adjunct, Hourly		
Hanson, Mylynn	Nursing & Health	07-31-26
Pierce, Steven	Media	08-17-26
Instructor, Full-Time, Salaried		
Albers, Diana	Nursing & Health	08-07-26
Employee, Full-Time, Salaried		
Robson, Lynette	Financial Aid	08-21-26

C.2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, Adjunct, Per Credit Hour			
Wiese, Melissa	Psychology	07-29-26	\$943.40
Windish, Aubrey	Student Success	08-03-26	\$890.40
Student Help, Part-Time, Hourly			
Aichele, Maia	Tutor	08-03-26	\$16.50
Opoien, Joseph	Tutor	08-03-26	\$16.50
Gaukel, Grace	Scarborough	08-17-26	\$15.00
Brown, Hannah	Housing	08-14-26	\$15.00
Pavlis, Xavier	IT	08-17-26	\$15.00
Heithold, Hallie	Student Success	08-18-26	\$15.00

Employee, Full-Time, Hourly			
Cramer, Darren	Custodian 12-Month, 1.0 FTE Level 1, Step 2	08-11-26	\$21.31
Portillo, Jorge	Custodian 12-Month, 1.0 FTE Level 1, Step 1	08-17-26	\$21.08
Bierle, Candice	Scarborough Childcare Teacher 210-Day, 1.0 FTE Level 3, Step 8	08-17-26	\$22.86
Employee, Full-Time, Salaried			
Beattie, Christina	Senior Executive Assistant 12-Month, 1.0 FTE Level 10, Step 12 228 days prorated	08-17-26 6	\$76,573.0
Instructor, Full-Time, Salaried			
Schriever, Daniel	Automation Instructor 206-Day, 1.0 FTE Level 8, Step 7	07-27-26	\$85,166.00
Mazan, Karina	Engineering Instructor 186-Day, 1.0 FTE Level 3, Step 10	08-17-26	\$69,829.00

C.3 FY2026-2027 Wage Rates

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
184-Day Lab Specialist, Full-Time, Hourly			
Penning, Aaron	Automotive	08-01-26	\$33.46
210-Day Lab Specialist, Full-Time, Hourly			
South, Jeremy	Automotive	08-01-26	\$35.12

C.4. Change of Status

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Johnson, Derick	Respiratory Therapy Instructor & Clinical Coordinator 206-Day, 1.0 FTE Level 2, Step 10 \$74,474/annual	Adjunct Respiratory Therapy Instructor Part-Time \$34.00/hour	08-03-26
Klinger, Brittany	Adjunct Nursing Instructor Part-Time \$46.00/hour	Health Simulation Lab Technician 210-Day, 1.0 FTE Level 8, Step 12 \$63,399.00/annual	08-03-26
Stubbe, Scott	Health Simulation Lab Technician 210-Day, 1.0 FTE Level 8, Step 6 \$59,692.00/annual	Adjunct Mechanical Engineering Instructor Part-Time \$890.40/credit hour	07-31-26
Landhuis, Carmen	Graphic Design & Marketing Assistant 12-Month, 1.0 FTE Level 7, Step 6 \$29.80/hour	Alumni Relations Coordinator 12-Month, 1.0 FTE Level 7, Step 6 \$55,680.01/annual 233 ys prorated	08-10-26

C.5 Employee Lump Sum Payment/Stipend			
<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Schuetz, Amanda	Foundation	08-01-26	\$500.00
VanBriesen, Tonya	Finance	08-01-26	\$500.00
Beck, Kelly	Nursing & Health	08-01-26	\$500.00
Larson, Jim	Finance	08-01-26	\$500.00
Keyes, Jennifer	Adult Education & Lit	07-01-26	\$2,449.80

Action ST01057

D. Approval of Bid Award

Acknowledging the administration’s report of the study of bids which were received on Monday August 17, 2026, up until 11:00AM at the Central Services Center purchasing department at 1101 N. Western Ave Sioux Falls, SD 57104.

D1. Sealed bids for Diesel A/C Trainers (STC) PD#STC002 to be awarded to Creative Custom Products for the lowest bid of \$12,400 per Unit for a total bid of \$49,600 for four units. MRF#ST767

Action ST01058

Director of Student Success and Functional Area Assessment Susanne Huizing provided an update on Strategic Plan 2030 Goal 2. Strengthen Student Success highlighting institutional efforts to create a culture of evidence-based decision making, continuous improvement, and holistic student support through assessment, co-curricular learning, predictive analytics, and student success initiative.MRF#ST768

Following general discussion, a motion was made by Gail Swenson and seconded by Elizabeth Duffy, four (4) votes “yes” on roll call to **acknowledging the Reports of the President: Student Success Goal 2 Update**

Action ST01059

President Clasemann provided the Board with an update on the metrics used to track progress toward the four goals of the Southeast Tech 2030 strategic plan, now entering its second year. Key takeaways included that 100% of graduates are employed post-graduation, with 86% employed within South Dakota, and that annual unduplicated enrollment reached a record high of 3,478 in 2025–26, with unduplicated graduates also reaching a record 1,003. Results of the employee survey showed an increase in employee satisfaction, and STC conducted its first community engagement survey this past year, which is planned to be administered annually. The Board acknowledged the Strategic Plan Metrics Update Report.

Following general discussion, a motion was made by Marc Murren and seconded by Gail Swenson, four (4) votes “yes” on roll call **acknowledging the Strategic Plan Metric Update**.MRF#ST769

Action ST01060

Report prepared and presented by Southeast Technical College Medical Assis ng Program Director, Jo Penning. Southeast Technical College's one-year Medical Assisting program prepares students for the Certified Medical Assistant (AAMA) or Registered Medical Assistant (AMT) national exam, training them in skills such as vital signs, blood draws, lab testing, injections, and clinical procedures. The program, accredited by CAAHEP since 2019 and reaccredited in 2025, enrolls up to 36 students in fall and 12 in spring, and has maintained a retention rate over 83% and a clinical placement rate of 94% within the four-state region. The program is Build Dakota scholarship eligible and is supported by an active advisory board of clinical providers, employers, and graduates. The Board acknowledged the Medical Assisting Program report.

Following general discussion, a motion was made by Elizabeth Duffy and seconded by Gail Swenson, four (4) votes “yes” on roll call **acknowledging the Medical Assisting Update**.MRF#ST770

Wednesday, September 2, 2026

Action ST01061

The School Board **adjourned** at 5:59 a motion was made by Elizabeth Duffy and seconded by Gail Swenson, four (4) votes “yes” on roll call **acknowledging the adjournment**.

NAN KELLY
Presiding Officer

CAMERON KERKHOVE
Business Manager



SIOUX FALLS SCHOOL BOARD
Wednesday, October 7, 2026 – 4:00 p.m.

Nan Kelly
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Cory Clasemann
Southeast Tech President

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 - E. STC 450 – Payment Procedures



- F. STC 721 – Permanent Employees
- 12. First Reading Sioux Falls School District | STC Policies | Regulations
 - A. STC – Concerns| Complaints about Personnel
- 13. Adjournment

Next Meeting: Wednesday November 4, 2026

1. Approval of Contracts**Cory Clasemann 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.	STC27-003	Illumia, LLC	Transact Renewal	\$451,926.05 (over 7 years)

2. Approval/Ratification of Purchase Orders**Christine Goldsmith 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.	S2701886	Elevate Healthcare Inc	Manikins and Service Contracts	\$67,560.42
b.	S2702096	SHI International Corp	Microsoft Campus Agreement	\$72,640.54
c.	S2702158	Vital Source Technologies	First Day Access Course Materials – Fall Semester	\$260,000.00
d.	S2702160	Snap-On Industrial	Build Dakota Tool Sets	\$75,000.00

3. Disposal of School District Property**Christine Goldsmith 367-5692**

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

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	1999 International Truck 4900 6X4	STC	Carmen Landhuis Alex Atkinson Kevin Shotkoski	\$500	STC – 027
b.	2016 John Bean 16,000lb Truck Lifts – No Batteries (4)	STC	Lisha Hassebrook Dustin Pepper Kelly Beck	\$4,000	STC – 027
c.	2012 International Box Truck 4300 SBA 4x2 – No Battery	STC	Lisha Hassebrook Dustin Pepper Kelly Beck	\$4,000	STC – 027



This Order Form ("Order Form") by and between Illumia, LLC ("Illumia") and Southeast Technical College ("Customer") details the terms of Customer's use of the products and services set forth in Exhibit A ("Product and Pricing Summary").

This Order Form, together with the Illumia Master Agreement dated June 25, 2021 and the Product Schedule dated June 25, 2021 by and between Illumia and Customer ("Illumia Master Agreement") each of which are incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Illumia to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Illumia Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represents and warrants that he or she is authorized to execute the Agreement on behalf of Customer or, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

1. Term

- a. The Term shall commence upon execution and continue for seven (7) years following the Effective Date.
- b. Subsequent Term(s) of this Order Form shall renew automatically for successive periods of one (1) year, unless Customer provides Illumia or Illumia provides Customer, with a written notice to the contrary 30 days prior to the end of the then current Term, as applicable.
- c. The Effective Date shall be upon final signature of this Order Form unless indicated otherwise in Exhibit A attached hereto.

2. Payment Terms

- a. All initial and subsequent payments shall be due Net 30 Unless otherwise specified, all dollars (\$) are United States currency.
- b. If applicable, a copy of Customer's Sales Tax Direct Pay Certificate or Customer's Sales Tax Exemption Certificate must be returned with this Order Form.
- c. If applicable, shipping and handling fees for equipment and/or hardware purchased will be reflected in Customer's invoice.
- d. The multiple year pricing offered herein is contingent upon Customer's commitment to the Term outlined above.

