



SIOUX FALLS SCHOOL BOARD

Wednesday, November 4, 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 October 7, 2026 amended
 - a. Amending Actions ST01065 D.1 and ST01065 D.2, dated October 7, 2026, correcting the vendor from Creative Custom Products to High Country First Technologies for D1 and A-Ox Welding for D.2.
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval/Ratifications of Purchase Orders
 - a. Mission Learning Systems LLC
 2. Disposal of District Property
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
 - D. Reports to the President
 1. Goal 1 Update
 2. Business Programs Update
 - E. Policy | Regulation Revisions 2nd Reading
 - A. STC 1017- Concerns Complaints about Personnel
- IX. Adjournment

SCHOOL BOARD MEETING

Wednesday, October 7, 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, October 7, 2026, at 4:02 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, Dawn Marie Johnson

Action ST01062

A motion was made by Elizabeth Duffy and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call **approving the minutes of meetings** held on September 2, 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 ST01063

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

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

Action ST01064

A motion was made by Gail Swenson and seconded by Marc Murren, five (5) 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.	STC27-003	Illumia, LLC	Transact Renewal	\$451,926.05(over 7 years)

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:

Wednesday, October 7, 2026

Item	PO No.	Vendor	Description	Total Cost
1.	S2701886	Elevate Healthcare Inc	Manikins and Service Contracts	\$67,560.42
2.	S2702096	SHI International COrp	Microsoft Campus Agreement	\$72,640.54
3.	S2702158	Vital Source Technologies	First Day Access Course Materials- Fall Semester	\$260,000.00
4.	S2702160	Snap-On Industrial	Build Dakota Tool Sets	\$75,000.00

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.	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 Hassebroek Dustin Pepper Kelly Beck	\$4,000	STC- 027
c.	2012 International Box Truck 4300 SBA 4x2 – No Battery	STC	Lisha Hassebroek Dustin Pepper Kelly Beck	\$4,000	STC-027

B. Approving the **Consolidated Report of Trust and Agency Funds** of October 7, 2026, and stating for the record that as of August 31, 2026, receipts total \$7,839,605.43 and disbursements total \$2,410,942.43 (MRF #ST771).

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 Stephens, Connie	Food Service	08-28-26

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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
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C.2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
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Other Help, Part-Time, Hourly

Walter, Savannah	Tutor	09.02.26	\$25.00
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Instructor, Adjunct, Hourly

Miller, Darren	Nursing & Health	08-24-2	\$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
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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
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Instructor, Full-Time, Salaried

Murray, Lacey	Respiratory Therapy Instructor & Clinical Coordinator 206-Day, 1.0 FTE Level 4, Step 10	08-17-26	\$80,203.00
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Selken, Justin	Diesel Have Equipment Prison Instructor	08-31-26	\$69,829.46
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206-Day, 1.0 FTE
Level 3, Step 10
186 days prorated

Martinsen, Jennifer	Surgical Technology Instructor 186-Day, 1.0 FTE Level 2, Step 10	09-03-26	\$67,245.00
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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
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

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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
Olson, Margaret	Health	09-30-26	\$821.50
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

C.3 Employee Lump Sum Payment/Stipend

Name	Location Posiiton	Effective Date	Amount
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

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Action ST01065

D. Approval of Bid Award

Acknowledging the administration's report of the study of bids which were received on Monday September 14th, 2026, up until 11:00AM at the Central Services purchasing department at 1101 N. Western Ave Sioux Falls, SD 57104.

D1. Sealed bids for Hydrostatic Transmission Training Simulator (STC) PD#STC003 to be awarded to High Country First Technologies for the lowest bid of \$133,275 per Unit for a total bid of \$133,275 (MRF#ST772)

D2. Sealed bids for Welders (STC) Bid Tab PD#STC004 to be awarded to A-Ox Welding for the lowest bid of \$65,342.90 per Unit for a total bid of \$65,342.90 (MRF#ST773)

Action ST01066

Colette Schwartz, MSN, RN, CNE, presented a progress update on Goal 3 of the Southeast Tech 2030 Strategic Plan, Enhance Employee Capacity and Organizational Culture. She reported that the college continues to make meaningful progress through initiatives focused on strengthening employee engagement, supporting professional growth, improving onboarding experiences, and increasing organizational effectiveness. These efforts are intended to build a workplace culture that attracts, develops, and retains talented employees while supporting long-term institutional success. Progress updates will continue to be provided to the Board on each of the four strategies within this goal.