3. Special Provisions

- a. Tariffs: At Illumia we strive to maintain transparent and fair pricing for our customers. Due to potential changes in government-imposed tariffs, duties, or other regulatory charges ("Tariffs"), prices for certain goods may be subject to adjustment. If any new or increased Tariffs apply to your order after it has been placed but before delivery, we will notify you as soon as possible. Any necessary price adjustments will be communicated clearly before we finalize your order. Notwithstanding anything to the contrary in any related agreement, Illumia reserves the right to pass through any third-party charges, taxes, or fees, including but not limited to any manufacturer or supplier price increases or Tariffs.
- b. The multiyear agreement does not contain third party licenses, support, services, or hardware. Fees for third party licenses, support, services, and hardware will continue to appear each year on the annual maintenance agreement.
- c. Support Services Documents: The applicable support services terms from <https://illumiatech.com/legal/support-services> are incorporated by this reference.
- d. Privacy Documents: The applicable Privacy terms from <https://illumiatech.com/legal/privacy-documents> are incorporated by this reference.
- e. Third-Party Pass-Through Terms: The applicable third party pass through terms from <https://illumiatech.com/legal/third-party-pass-through-terms> are incorporated by this reference.
- f. Supplemental Documents: The applicable supplemental terms from <https://illumiatech.com/legal/supporting-documents> are incorporated by this reference.
- g. The Quickcharge Software as a Service Agreement at: <https://illumiatech.com/media/docs/default-source/terms/quickcharge-saas-agreement-05012026.pdf> is incorporated by this reference.

Sales Approved: Emma Brechlin

Initials 

Accepted for Illumia, LLC:

Signed by: 
By:  F0EF7554D8224A0...

Name: Stephen Chambers

Title: Director, Client Contracts

Date: 9/1/2026

Exhibits:

- A. Product and Pricing Summary
- B. Payment Method

Accepted for Southeast Technical College:

By:

Name: Cory Clasemann

Title: President

Date:

Exhibit A: Product and Pricing Summary

Order Summary for Current Renewal or Purchase					
Site	QTY	UOM	Product Code	Product or Service Description	Term Fees (USD)
	1	Each	CN-ACH	ACH PROCESSING	\$0.00
	2	Annual	CN-EMARKET	EMARKET	\$8,555.10
	1	Annual	CN-TERMINALID	TERMINAL ID	\$898.89
	1	Annual	CN-EPAYMENT	EPAYMENT	\$13,428.10
	1	Annual	CN-MYPAYPLAN	PAYMENT PLAN SOFTWARE	\$20,137.57
	1	Annual	CN-ADMIN	ADMINISTRATION MODULE	\$8,624.58
	1	Annual	CN-EREFUND	EREFUND	\$5,573.95
Total:					\$57,218.19

Multiyear Contract Pricing										
QTY	UOM	Product		9/1/2026 - 8/31/2027	9/1/2027 - 8/31/2028	9/1/2028 - 8/31/2029	9/1/2029 - 8/31/2030	9/1/2030 - 8/31/2031	9/1/2031 - 8/31/2032	9/1/2032 - 8/31/2033
1	Each	CN-ACH	ACH FILE PROCESSING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	Annual	CN-ADMIN	ADMINISTRATION MODULE	\$8,624.58	\$8,969.56	\$9,328.34	\$9,701.47	\$10,089.53	\$10,493.11	\$10,912.83
2	Annual	CN-EMARKET	EMARKET	\$8,555.10	\$8,897.30	\$9,253.20	\$9,623.32	\$10,008.26	\$10,408.60	\$10,824.94
1	Annual	CN-EPAYMENT	EPAYMENT	\$13,428.10	\$13,965.22	\$14,523.83	\$15,104.78	\$15,708.97	\$16,337.33	\$16,990.82
1	Annual	CN-EREFUND	EREFUND	\$5,573.95	\$5,796.91	\$6,028.79	\$6,269.94	\$6,520.74	\$6,781.57	\$7,052.83
1	Annual	CN-MYPAYPLAN	PAYMENT PLAN SOFTWARE	\$20,137.57	\$20,943.07	\$21,780.79	\$22,652.02	\$23,558.10	\$24,500.42	\$25,480.44
1	Annual	CN-TERMINALID	TERMINAL ID	\$898.89	\$934.85	\$972.24	\$1,011.13	\$1,051.58	\$1,093.64	\$1,137.39
			Annual Total: (contracted products only)	\$57,218.19	\$59,506.91	\$61,887.19	\$64,362.66	\$66,937.18	\$69,614.67	\$72,399.25

Illumia's pricing offered herein is subject to increase if this Order Form is not fully executed by September 30, 2026.

Exhibit B: Customer Payment Method

Choose the box that applies *(one box must be checked)*:

☐

Credit Card: Visa and Mastercard accepted.

Please do not include credit card information on this form. Credit card payments are managed through our online portal at:

Contact a member of your Sales Team to obtain the link to the online portal.

Reference the following Customer ID and Account Name when making online payment.

CUSTOMER ID: 300807

ACCOUNT NAME: Southeast Technical College

A 3% service fee will be charged for domestic credit cards and 4.25% for international credit cards. Fee displayed at the time of payment as a separate line item.

☐

Purchase Order (if selected – one box must be checked below)

☐

Purchase Order is being submitted with the signed Order Form

☐

A Purchase Order will NOT be submitted with the signed quote, but the following Purchase Order number should be referenced on the invoice:

Purchase Order Number: _____

☐

Please invoice per the terms on this signed Order Form. No Purchase Order is required.

**SIoux FALLS SCHOOL DISTRICT 49-5**

201 E. 38th ST
Sioux Falls, SD 57105-5898
Billing: sfsdaccountspayable@k12.sd.us
TAX EXEMPTION ID: 1018-1617-RS

PURCHASE ORDER NO. S2701886

NOTE: The PO number must appear on all
invoices, packages & correspondence.

PAGE NO. 1

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[jarrett.higgins@cae.com
71365
ELEVATE HEALTHCARE INC
32955 COLLECTION CENTER DR
CHICAGO IL 60693-0329

S
H
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P
[SOUTHEAST TECH SIMULATION CENTER
2329 N CAREER AVE
SIOUX FALLS, SD 57107

T
O
[ATTN: KELLY BECK
sfsdpurchaseorders@k12.sd.us

ORDER DATE: 09/03/26		BUYER: KELLY BECK		REQ. NO.: R2701242	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.:		DESC.: QUOTE #Q-115705-2	
ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00	EA	LIFESPAN APEX CONTRACT FOR APOLLO SVC-APOLLO-02 PERIOD OF PERFORMANCE: 1/1/2027 UNTIL 12/31/2027 (ASSET: APN0530DS)	7465.9100	7,465.91
02	1.00	EA	LIFESPAN APEX CONTRACT FOR APOLLO SVC-APOLLO-02 1 PERIOD OF PERFORMANCE: 1/1/2027 UNTIL 12/31/2027 (ASSET: APN0523)	7465.9100	7,465.91
03	1.00	EA	LIFESPAN APEX CONTRACT FOR APOLLO SVC-APOLLO-02 1 PERIOD OF PERFORMANCE: 1/1/2027 UNTIL 12/31/2027 (ASSET: APN0521)	7465.9100	7,465.91
04	1.00	EA	IFESPAN PEAK SERVICE CONTRACT FOR ARIA SVC-ARIA-01 1 PERIOD OF PERFORMANCE: 1/1/2027 UNTIL 12/31/2027 (ASSET: ARIA0536)	6842.6200	6,842.62
05	1.00	EA	LIFESPAN APEX SERVICE CONTRACT FOR LUCINA SVC-LUCINA-02 1 PERIOD OF PERFORMANCE: 1/1/2027 UNTIL 12/31/2027 (ASSET: MFS0182)	15352.4500	15,352.45
ITEM ACCOUNT			AMOUNT	PROJECT CODE	PAGE TOTAL \$ 44,592.80
					TOTAL \$
			2334815944900 3920	33,780.24	BILLING QUESTIONS PLEASE CONTACT: sfsdaccountspayable@k12.sd.us VENDOR MUST SUPPLY RIGHT TO KNOW INFORMATION APPROPRIATE TO THIS ORDER FOR OSHA COMPLIANCE. SEPARATE INVOICES WITH PO # MUST BE SUBMITTED FOR EACH ORDER. THE SCHOOL BOARD WILL NOT BE LIABLE FOR GOODS FURNISHED WITHOUT THIS VALID PURCHASE ORDER SIGNED BY THE PURCHASING DIRECTOR.
			2337616934900 3920	33,780.18	

APPROVED BY

AUTHORIZED PURCHASER

**SIoux FALLS SCHOOL DISTRICT 49-5**

201 E. 38th ST
Sioux Falls, SD 57105-5898
Billing: sfsdaccountspayable@k12.sd.us
TAX EXEMPTION ID: 1018-1617-RS

PURCHASE ORDER NO. S2701886

NOTE: The PO number must appear on all
invoices, packages & correspondence.

PAGE NO. 2

VENDOR
jarrett.higgins@cae.com
71365
ELEVATE HEALTHCARE INC
32955 COLLECTION CENTER DR
CHICAGO IL 60693-0329

SHIP
SOUTHEAST TECH SIMULATION CENTER
2329 N CAREER AVE
SIOUX FALLS, SD 57107

TO
ATTN: KELLY BECK
sfsdpurchaseorders@k12.sd.us

ORDER DATE: 09/03/26		BUYER: KELLY BECK		REQ. NO.: R2701242	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.:		DESC.: QUOTE #Q-115705-2	
ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
06	1.00	EA	LIFESPAN APEX SERVICE CONTRACT FOR LUCINA SVC-LUCINA-02 1 PERIOD OF PERFORMANCE: 1/1/2027 UNTIL 12/31/2027 (ASSET: MFS0085)	15352.4500	15,352.45
07	1.00	EA	LIFESPAN APEX CONTRACT FOR APOLLO SVC-APOLLO-02 PERIOD OF PERFORMANCE: 1/1/2027 UNTIL 12/31/2027 (ASSET: APN0496DS)	7615.1700	7,615.17

ITEM	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	22,967.62
				TOTAL \$	67,560.42
				BILLING QUESTIONS PLEASE CONTACT: sfsdaccountspayable@k12.sd.us	
				VENDOR MUST SUPPLY RIGHT TO KNOW INFORMATION APPROPRIATE TO THIS ORDER FOR OSHA COMPLIANCE. SEPARATE INVOICES WITH PO # MUST BE SUBMITTED FOR EACH ORDER. THE SCHOOL BOARD WILL NOT BE LIABLE FOR GOODS FURNISHED WITHOUT THIS VALID PURCHASE ORDER SIGNED BY THE PURCHASING DIRECTOR.	

APPROVED BY

Mary Braak
AUTHORIZED PURCHASER

**SIoux FALLS SCHOOL DISTRICT 49-5**

201 E. 38th ST
Sioux Falls, SD 57105-5898
Billing: sfsdaccountspayable@k12.sd.us
TAX EXEMPTION ID: 1018-1617-RS

PURCHASE ORDER NO. S2702096

NOTE: The PO number must appear on all
invoices, packages & correspondence.

PAGE NO. 1

VENDOR
mscentraledu@shi.com
42658
SHI INTERNATIONAL CORP
290 DAVIDSON AVE
SOMERSET NJ 08873

SHIP
SOUTHEAST TECH TECHNOLOGY CTR
2320 N CAREER AVE
SIOUX FALLS, SD 57107

TO
ATTN:
sfsdpurchaseorders@k12.sd.us

ORDER DATE: 09/16/26		BUYER:		REQ. NO.: R2701453	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.:		DESC.:	
ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00		MICROSOFT CAMPUS AGREEMENT	72640.5400	72,640.54
ACCOUNT			AMOUNT	PROJECT CODE	PAGE TOTAL \$ 72,640.54
2333826604900 3921			72,640.54		TOTAL \$ 72,640.54
					BILLING QUESTIONS PLEASE CONTACT: sfsdaccountspayable@k12.sd.us
					VENDOR MUST SUPPLY RIGHT TO KNOW INFORMATION APPROPRIATE TO THIS ORDER FOR OSHA COMPLIANCE. SEPARATE INVOICES WITH PO # MUST BE SUBMITTED FOR EACH ORDER. THE SCHOOL BOARD WILL NOT BE LIABLE FOR GOODS FURNISHED WITHOUT THIS VALID PURCHASE ORDER SIGNED BY THE PURCHASING DIRECTOR.

APPROVED BY

AUTHORIZED PURCHASER

**SIoux FALLS SCHOOL DISTRICT 49-5**

201 E. 38th ST
Sioux Falls, SD 57105-5898
Billing: sfsdaccountspayable@k12.sd.us
TAX EXEMPTION ID: 1018-1617-RS

PURCHASE ORDER NO. S2702158

NOTE: The PO number must appear on all
invoices, packages & correspondence.
PAGE NO. 1

VENDOR
69820
VITAL SOURCE TECHNOLOGIES
227 FAYETTEVILLE ST
STE 400
RALEIGH NC 27601

SHIP
SOUTHEAST TECH MICKELSON CTR
2320 N CAREER AVE
SIOUX FALLS, SD 57107

TO
ATTN: JASON SKIFF
sfsdpurchaseorders@k12.sd.us

ORDER DATE: 09/22/26		BUYER: JASON SKIFF		REQ. NO.: R2701353	REQ. DATE: 09/09/26
TERMS: NET 30 DAYS		F.O.B.:		DESC.:	
ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	260000.00		FIRST DAY ACCESS-COURSE MATRIALS FALL SEMESTER	1.0000	260,000.00
				PAGE TOTAL \$	260,000.00
				TOTAL \$	260,000.00
ITEM	ACCOUNT		AMOUNT	PROJECT CODE	
	5233225894900 4210		260,000.00		

BILLING QUESTIONS PLEASE CONTACT:
sfsdaccountspayable@k12.sd.us

VENDOR MUST SUPPLY RIGHT TO KNOW
INFORMATION APPROPRIATE TO THIS
ORDER FOR OSHA COMPLIANCE. SEPARATE
INVOICES WITH PO # MUST BE SUBMITTED
FOR EACH ORDER. THE SCHOOL BOARD
WILL NOT BE LIABLE FOR GOODS FURNISHED
WITHOUT THIS VALID PURCHASE ORDER
SIGNED BY THE PURCHASING DIRECTOR.

APPROVED BY

Misty Brack
AUTHORIZED PURCHASER

SHAWNEE
SIoux FALLS SCHOOL DISTRICT 49-5

201 E. 38th ST
Sioux Falls, SD 57105-5898
Billing: sfsdaccountspayable@k12.sd.us
TAX EXEMPTION ID: 1018-1617-RS

PURCHASE ORDER NO. S2702160

NOTE: The PO number must appear on all invoices, packages & correspondence.

PAGE NO. 1

VENDOR

Brent.J.Bartels@snapon.com

04014
SNAP-ON INDUSTRIAL
21755 NETWORK PLACE
CHICAGO IL 60673-1217

SHIP

SOUTHEAST TECH MICKELSON CTR
2320 N CAREER AVE
SIOUX FALLS, SD 57107

T
O

ATTN: JASON SKIFF
sfsdpurchaseorders@k12.sd.us

[illegible]

APPROVED BY

AUTHORIZED PURCHASER

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

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/26	Received to date	Disbursed to date	Balance 8/31/26
STC Bookstore	\$ 37,411.79	\$ 3.22	\$ -	\$ 37,415.01
STC EFT	\$ 144,161.26	\$ 4,216,104.02	\$ 10.00	\$ 4,360,255.28
STC Tuition & Fees	\$ 3,091,189.09	\$ 3,620,075.23	\$ 2,399,937.63	\$ 4,311,326.69
STC T & A	\$ 128,895.23	\$ 654.72	\$ 10,450.30	\$ 119,099.65
STC ACH	\$ 352,650.09	\$ 59.90	\$ 6.00	\$ 352,703.99
STC Blue Bucks	\$ 50,511.35	\$ 2,708.34	\$ 538.50	\$ 52,681.19
TOTALS	<u>\$ 3,804,818.81</u>	<u>\$ 7,839,605.43</u>	<u>\$ 2,410,942.43</u>	<u>\$ 9,233,481.81</u>

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>
Employee, Part-Time, Hourly		
Stephens, Connie	Food Service	08-28-26
Instructor, Adjunct, Hourly		
Deutsch, Lynette	Nursing & Health	09-08-26
Mehlhaf, Samantha	Veterinary Technology	05-29-26
Employee, Full-Time, Salaried		
Fiala, Hayden	Admissions	09-01-26

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Other Help, Part-Time, Hourly			
Walter, Savannah	Tutor	09-02-26	\$25.00
Instructor, Adjunct, Hourly			
Miller, Darren	Nursing & Health	08-24-26	\$46.00
Sorenson, Kaylie	Nursing & Health	08-31-26	\$34.00
VanderMaten, Samantha	Nursing & Health	09-15-26	\$34.00
Student Help, Part-Time, Hourly			
Schmidt, Suri	Scarborough	08-24-26	\$15.00
Rye, Dalylah	Tutor	08-24-26	\$16.50
Kockelman, Brynn	Scarborough	08-25-26	\$15.00
Johnson, Myah	Scarborough	08-31-26	\$15.00
Herrity, Alexandria	Scarborough	09-08-26	\$15.00
Meyer, Micah	Information Technology	09-18-26	\$15.00
Anderson, Kinzye	Scarborough	09-21-26	\$15.00
Employee, Full-Time, Hourly			
Scott, Aaron	Graphic Designer & Marketing Assistant 12-Month, 1.0 FTE Level 8, Step 7	08-24-26	\$33.05
Employee, Full-Time, Salaried			
Altman, Riley	Admissions Representative 12-Month, 1.0 FTE Level 7, Step 1 210 days prorated	09-10-26	\$47,585.52
Instructor, Full-Time, Salaried			
Murray, Lacey	Respiratory Therapy	08-17-26	\$80,203.00