Following general discussion, a motion was made by Marc Murren and seconded by Gail Swenson, five (5) votes "yes" on roll call to **acknowledging the Reports of the President: Goal 3 Update** (MRF#ST774)

Action ST01067

Jason Merritt and Fenecia Homan presented a report on Southeast Tech's Prison Education Program, offered in partnership with the South Dakota Department of Corrections and the Department of Labor and Regulation. Since the Welding Technology Certificate program launched in Fall 2022, 90 students have graduated. The program has an 85% graduation rate, an 84% employment rate, and a recidivism rate below 10%. The college plans to expand with a Diesel: Heavy Equipment Diploma at the Jameson Annex, anticipated to launch in Fall 2027.

Following general discussion, a motion was made by Marc Elizabeth Duffy and seconded by Gail Swenson, five (5) votes "yes" on roll call **acknowledging the DOC Partnership Update**. (MRF#ST775)

Wednesday, October 7, 2026

Action ST01068

Fenecia Homan presented a recommendation to teach out the Practical Nursing (LPN) and Registered Nursing (RN) programs at the Huron Community Campus and Huron Regional Medical Center and discontinue future enrollment at the site. Since opening in 2018, the Huron location has produced 40 nursing graduates, but enrollment has consistently fallen well short of the 24 students per term needed to break even. Under the teach-out plan, the college will provide currently enrolled students a pathway to complete their programs through December 2027, in compliance with accreditation and regulatory requirements.

The administrative recommendation was for the Board to approve the teach-out of the LPN and RN programs offered through the Huron Community Campus additional location and close the site.

Following general discussion, a motion was made by Gail Swenson and seconded by Marc Murren, five (5) **approving the teach out plan in Huron and to discontinue future enrollment at the location.** (MRF#ST776)

Action ST01069

Jim Larson representing the Policy Review Committee, presented policy revisions and withdrawals reviewed by STC Administration and the STC Policy Review Committee. STC 711 – Alcohol and Drug-Free Workplace was revised to update its language. Five policies were recommended for withdrawal:

- STC 213 – Unexpired Term Fulfillment/Vacancies, which is covered by SFSD policy
- STC 230 – Organization of the School Board, because STC does not organize the School Board
- STC 444 – Local/Competitive Purchasing, because purchasing is handled by SFSD
- STC 450 – Payment Procedures, because payment is handled by SFSD
- STC 721 – Permanent Employees, which is obsolete

Per Policy STC 250, a second reading is not required.

The recommendation was for the Board to approve the revision of STC 711 and the withdrawal of STC 213, 230, 444, 450, and 721.

Following general discussion, a motion was made by Marc Murren and seconded by Gail Swenson, five (5) votes "yes" on roll call **approving the Policy Revisions and Withdrawals** (MRF#ST777)

Action ST01070

Wednesday, October 7, 2026

Jim Larson representing the Policy Review Committee, presented STC 1017 – Concerns/Complaints About Personnel for first reading. The policy was moved into the new STC policy format, with revisions to the general statement and new wording on the procedure for complaints involving the STC President. Under the new procedure, if a complainant remains dissatisfied after the standard steps, a written complaint may be submitted and presented to the Sioux Falls School Board in accordance with STC Policy 1015. The policy will be posted for public review on the School District and STC websites and will return to the Board for a second reading on November 4, 2026.

The recommendation was for the Board to acknowledge the first reading of STC 1017, with the understanding that it will return for a second reading on November 4, 2026.