SOUTHEAST TECH PERSONNEL REPORT

Wednesday, October 7, 2026

	Instructor & Clinical Coordinator 206-Day, 1.0 FTE Level 4, Step 10		
Selken, Justin	Diesel Have Equipment Prison Instructor 206-Day, 1.0 FTE Level 3, Step 10 186 days prorated	08-31-26	\$69,829.46
Martinsen, Jennifer	Surgical Technology Instructor 186-Day, 1.0 FTE Level 2, Step 10	09-03-26	\$67,245.00
Instructor, Adjunct Fall Semester Stipend			
Adamson, Heather	English	09-30-26	\$5,342.40
Allenstein, Keith	Law Enforcement	09-30-26	\$2,830.20
Atkins, Melissa	Early Childhood	09-30-26	\$5,342.40
Bird, Tracy	Health	09-30-26	\$8,013.60
Blok, Kelly	Computer Info. Systems	09-30-26	\$2,671.20
Burns, Shannan	Health	09-30-26	\$3,286.00
Byall, Jennifer	Mathematics	09-30-26	\$5,342.40
Cruse, Laura	English	09-30-26	\$5,342.40
Daugherty, Catherine	Business Administration	09-30-26	\$2,671.20
Davies, Erika	Health	09-30-26	\$4,352.00
Davis, Chris	Business Administration	09-30-26	\$3,561.60
Davis, Dana	Automotive	09-30-26	\$2,464.50
Ebbing, Michael	Business Administration	09-30-26	\$2,671.20
Ekstrum, Jacqueline	Health	09-30-26	\$11,754.60
Ellerbusch, Jenna	Health	09-30-26	\$4,929.00
Frohwein, Jeffrey	Business Administration	09-30-26	\$8,013.60
Gertsma, Leann	English	09-30-26	\$5,342.40
Halfpop, Emily	Natural Science	09-30-26	\$8,111.20
Hansen, Blair	Health	09-30-26	\$4,452.00
Harding, Kimberly	Business Administration	09-30-26	\$2,671.20
Hassebroek, Lisha	Nursing	09-30-26	\$890.40
Heckenlaible, Justin	Computer Info. Systems	09-30-26	\$5,342.40
Henderson, Ashley	Nursing	09-30-26	\$2,464.50
Heppler, Jeffrey	Horticulture	09-30-26	\$8,459.50
Hill, Tyler	Student Success	09-30-26	\$1,780.80
Hogan, Stephanie	Environmental Science	09-30-26	\$8,013.60
Horan, Steven	Business Administration	09-30-26	\$9,434.00
Ivarsen, McCade	Business Administration	09-30-26	\$5,342.40
Jones, Dayna	Social Media	09-30-26	\$2,671.20
Jones, Suzanne	Early Childhood	09-30-26	\$8,013.60
Judeh, Huda	Computer Info. Systems	09-30-26	\$6,232.80
Klinger, Brittany	Nursing	09-30-26	\$2,464.50

SOUTHEAST TECH PERSONNEL REPORT**Wednesday, October 7, 2026**

Knutson, Amber	Business Administration	09-30-26	\$8,013.60
Larsen, Kristin	Mathematics	09-30-26	\$5,342.40
Leloux, Loretta	Early Childhood	09-30-26	\$2,671.20
Letsche, Paul	Land Survey	09-30-26	\$2,464.50
Lindell, Mark	Speech	09-30-26	\$5,342.40
Lothrop, LeAnn	Computer Info. Systems	09-30-26	\$5,342.40
Martinson, Chadwick	Engineering	09-30-26	\$2,464.50
McManus, Stacy	Business Administration	09-30-26	\$8,013.60
Mekelburg, Erin	Computer Info. Systems	09-30-26	\$2,671.20
Melroe, Shelby	Sociology	09-30-26	\$10,684.80
Mills, Ann	Chemistry	09-30-26	\$7,518.40
Mulder, Chad	Collision	09-30-26	\$2,464.50
Osborn, Michelle	Nursing	09-30-26	\$1,335.60
Pepper, Merrel	Computer Info. Systems	09-30-26	\$2,671.20
Perkins-Hicks, Debra	Natural Science	09-30-26	\$12,622.20
Peters, Dennis	Business Administration	09-30-26	\$2,671.20
Pottratz, Jennifer	Health	09-30-26	\$2,671.20
Reagan, Kelly	English	09-30-26	\$2,671.20
Reimnitz, Laura	Veterinary Technology	09-30-26	\$7,105.00
Rentschler, Robyn	Nursing	09-30-26	\$2,830.20
Schnider, Nicole	Health	09-30-26	\$5,440.00
Schoenfelder, Tonya	Law Enforcement	09-30-26	\$7,616.00
Schoffelman, Angela	Student Success	09-30-26	\$1,780.80
South, Jeremy	Automotive	09-30-26	\$2,176.00
Stacey, Taylor	Mathematics	09-30-26	\$2,671.20
Strouth, Gerard	Information Technology	09-30-26	\$3,561.60
Stubbe, Scott	Computer Info. Systems	09-30-26	\$8,748.00
Stueven, Rebecca	Nursing	09-30-26	\$9,858.00
Sullivan, Shawn	Business Administration	09-30-26	\$5,660.40
Thompson, Garrett	Computer Info. Systems	09-30-26	\$3,286.00
Traylor, Michael	Computer Info. Systems	09-30-26	\$3,286.00
Vanden Bosch, Raquel	Health	09-30-26	\$5,342.40
VanOverbeke, Jeffrey	Speech	09-30-26	\$5,342.40
Vettrus, Jill	Mathematics	09-30-26	\$5,342.40
Vockrodt, Mary	Nursing	09-30-26	\$5,342.40
Walton, Tarah	Law Enforcement	09-30-26	\$5,342.40
Weber, Jessica	Business Administration	09-30-26	\$5,342.40
Wellnitz, Kristin	Psychology	09-30-26	\$5,342.40
Wiese, Melissa	Psychology	09-30-26	\$2,830.20
Williams, Brian	Business Administration	09-30-26	\$2,671.20
Windish, Aubrey	Student Success	09-30-26	\$3,561.60
Wolff, Dana	Business Administration	09-30-26	\$9,434.00

Adjunct Training Stipends

Anderson, Stephanie	Health	08-31-26	\$50.00
Atkins, Melissa	Early Childhood	08-31-26	\$50.00
Blok, Kelly	Computer Info. Systems	08-31-26	\$50.00
Carroll, Whitney	Nursing	08-31-26	\$50.00
Cox, Tejana	Nursing	08-31-26	\$50.00

SOUTHEAST TECH PERSONNEL REPORT**Wednesday, October 7, 2026**

Ekstrum, Jacqueline	Health	08-31-26	\$50.00
Erdman, Corliss	Nursing	08-31-26	\$50.00
Gertsma, Leann	English	08-31-26	\$50.00
Gile, Natalya	Nursing	08-31-26	\$50.00
Henderson, Ashley	Nursing	08-31-26	\$50.00
Heppler, Jeffrey	Horticulture	08-31-26	\$50.00
Hill, Tyler	Student Success	08-31-26	\$50.00
Hitzemann, Leonard	Nursing	08-31-26	\$50.00
Hogan, Stephanie	Environmental Science	08-31-26	\$50.00
Horan, Steven	Business Administration	08-31-26	\$50.00
Ivarsen, McCade	Media	08-31-26	\$50.00
Jones, Dayna	Social Media	08-31-26	\$50.00
Jones, Suzanne	Early Childhood	08-31-26	\$50.00
Krinke, Dominique	Health	08-31-26	\$50.00
Lindell, Mark	Speech	08-31-26	\$50.00
Lothrop, LeAnn	General Education	08-31-26	\$50.00
McManus, Stacy	Business Administration	08-31-26	\$50.00
Morken, Amanda	Nursing	08-31-26	\$50.00
Odland, Kristin	Nursing	08-31-26	\$50.00
Perkins-Hicks, Debra	Natural Science	08-31-26	\$50.00
Plooster, Kayla	Health	08-31-26	\$50.00
Schoenfelder, Tonya	Law Enforcement	08-31-26	\$50.00
Schoffelman, Angela	Student Success	08-31-26	\$50.00
Stubbe, Scott	Computer Info. Systems	08-31-26	\$50.00
Strouth, Gerard	Information Technology	08-31-26	\$50.00
Stueven, Rebecca	Nursing	08-31-26	\$50.00
Traylor, Michael	Computer Info. Systems	08-31-26	\$50.00
Vockrodt, Mary	Nursing	08-31-26	\$50.00
Walker, Allison	Health	08-31-26	\$50.00
Wiese, Melissa	Psychology	08-31-26	\$50.00
Wolff, Dana	Business Administration	08-31-26	\$50.00

3. Employee Lump Sum Payment/Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Rau, Brooklyn	BLS Coordination	09-01-26	\$600.00
Bird, Tracy	Breakthrough Coordination	09-01-26	\$2,000.00
Anderson, Sarah	Coursework	09-01-26	\$1,780.80
Schwebach, Greg	SD ECOR SEED Grant	09-01-26	\$3,000.00
Lalley, Aaron	SD ECOR SEED Grant	09-01-26	\$3,000.00
Haynes, Matthew	Habitat for Humanity Coord.	09-01-26	\$2,000.00
Heppler, Jeffrey	Landscaping Project	09-01-26	\$1,000.00

BID TABULATION**Hydrostatic Transmission Training Simulator (STC)****PD # STC003****Bid Date: Monday, September 14, 2026****Time: 11:00 AM****Advertised Dates: 08/28 & 09/04****Location: Central Services****1101 North Western Avenue****Sioux Falls, South Dakota 57104**

VENDOR	BID ITEM 1 TOTAL PRICE
High Country First Technologies	\$133,275
Fluid Power Training Institute	\$144,165

BID TABULATION**Welders (STC)****PD # STC004****Bid Date: Monday, September 14, 2026****Time: 11:00 AM****Advertised Dates: 09/11 & 09/18****Location: Central Services****1101 North Western Avenue****Sioux Falls, South Dakota 57104**

VENDOR	Bid Item 1 Total
A-Ox Welding	\$65,342.90
Welding Mart	\$66,500.00
Linde Gas	\$74,950.00
Nippon Sanso Matheson	\$69,541.25
Arc Solutions	\$69,276.20

BID PROPOSAL FORM -WELDERS (STC) AUGUST 31, 2026

TO:SCHOOL BOARD

Sioux Falls School District 49-5
of Minnehaha County, South Dakota
1101 N. Western Avenue
Sioux Falls, South Dakota 57104-1200

Members of the Board:

We propose to furnish the following Items, all in accordance with the terms as set forth in the "SPECIAL CONDITIONS -WELDERS (STC) - AUGUST 31, 2026" and the "GENERAL SPECIFICATIONS," as prepared and provided by said School District, as follows:

ITEM NO.	DESCRIPTION OF ITEM	TOTAL BID PRICE
1.	<p><u>Five (5) Welders</u></p> <p>To include the following features:</p> <p>10 ft. (3.0 m) Input Power Cord, Stick Electrode Holder, Cable (w/Twist-Mate), Weld Cable Package - Work Lead - TM & GC500 Ground Clamp (2/0, 350A, 60%) - 15 ft (4.6 m), Foot Amptrol™ - 25 ft. (7.6m) (12 pin), Drive Roll Kit Combination 0.035 in / 0.045 in Solid Wire, PTA-17F TIG Torch Ready-Pak® (12.5 ft 1pc), 300 amp Welding Guns 355-2Ar-58010 Flowmeter Regulator Shielding Gas Kit, GMAW: 350A/31.5V/40%, GMAW: 300A/29V/100% SMAW: 325A/33V/40%, SMAW: 280A/31.2V/100% FCAW: 350A/31.5V/40%, FCAW: 300A/29V/100% GTAW: 350A/24V/40%, GTAW 300A/22V/100% Input Voltage / Phase / Hertz 208/230/400/ 3/50/60 Input Current @ Rated Output (Single Phase Values) 44/40/25, Dimensions H x W x D in(mm) 39.7 x 20.5 x 39.4 [1008 x 521 x 1001] Welder is on a rolling cart.</p> <p>UNIT PRICE BID ITEM 1 \$ <u>13,068.⁵⁸</u></p> <p>TOTAL BID ITEM 1 -----</p> <p>MAKE <u>Lincoln</u> MODEL <u>Power Wave 300i</u></p> <p>ANTICIPATED DATE OF DELIVERY <u>Made to order. Est. 30 days</u></p>	<p><u>\$65,342.⁹⁰</u></p>

BID PROPOSAL FORM – WELDERS (SOUTHEAST TECH) JUNE 11, 2025

This bid does not include any Federal Excise Tax or State, County or Municipal Sales Tax.

Our Federal Social Security Identification Number is _____.

(This is the number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.)

Addenda Received	Company	<u>A-OK Welding Supply</u>		
No. _____ Date _____	Address	<u>101 W. Harlem</u>		
No. _____ Date _____	City	<u>Sioux Falls</u>	State	<u>SD</u> Zip _____
	Signed	<u>Jamin Breuer</u>		
	Signed	_____		
		Printed/Typed		
	Title	<u>Sales</u>	Date	<u>9/16/26</u>
	Telephone No.	<u>(605) 254-8421</u>		
	Fax No.	<u>()</u>		
	Email Address:	<u>jaminb@aoxwelding.com</u>		

Southeast Tech
Goal 3 Enhance Employee Capacity and Organizational Culture Report

EXECUTIVE SUMMARY

Purpose:

To inform the Board of progress updates on the Southeast Tech 2030 strategic plan - Goal 3 Enhance Employee Capacity and Organizational Culture.

Southeast Tech continues to make meaningful progress toward **Goal 3: Enhance Employee Capacity and Organizational Culture** by focusing on initiatives that strengthen employee engagement, support professional growth, improve onboarding experiences, and increase organizational effectiveness. These efforts are designed to create a workplace culture that attracts, develops, and retains talented employees while ensuring long-term institutional success. Progress updates will be provided to the Board from the four strategies in this goal of the strategic plan.

Administrative Recommendation to School Board:

To acknowledge the progress updates on the Goal 3 Strategic Plan report.



Strategic Plan Update

Goal 3: Enhance Employee Capacity and Organizational Culture

October 2026

GOAL 3: STRATEGIES

Strategy 1	Cultivate a Culture of Trust and Accountability
Strategy 2	Strengthen Employee Retention and Satisfaction
Strategy 3	Build a High-Quality Onboarding Experience
Strategy 4	Increase Operational Consistency and Effectiveness

GOAL 3: STRATEGIES DEFINITIONS

3.1

Promote psychological safety along with open communication, transparency and mutual respect across all levels of the institution.

3.2

Implement strategies to support career growth, well-being and long-term commitment. Develop onboarding and upskilling processes for existing employees.

3.3

Design and implement onboarding practices that prepare employees for success from first contact. Support the hiring experience year-round.

3.4

Establish clear standards, policies and procedures to guide how the college operates. Implement succession planning by identifying key roles, documenting responsibilities, and cross-training staff to ensure continuity and leadership readiness during transitions.

PRIORITY TACTICS FOR YEAR 1

Strategy 1

1.2.2 Offer a minimum of two PD sessions per year focused on active listening, empathy, and conflict resolution beginning year two.

1.4 Employee survey action planning

Strategy 2

2.7 Internal recognition practices

Strategy 3

3.1 Standardized onboarding process

Strategy 4

4.1 Role documentation
4.3 Policy and procedure standardization

GOAL 3 – EMPLOYEE CAPACITY AND CULTURE

Strategy 3.1.3– Update job descriptions

- Job descriptions updated and published in the HR SharePoint site

Strategy 3.1.4 – Use employee satisfaction data to drive improvement

- Goal 3 members, campus community, and cabinet collaborated in June – determined 3 priorities

Strategy 3.2.7 – Recognize and celebrate employee dedication

- Campus climate activities, Monday Minute shout outs, M&M Years of Service Recognition

Strategy 3.3.1 - Design and implement a standardized onboarding process

- Shared drive to gather current checklists

Strategy 3.4.3 - Establish and maintain standardized policies and procedures

- Developed a template, discussed with cabinet, will focus on determining needs

GOAL 3 – TACTICS FOR 2026-27

1.2.1 Conduct at least two cross-functional employee focus groups annually beginning in year two.

2.5 Address employee retention challenges through clarity and consistency.

2.7 Recognize and celebrate employee dedication

2.8 Create a physical or virtual recognition space honoring employee dedication by year three

4.3 Establish and maintain standardized policies and procedures



Prison Education Program

Executive Summary

Purpose of Report: To inform the school board about our Prison Education Programs

Southeast Technical College's Prison Education Program provides incarcerated individuals with access to industry-aligned technical education, workforce training, and comprehensive student support services that prepare them for successful employment and community reentry.

Developed in partnership with the South Dakota Department of Corrections (DOC) and the South Dakota Department of Labor and Regulation (DLR), the program combines technical instruction, academic coursework, employment preparation, and coordinated support services to address workforce needs while creating opportunities for justice-impacted individuals.

The program's primary goal is to increase access to high-quality postsecondary education and career training that leads to meaningful employment, reduced recidivism, and long-term economic self-sufficiency. Through a structured approach that includes technical skills training, student success coursework, reentry planning, and employment services, students are equipped with the knowledge and support necessary to transition successfully into the workforce upon release.

Since launching the Welding Technology Certificate program in Fall 2022, Southeast Tech has graduated 90 students, achieved an 85% graduation rate, an 84% employment rate, and maintained a recidivism rate below 10%. These outcomes demonstrate the effectiveness of the model and the value of higher education as a pathway to workforce participation and successful reentry.

Building on this success, Southeast Tech is expanding prison education opportunities through the Diesel: Heavy Equipment Diploma program. The 35-credit diploma will be delivered at the Jameson Annex and provide hands-on training in heavy equipment repair, general education coursework, student success instruction, and coordinated support services. The program is anticipated to launch in Fall 2027 and will broaden educational access for both minimum- and medium-security inmates while helping meet workforce demands in high-skill, high-demand technical occupations.

Administrative Recommendation to School Board: Acknowledge the Prison Education Program report.

Prison Education Programs

Jason Merritt, Dean of Trades Programs

Fenecia Homan, Vice President of Academic Affairs

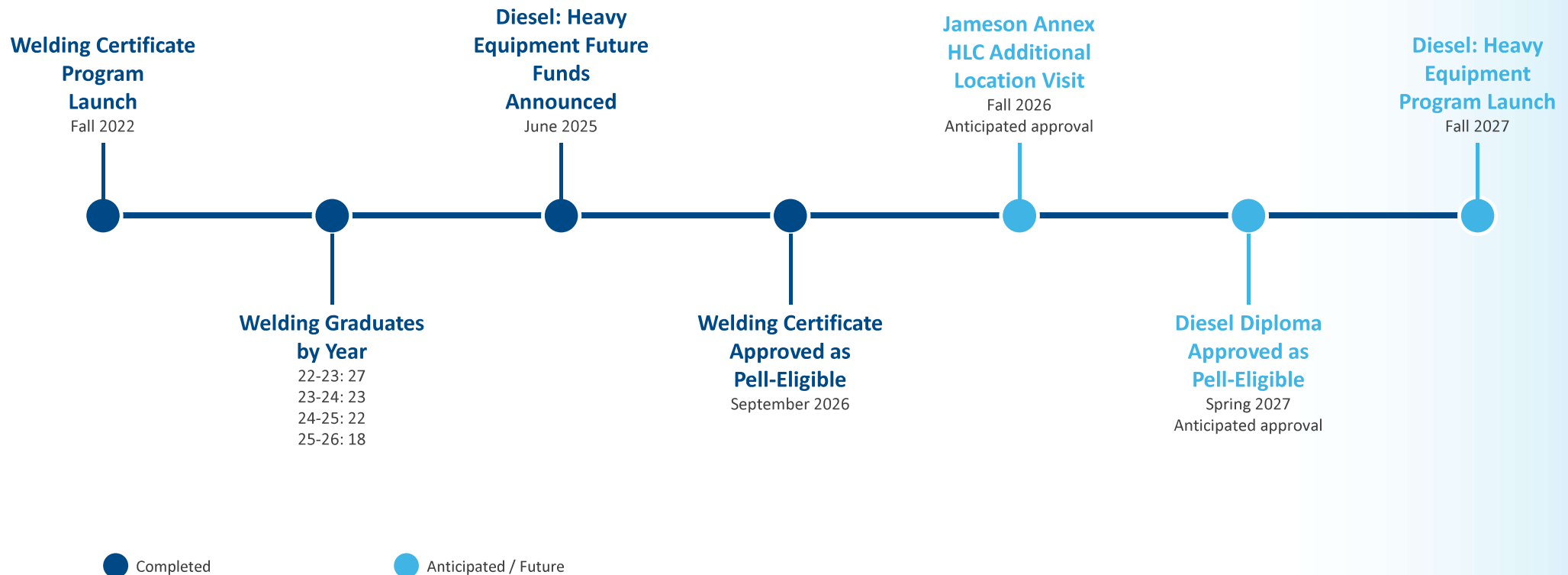


SOUTHEAST
Technical College

KEY STAKEHOLDERS



TIMELINE



WELDING CERTIFICATE

- 16-credit Welding Technology certificate completed in one semester
 - Delivered in person at Southeast Tech using the on-campus welding lab and equipment
 - Participants are minimum security inmates who are gate pass eligible
 - Provides hands-on welding skills, mathematics coursework, and student success coursework
 - Includes coordinated academic, student support, reentry services in partnership with the SD DOC, and employment training and assistance with the SD DLR
- 