Following general discussion, a motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes "yes" on roll call **acknowledging the First Reading SFSD STC Policies.** (MRF#ST778)

Action ST01071

The School Board **adjourned** at 4:44pm, a motion was made by Dawn Marie Johnson and seconded by Elizabeth Duffy, five (5) votes "yes" on roll call **acknowledging the Adjournment** (MRF#ST779)

NAN KELLY

Presiding Officer

CAMERON KERKHOVE

Business Manager



SIOUX FALLS SCHOOL BOARD

Wednesday, November 4th, 2026 – 4:00 p.m.

Nan Kelly

SFSD School Board President

Instructional Planning Center

201 East 38th Street, Sioux Falls

Cory Clasemann

STC 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

1. Call to Order
2. Pledge of Allegiance
3. Approval of Amended Minutes on October 7, 2026
 - A. Amending Actions ST01065.D1 and ST01065.D2, dated October 7, 2026, correcting the vendor from Creative Custom Products to **High Country First Technologies** (D1) and **A-Ox Welding** (D2)
4. Persons Wishing to Address the School Board on Non-Agenda Items
5. Persons Wishing to Address the School Board on Agenda Items
6. Approval of Agenda
7. Conflicts of Interest
8. Approval of Consent Agenda
 - A. Authorizations and Ratifications
 1. Approval /Ratifications of Purchase Orders
 1. Mission Learning Systems, LLC
 2. Approval of Disposal of School District Property
 - B. Approval of Consolidated Report of Trust and Agency Funds
 - C. Approval of Personnel Report
9. Reports of the President
 - A. Goal 1 Update
 - B. Business Programs Update
10. Policy| Regulation Revision 2nd Reading
 - A. STC 1017 – Concerns/Complaints About Personnel
11. Adjournment

Next Meeting: Wednesday December 2, 2026

1. 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.	S2702754	Mission Learning System LLC	State Funds Auto Manufacturing Purchase (Sole Source)	\$113,901.00

2. 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.
1.	TV Wall Mounts up to 32" flat screen (16)	STC	Kelly Beck Lisha Hassebrook Londen Landry	\$0	STC-028
2.	TV Wall Mount Up to 25" Flat (3)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
3.	Macbook for Baby 510 (1)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
3.	IV Arm Trainers (10)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
4.	MACBOOK for ISTAN (3)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
5.	Chester Chest (1)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
6.	ISTAN (1)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
7.	Keyboard (1)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
8.	Blood Pressure Cuffs (49)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
9.	ISTAN Tablet (1)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028
10.	Sprayers (8)	STC	Kelly Beck Lisha Hassebrook London Landry	\$0	STC-028

11.	Wall Suction (8)	STC	Kelly Beck Lisha Hassebroek London Landry	\$0	STC-028
12.	Wall O2 Machines (3)	STC	Kelly Beck Lisha Hassebroek London Landry	\$0	STC-028

**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. S2702754

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

VENDOR 71777
MISSION LEARNING SYSTEMS LLC
6140 W EXECUTIVE DRIVE
SUITE H
MEQUON WI 53092

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

ATTN: DANIEL SCHRIEVER/NICK SCHNEID
sfsdpurchaseorders@k12.sd.us

ORDER DATE: 10/29/26		BUYER: JESSICA JOHANNSEN		REQ. NO.: R2701868		REQ. DATE:	
TERMS: NET 30 DAYS			F.O.B.:		DESC.: STATE FUNDS AUTO MANUF.		
ITEM	QUANTITY	UOM	DESCRIPTION		UNIT PRICE	EXTENSION	
01	1.00		STATE FUNDS AUTO MANUF. PURCHASE (SOLE SOURCE)		113901.0000	113,901.00	
ACCOUNT			AMOUNT	PROJECT CODE	PAGE TOTAL \$ 113,901.00		
2339316854900 5410			113,901.00		TOTAL \$ 113,901.00		
					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

Nancy Brack
AUTHORIZED PURCHASER



Prepared By:
 Andy DeHart
 C: 262.291.6390
 adehart@labmidwest.com

Quotation for:
 Daniel Schriever
 Southeast Technical College
 2320 N Career Ave
 Sioux Falls SD 57107