NUMBERS

Graduates

90

Graduation
Rate

85%

Employment
Rate

84%

Recidivism
Rate

<10%



DIESEL HEAVY EQUIPMENT DIPLOMA

- 35-credit Diesel: Heavy Equipment Diploma completed in two semesters
 - Delivered in person at the Jameson Annex in Sioux Falls
 - Participants are minimum or medium security inmates
 - Provides hands-on training in heavy equipment repair as well as general education and student success coursework
 - Includes coordinated academic, student support, reentry services in partnership with the SD DOC, and employment training and assistance with the SD DLR
- 

DIESEL HEAVY EQUIPMENT PREP STATUS

- Hired a qualified instructor to lead the Diesel Heavy Equipment Prison Education Program.
 - Collaborating with DOC and TSP on facility renovation and shop readiness.
 - Identifying required instructional and industry-standard equipment to support program delivery.
 - Working with DOC to secure approval of equipment prior to purchase and with GOED to approve modifications to Future Fund expenditures list.
 - Finalizing operational planning, safety protocols, and program infrastructure in preparation for student enrollment.
- 



NEXT CELEBRATION

December 13th from 12 PM – 2 PM





SOUTHEAST
Technical College

Huron Community Campus Additional Location

Executive Summary

Purpose of Report: To recommend the school board approval the teach out and closure of the additional location in Huron.

Southeast Technical College is recommending that the Sioux Falls School Board approve a teach-out plan for the Practical Nursing (LPN) and Registered Nursing (RN) programs offered at the Huron Community Campus and Huron Regional Medical Center and discontinue future enrollment at the site. This recommendation follows a comprehensive review of program performance, enrollment trends, and long-term financial sustainability.

Since opening the Huron location in 2018, nursing program have served an important role in providing access to nursing education in the region and have produced a total of 40 graduates. However, enrollment has consistently remained below the level necessary to support sustainable operations. Based on current program costs, a minimum enrollment of 24 students per term is required to reach the operational break-even point, and actual enrollment has fallen significantly short of that threshold throughout the life of the program.

Despite collaborative efforts and a demonstrated regional need for healthcare professionals, enrollment patterns have not generated the student volume necessary to offset instructional, operational, and facility costs. As a result, the current model is not financially sustainable and limits the institution's ability to effectively allocate resources across academic programs and locations.

Under the proposed teach-out plan, Southeast Technical College will honor its commitment to currently enrolled students by providing a clear pathway to program completion through December 2027. The College will continue to deliver the coursework, student support services, clinical experiences, and academic advising necessary for existing students to graduate while ensuring compliance with accreditation and regulatory requirements.

This recommendation reflects Southeast Tech's commitment to responsible stewardship of institutional resources while maintaining a student-centered approach. By teaching out the existing cohorts and discontinuing future offerings at the Huron location, the College can focus resources on programs and delivery models that demonstrate stronger demand, sustainable enrollment, and the greatest potential to meet workforce needs across the region.

Administrative Recommendation to School Board: Approve the recommendation to teach out the LPN and RN programs offered through the Huron Community Campus additional location and close the site.

Policy/Regulation Revisions

STC 711 – Alcohol and Drug-Free Workplace
STC 213 – Unexpired Term Fulfillment/Vacancies
STC 230 – Organization of the School Board
STC 444 – Local/Competitive Purchasing
STC 450 – Payment Procedures
STC 721 – Permanent Employees

Executive Summary

Purpose:

To bring to the School Board the above STC policy for review/revision

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Technical College (STC) 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 STC Administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned with the existing policies. Additional review included:

STC 711 – Alcohol and Drug-Free Workplace – Update of language
STC 213 – Unexpired Term Fulfillment/Vacancies – Withdrawal – Covered by SFSD policy
STC 230 – Organization of the School Board – Withdrawal – STC does not organize the School Board
STC 444 – Local/Competitive Purchasing – Withdrawal – Purchasing is done by SFSD
STC 450 – Payment Procedures – Withdrawal – Payment is done by SFSD
STC 721 – Permanent Employees – Withdrawal – Obsolete policy

Second readings are not necessary. (See Policy STC 250 – School Board Policy Process)

Policy Review Recommendation to School Board:

Approve review/revision or withdrawal of the above referenced policies.



ALCOHOL AND DRUG-FREE WORKPLACE

Southeast Technical College Policy STC 711

1. Purpose

Southeast Technical College (STC) requires an alcohol and drug-free learning and working environment.

STC will comply with the Drug-Free Workplace Act. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substance, including marijuana or its derivatives, in the workplace is prohibited on campus and other work sites where employees may be assigned. In addition, the manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substance is prohibited ~~on~~ during non-working time to the extent that it impairs an employee's ability to perform their job.

STC employees are prohibited from being under the influence of an alcoholic beverage and/or a drug, as defined below, while on campus, during the employee's working hours, and/or while representing STC.

2. General Statement of Policy

As a condition of employment with STC, all employees are required to comply with this policy.

1. While South Dakota law may permit certain actions regarding marijuana, the use and possession of marijuana, whether for medicinal or recreational purposes, is prohibited under federal law. Federal law classifies recreational marijuana (cannabis) as a Schedule 1 controlled substance and criminalizes the growth or use of marijuana. The use of medical marijuana is also restricted by federal laws such as the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

- ~~2.~~ STC supports rehabilitation of employees with alcohol and/or drug abuse problems except in those circumstances where alcohol and/or drug use has created or could create the risk of injury or death to other employees or to students. ~~Employees may use benefits and leave for which they regularly qualify, in order to meet rehabilitation needs except in the cases governed by Policy STC 712.1. Employees may use any benefits and leave for which they are otherwise eligible to support rehabilitation needs, except in cases governed by Policy STC 712.1.~~

- ~~3.2.~~ Alcohol and drug-free awareness programs will be established to inform employees of this policy as well as the dangers of alcohol and/or drug abuse in the workplace and any available resources for counseling rehabilitation and employee assistance programs.

~~4.3.~~ Employees must notify the STC Human Resources Department in writing no later than five calendar days of any criminal conviction for an alcohol and/or drug statute violation.

~~5.4.~~ ~~STC will notify any granting agency in writing within 10 calendar days after receiving notice of a conviction for a drug statute violation occurring in the workplace from the employee or otherwise receiving actual notice of the drug conviction.~~ STC will notify the appropriate granting agency in writing within 10 calendar days after receiving notice that an employee has been convicted of a drug statute violation occurring in the workplace.

~~6.5.~~ Discipline will be imposed for violations of this policy which may include a reprimand, suspension, termination, or requiring satisfactory participation in an alcohol and/or drug abuse or rehabilitation program, as well as a referral for prosecution, if appropriate.

~~7.6.~~ STC will make a good faith effort, on a continuing basis, to maintain an alcohol and drug-free workplace.

~~8.7.~~ Every new employee will be provided with a copy of this policy and its regulations. Annually thereafter, employees will receive an overview, along with instructions to access the full policy and regulation on the STC website and will sign an acknowledgement form indicating they have received the information. Administrators or designees shall submit the signed form to the STC Human Resources Department.

Assistance

If an employee has an alcohol and/or drug problem and voluntarily seeks help to overcome the problem, assistance is available to the employee through the Sioux Falls School District insurance plan, if the employee is an enrolled participant or the District's Employee Assistance Plan if available. An employee's decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination, where facts indicating a violation of this policy are obtained independent of the employee's pursuit of assistance.

STC has information available to all employees regarding resources available to assist with alcohol and/or drug problems including counseling or rehabilitation assistance.

Special Provision for "Drivers"

The provisions of this regulation shall not apply to "drivers" as defined in Policy STC 712. Testing and discipline of "drivers" will be governed by Policy STC 712-~~1~~.

3. Definitions

Alcohol includes any beverage used for the purpose of becoming intoxicated. This usually includes distilled spirits, wine, ciders, and malt beverages. This also includes ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

Legal Drug includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

Illegal drug means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. All substances listed in the Federal Control Substance Act, so called “designer drugs” which have not been included in the Federal Control Substances Act, and the misuse of other non-drug substances, such as glue, are covered by this definition. The term also includes prescribed drugs legally obtained but not being used for prescribed purposes.

Under the influence means for the purpose of this policy that the employee is affected by a drug or alcoholic substance, or the combination of a drug and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test and, in some cases such as alcohol, by a lay person’s opinion.

Possession means the state of having, owning, or controlling any amount of any drug or alcoholic beverage.

Reasonable Suspicion means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest an employee is under the influence of drugs and/or alcohol.

Workplace includes all STC property including motor vehicles, parking areas and sidewalks surrounding the buildings. Workplace also includes any site for the performance of work as a STC employee, including but not limited to, student activities.

4. Reporting Procedures

1. **Reasonable Suspicion.** STC may request a STC employee to undergo drug and/or alcohol testing if there is probable cause that the employee is under the influence of drugs and/or alcohol during normal business hours or during a work assignment. There shall be no “random” testing. Circumstances which constitute a basis for determining probable cause may include, but are not limited to:
 - A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department ~~head~~head, or someone else for assistance.
 - Information provided by a reliable and credible source with personal knowledge.
 - Direct observation of drug or alcohol use.

- Presence of the physical symptoms of drug and/or alcohol use, i.e., glassy or bloodshot eyes, slurred speech, poor coordination and/or reflexes, abrupt swings in mood or energy level, or excessive irritability and emotional outbursts.
 - Possession of substances and/or alcohol as stated above.
 - Involvement in a work-related accident or incident, excessive absenteeism, severe and prolonged reduction in productivity or performance.
2. Supervisors are required to detail in writing the basis for their determination that reasonable suspicion existed to warrant the testing of an employee, including, but not limited to, the specific facts, symptoms or observations and a description of any evidence obtained after searching STC property or the employee's personal property brought onto STC property.

Test Procedures

The employee may be asked to submit to alcohol and/or drug testing by a qualified medical physician or hospital at STC expense and on STC time. The employee can elect to have another staff member serve as a witness to the testing discussion. Prior to testing, all persons to be tested are required to complete and sign the employee consent form and a statement allowing the hospital/physician to release medical information to STC.

A single occupational medicine provider has been selected (with a contract executed) to provide drug and/or alcohol testing. The selection of a single laboratory will ensure one standard chain of custody procedure and consistency of processing. When an operating element feels that its requirements cannot be met by this laboratory, an alternate laboratory can be selected with prior approval of the President or designee.

All positive tests will be reviewed by a qualified Medical Review Officer (MRO) (a physician trained in the detection of substance misuse). The employee will have the opportunity to review the findings with the MRO prior to a report being returned to the appropriate administrator or supervisor. Failure to interview with an MRO within 48 hours of being contacted by the MRO will result in a report to the appropriate administrator or ~~supervisor~~^{supervisor}, and disciplinary procedures will be followed. After receiving notice of positive test results from the MRO, the employee has 72 hours to request, in writing, to have the original sample sent to an alternate lab to be re-tested. The costs of re-tests requested by the employee are the employee's responsibility.

An employee refusing to submit to a drug and/or alcohol test will be subject to the consequences of a positive test. A refusal is defined as a verbal refusal, failure to execute the consent form, abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.

An employee suspected of being under the influence will be driven to and from the testing site by an STC representative. If the testing results are not immediately available, the employee will not be permitted to return to work but placed on paid leave until the results are available. The employee may

arrange for transportation from the testing [site](#), or transportation home shall be provided by a STC representative.

A positive result from the drug and/or alcohol test may result in disciplinary action or a requirement of satisfactory participation in a drug and/or alcohol abuse or rehabilitation program, in accordance with the STC Employee Handbook, as well as a referral for prosecution, if appropriate.

Confidentiality

Information obtained on individuals pursuant to this policy will be disclosed only to those [persons having persons who have](#) legitimate need for it. Medical records pertaining to drug and/or alcohol use are confidential, and access to such records shall be in accordance with STC policy. Medical records are not kept in the personnel file.

5. Related Policies

STC 712 – ~~STC 712.1~~ – Drug and Alcohol Testing for Commercial Drivers
STC 709 - Code of Conduct

6. Dissemination of Policy and Training

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

Legal References:

41 U.S.C. 702 et seq. Drug Free Workplace Act of 1988 (as amended)
21 U.S.C. 811 Controlled Substances Act of 1970 (CSA)
29 CFR Part 94 – Governmentwide Requirements for Drug-Free Workplace
SDCL 22-42-19 – Drug and Alcohol Testing for Commercial Drivers

Board Approved:

Policy		Board Action	(formerly 4134)
adopted:	07-10-89	24847K	(formerly GBEC/STC 07-01-25)
amended:	09-27-93	27432.3f	
amended:	02-27-95	27953	
amended:	03-11-96	28420	
amended:	02-27-06	34355	
amended:	10-25-10	35865	
amended:	03-26-12	36325	
amended:	08-06-25	ST00941	
Regulation		Board Action	(formerly 4134)
approved:	09-27-93	27432.3f	
revised:	03-11-96	28420	

revised:	02-27-06	34355
revised:	10-25-10	35865
amended:	03-26-12	36325
reviewed:	09-06-17	ST00239



~~UNEXPIRED TERM FULFILLMENT/VACANCIES~~ Withdrawal

Southeast Technical College Policy STC 213

~~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		(formerly BBBE/STC	07-01-25)
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		
amended:	02.01.23	ST00700		



~~ORGANIZATION OF THE SCHOOL BOARD~~ Withdrawal

Southeast Technical College Policy ~~STC 230~~

~~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 STC 440 approved by the Board;~~
- ~~• confer with the Southeast Tech President as may be necessary and desirable regarding college and related matters;~~
- ~~• call special meetings of the Board;~~
- ~~• be entitled to discuss and vote on all matters coming before the Board unless Policy STC 220 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 absence.~~

~~3. Reporting Procedures~~

~~None~~

~~4. Related Policies~~

~~STC 220—School Board Member Conflict of Interest~~

~~STC 440—Expenditures (Purchasing/Incidental Accounts)~~

~~STC 233—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} {formerly BDB/STC — 07-01-25}
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	
amended:	02.01.23	ST00700	



~~LOCAL/COMPETITIVE PURCHASING~~ _____ Withdraw – duplicate of SFSD DJF

~~Southeast Technical College Policy STC 444~~

~~1. Purpose~~

~~Insert Text Here~~

~~2. General Statement of Policy~~

~~Local purchasing will be favored whenever the following factors are equal between local and non-local vendors subject to statutory bid requirements:~~

- ~~1. Conformance to specifications~~
- ~~2. Suitability of product~~
- ~~3. Quality of product~~
- ~~4. Price~~
- ~~5. Past services to school district~~
- ~~6. Convenience of delivery~~

~~The following procedure will be used:~~

- ~~1. In case of tie satisfactory bids, within state bidders will be chosen over out of state bidders.~~
- ~~2. In case of tie satisfactory bids, which are submitted by within state bidders, the successful bidder shall be settled by lot.~~
- ~~3. In case of tie satisfactory low bids, which are submitted by out of state bidders, the successful bidder shall be settled by lot.~~
- ~~4. In case of tie satisfactory low bids, submitted by the same bidder, (one on the specified item and one on an alternate item), the School District reserves the right to accept the bid on either item and such acceptance shall not be considered a rejection of the item not accepted.~~

~~3. Related Policies~~

~~STC 442—Bidding Procedures~~

~~STC 443—Deposit and Performance Bond Not Required of Supply and Equipment Bidders~~

~~STC 445—Vendor Relations~~

~~4. Dissemination of Policy and Training~~

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

~~Legal References:~~

~~SDCL~~

~~5-18A — Public Agency Procurement — General Provisions~~

~~13-20 — School District Purchases and Contracts~~

Board Approved:

Policy		Board Action	(formerly 3313.1)	
adopted:	05 -28 -68	13052	(formerly DJF/STC	07-01-25)
amended:	10 -25 -93	27458.2d		
amended:	03 -11 -85	21978		
amended:	08 -14 -95	28225		
reviewed:	03 -12 -07	34669		
reviewed:	04 -14 -11	36027		



SOUTHEAST
Technical College

PAYMENT PROCEDURES WITHDRAW – duplicate of SFSD DK

Southeast Technical College Policy STC 450

1. Purpose

Southeast Technical College (STC) shall not enter into a contract, pay a bill, or issue checks until it has been authorized by the Sioux Falls School Board or an authorized official so designated at a regular or special meeting.

2. General Statement of Policy

Paying for Goods and Services

Payment of bills will be withheld pending receipt of a voucherable invoice. Invoices will contain the following information:

- Vendor's name and business location
- Purchase order or contract number
- Date of purchase
- Description of merchandise
- Quantity
- Unit price
- Total Cost
- **School** College or department for which purchased

Upon receipt of an invoice for merchandise which does not show a purchase order or contract authorization, and after the purchasing staff has exhausted all avenues of investigation of the source, the Purchasing Supervisor, or designee shall contact supplier and request the purchase order number that is being invoiced. Such invoice shall not be paid until proper authorization is obtained.

If merchandise is delivered without such purchase authorization (purchase order or contract), it is to be assumed that the individual who placed the order will be responsible for making payment for such merchandise.

The STC Finance Office will issue an expense voucher to be signed by the appropriate individual to make the purchase.

~~3. Related Policies~~

~~STC 243 — School Board Meetings — Order of Business~~

~~4. Dissemination of Policy and Training~~

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

~~Legal References:~~

~~SDCL~~

~~5-18A — Public Agency Procurement — General Provisions~~

~~Board Approved:~~

Policy	Board Action	(formerly 3326)
adopted: 05-28-68	13052	(formerly DK/STC 07-01-25)
amended: 10-08-73		
amended: 05-10-76		
amended: 08-14-95	28225	
reviewed: 08-27-07	34822	
reviewed: 09-12-11	36165	

Regulation	Board Action	(formerly 3326)
approved: 05-28-68	13052	(formerly DK-R/STC 07-01-25)
amended: 10-08-73	DK-R/STC	
amended: 08-14-95	28225	
revised: 08-27-07	34822	
revised: 09-12-11	36165	

~~Policies and Regulations~~

~~NEPN Code: DK R/STI~~

~~Fiscal Management~~

~~Payment Procedures~~

~~Paying for Goods and Services~~

~~Payment of bills will be withheld pending receipt of a voucherable invoice. Invoices will contain the following information:~~

- ~~• Vendor's name and business location~~
- ~~• Purchase order or contract number~~
- ~~• Date of purchase~~
- ~~• Description of merchandise~~
- ~~• Quantity~~
- ~~• Unit price~~
- ~~• Total Cost~~
- ~~• School or department for which purchased~~

~~Upon receipt of an invoice for merchandise which does not show a purchase order or contract authorization, and after the purchasing staff has exhausted all avenues of investigation of the source, the Purchasing Supervisor, or designee shall contact supplier and request the purchase order number that is being invoiced. Such invoice shall not be paid until proper authorization is obtained.~~

~~If merchandise is delivered without such purchase authorization (purchase order or contract), it is to be assumed that the individual who placed the order will be responsible for making payment for such merchandise.~~

~~The STC Finance Office will issue an expense voucher to be signed by the appropriate individual to make the purchase.~~

~~Legal Reference: SDCL~~

~~5-18A Public Agency Procurement — General Provisions~~

RELATED POLICIES

~~BEDD – School Board Meetings – Order of Business~~

~~Regulation – Board Action – (formerly 3326)~~

~~approved: 05-28-68 13052~~

~~amended: 10-08-73 DK R/STI~~

~~NEPN Code: DK R/STI~~

~~Page 2 of 2~~

~~amended: 08-14-95 28225~~

~~revised: 08-27-07 34822~~

~~revised: 09-12-11 36165~~



~~PERMANENT EMPLOYEES~~

~~Southeast Technical College Policy STC 721 Withdrawal~~

~~1. Purpose~~

~~Insert Text Here~~

~~2. General Statement of Policy~~

~~A. Insert text here~~

~~B. Insert text here~~

~~3. Definitions~~

~~Permanent Full-Time Employee. "Permanent Full-Time Employee" for the purpose of the South Dakota Retirement System shall mean any person who is employed by Southeast Technical College and:~~

~~1. Is customarily employed at least twenty (20) hours per week;~~

~~2. Is customarily employed to work at least six (6) months a year; and~~

~~3. Is customarily employed in one of the following job classifications: Administrator, Clerical, Custodial Manager, Custodian, Executive Administrator, Executive Assistant, Specialist, Instructor, or is employed pursuant to an Employment Contract.~~

~~Non-Permanent Employee. "Non-Permanent Employee" for the purpose of the South Dakota Retirement System shall mean any person who is employed by STC who is not a "Permanent Full-Time Employee" and any employee hired/appointed to fill an interim position who was not under contract with STC at the time the interim position begins.~~

~~4. Reporting Procedures~~

~~Insert Text Here~~

~~5. Dissemination of Policy and Training~~

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

~~Legal References:~~

~~SDCL —~~

~~3-12-47 (54) — Permanent full-time employee~~

~~3-12-62~~ ~~Employees included as members of system~~

~~Board Approved:~~

~~Policy~~ ~~Board Action~~

~~adopted: 06-26-06 34458 (formerly GBM/STC 07-01-25)~~

~~reviewed: 11-08-10 35880~~

~~amended: 03-26-12 36325~~

Policy/Regulation Revisions

STC 1017 – Concerns/Complaints About Personnel Executive Summary

Purpose:

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

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Technical College (STC) 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 policy/regulation has been reviewed by STC Administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned with the existing policies. Additional review included:

STC 1017 – Concerns/Complaints About Personnel – Revised – General Statement and wording on complaint against President procedure

This policy will require a second reading. They will be posted for public review on the School District and STC website and return to the board on November 4, 2026.

Policy Review Recommendation to School Board:

Acknowledge first reading of STC 1017 with the understanding that it will return for a second reading on November 4, 2026.



PUBLIC CONCERNS/COMPLAINTS ABOUT PERSONNEL

Southeast Technical College Policy STC 1017

1. Purpose

Southeast Technical College (STC) is committed to fostering a professional, respectful, and learning-centered environment for students, employees, and the public. The purpose of this policy is to establish a fair, consistent, and confidential process for addressing concerns or complaints regarding the conduct, professionalism, or job performance of STC personnel, while ensuring appropriate resolution, protecting employee due process rights, and supporting the integrity of the educational environment.

~~All employees have the responsibility to act in a professional manner when dealing with students, parents, other staff members and community members while representing Southeast Technical College. Constructive criticism is welcomed to improve the quality of the educational programs at Southeast Tech.~~

~~Concerns and complaints about professionalism or the job performance of employees need to be handled with care and discretion. Southeast Tech has the obligation to ensure that the behavior and conduct of employees is acceptable and conducive to learning. Concerns and complaints cannot be ignored. Due process rights of employees also need to be upheld. Specific personnel evaluations or disciplinary actions will not be disclosed.~~

~~The administration shall establish regulations for processing complaints regarding personnel. If a complaint is brought directly to the Sioux Falls School Board or an individual Board member, it shall be referred to the President. The President shall process the complaint according to regulation KEB-R/STC.~~

2. General Statement of Policy

~~A. Insert text here~~

~~Insert text here~~All employees have the responsibility to act in a professional manner when dealing with students, parents, other staff members, and community members while representing Southeast Technical College (STC). Constructive criticism is welcomed to improve the quality of the educational programs at STC.

Concerns and complaints about professionalism or the job performance of employees need to be handled with care and discretion. STC has the obligation to ensure that the behavior and conduct of employees is acceptable and conducive to learning. Concerns and complaints cannot be ignored. Due process rights of employees also need to be upheld. Specific personnel evaluations or disciplinary actions will not be disclosed.

The administration shall address complaints regarding personnel. If a complaint is brought directly to the Sioux Falls School Board or an individual Board member, it shall be referred to the President. The President shall process the complaint according to this policy (STC 1017).

3. Definitions

Complaint in this policy and regulation refers to criticism of a particular ~~institute-college~~ employee by a student, ~~or~~ a parent/guardian of a student under the age of 18, or community member who has contact with ~~Southeast Tech~~STC employees while representing ~~Southeast Tech~~STC.

4. Reporting Procedures

The following procedures are established to ensure that a complaint about ~~Southeast Tech~~STC personnel will be given respectful attention and that the integrity of the educational program will be upheld.

1. If a complaint comes first to the person against whom it is directed, the employee will listen courteously and try to resolve the difficulty. If the complainant remains unsatisfied, the employee will refer the complainant to ~~his/her~~their immediate supervisor.
 2. If a complaint is relayed to another ~~Southeast Tech~~STC employee, the employee should refer the complainant to the employee criticized or to that person's immediate supervisor.
 3. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized. If the complainant remains unsatisfied, the supervisor should invite the complainant to file ~~his/her~~their complaint in writing.
 4. When a written complaint is received, ~~the~~ immediate supervisor will schedule a complaint resolution conference with ~~him/herself~~, the complainant, the person criticized, and, if advisable, other personnel that could contribute to the resolution of the problem.
 5. If the complaint is directed toward or involves the STC President, the procedures outlined above shall be followed. If the complainant remains dissatisfied after completing those procedures, the complainant may submit the complaint in writing. The written complaint shall be presented to the Sioux Falls School Board by the President in accordance with STC Policy 1015.
- ~~4.6.~~
- ~~5.7.~~ If the nature of the complaint warrants it, the administrator, immediate supervisor, or complainant shall hand the complaint over to the ~~Civil Rights Officer~~Human Resource Director or ~~the~~ Title IX Coordinator.

5. Related Policies

STC 105 – Equal Opportunity/Nondiscrimination
STC 910 & 910.1 - Harassment
STC 1015 – Public Concerns and Complaints

6. 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	(formerly 1312)	
adopted:	05-23-68		(formerly KEB/STC	07-01-25)
amended:	04-12-76			
amended:	04-08-91	26048C		
amended:	10-27-97	28911		
amended:	01-09-06	34305		
amended:	06-14-10	35734		
amended:	10-07-15	ST00079		

Regulation		Board Action		
New:	10-27-97	28911	(formerly KEB-R/STC	07-01-25)
revised:	01-09-06	34305		
revised:	06-14-10	35734		
revised:	10-07-15	ST00079		



~~Policies and Regulations~~

~~NEPN Code: KEB-R/STI~~

~~School/Community/Relations~~

~~Concerns/Complaints about Personnel~~

~~The following procedures are established to ensure that a complaint about Southeast Tech personnel will be given respectful attention and that the integrity of the educational program will be upheld.~~

~~"Complaint" in this policy and regulation refers to criticism of a particular institute employee by a~~

~~student or a parent/guardian of a student under the age of 18, or community member who has contact with Southeast Tech employees while representing Southeast Tech.~~

- ~~1. If a complaint comes first to the person against whom it is directed, the employee will listen courteously and try to resolve the difficulty. If the complainant remains unsatisfied, the employee will refer the complainant to his/her immediate supervisor.~~
- ~~2. If a complaint is relayed to another Southeast Tech employee, the employee should refer the complainant to the employee criticized or to that person's immediate supervisor.~~
- ~~3. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized. If the complainant remains unsatisfied, the supervisor should invite the complainant to file his/her complaint in writing.~~
- ~~4. When a written complaint is received, immediate supervisor will schedule a complaint resolution conference with him/herself, the complainant, the person criticized, and if advisable, other personnel that could contribute to the resolution of the problem.~~
- ~~5. If the nature of the complaint warrants it, the administrator, immediate supervisor, or complainant shall hand the complaint over to the Civil Rights Officer/Title IX Coordinator.~~

NEPN Code: KEB R/STI

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Related Policies/Regulations:

~~AC/STI AC R/STI Equal Opportunity/Nondiscrimination~~

~~JIAA/STI JIAA R/STI Harassment~~

~~KE/STI Public Concerns and Complaints~~

Regulation		Board Action
New:	10-27-97	28911
revised:	01-09-06	34305
revised:	06-14-10	35734
revised:	10-07-15	ST00079