Item & Description	Qty	Price Each	Total Price
ILS-12-BASE ILS Base iLS Base System, base unit, T-Slot extruded aluminum workbench surface, no modules. Recommended 2-4 students per workstation.	2	\$ 16,690.00	\$ 33,380.00
ILSM-W2-S-INTLK Common safety rated door interlocks, rectangular non-contact, solenoid locking Trapped key, size 2	1	\$ 8,956.00	\$ 8,956.00
ILSM-W1-E-RAGLX Safety PLC w/ RA Guardlogix 5069 safety PLC 1 safety input and 1 safety output card, 1 standard input and 1 standard output card, size 1	1	\$ 10,489.00	\$ 10,489.00
ILSM-W1-E-RACLX PLC w/ RA Compactlogix 5370 PLC 16 pt input, 16pt output card, 1 analog I/O card, and 1 high speed counter card, size 1	1	\$ 8,356.00	\$ 8,356.00
ILSM-W2-I-RAPV10 Rockwell Automation Panelview 5000 HMI, 10" Screen, size 2	1	\$ 7,356.00	\$ 7,356.00
ILSM-W1-S-RAESTOP E-stop safety panel, safety relays, reset button, and indicator light Size 1 (Conveyor Not Included)	1	\$ 3,312.00	\$ 3,312.00
ILSM-T4-S-RALC300 Tabletop light curtain emitter and receiver, 300mm length	1	\$ 5,867.00	\$ 5,867.00
ILSM-T4-S-HKSCAN Tabletop area scanner, 270 degree sweep	1	\$ 5,867.00	\$ 5,867.00
ILSM-W1-D-RAPFXVFD RA Powerflex VFD Variable Frequency Drive for 240VAC, 3 phase inverter-duty gearmotor, size 1 (Recommend with ILSM-T4-OR3PHGM)	1	\$ 4,289.00	\$ 4,289.00
CON-4536TNM-BL-E Tabletop Conveyor Kit 4.5 X 36 Non-Magnet Mount	1	\$ 7,520.00	\$ 7,520.00

Mission Learning Systems – 6140 W. Executive Drive, Suite H Mequon, WI 53092

Prices valid for 60 days, Estimated delivery 120 days

*Based on Tariffs in effect on date of quote, subject to change

Email orders to orders@missionlearning.io.

ILSM-W1-P-SMCPNP4V Fluid Power Automation Includes various pneumatic actuators, vacuum, and sensor technology. Requires form of logic control to perform a sequence of operation, size 1 Recommend ILSM-W1-P-SMC4PV or ILSM-W2-P-SMC4VIND	1	\$	9,289.00	\$	9,289.00
ILSM-W1-G-APTBLNK Size 1 blank wall board for customizing	1	\$	540.00	\$	540.00
ILSM-W1-G-TSLOT T-Slot mounting Board	1	\$	980.00	\$	980.00
INSTALL-ILS Install for iLS	1	\$	3,500.00	\$	3,500.00
SHIP-ILS-NSN Estimated Shipping for iLS	1	\$	4,200.00	\$	4,200.00

Sub-Total: \$113,901.00

Estimated Sales Tax (if applicable): \$0.00

*Tariff Surcharge: \$0.00

Delivered Total: \$113,901.00

Mission Learning Systems – 6140 W. Executive Drive, Suite H Mequon, WI 53092

Prices valid for 60 days, Estimated delivery 120 days

*Based on Tariffs in effect on date of quote, subject to change

Email orders to orders@missionlearning.io.



October 28, 2026

Nick Schneider
Dean of Curriculum and Instruction
Southeast Technical College
2320 N Career Ave.
Sioux Falls, SD 57107

RE: APT Manufacturing Solutions Advanced Manufacturing Educational Products

This letter confirms that APT Manufacturing Solutions (APT) has authorized Mission Learning as its exclusive distributor in South Dakota for the Advanced FANUC CERT Solutions, which includes the following; iLS, Mechatronics, AM-CERT, Robodrill-MTEC, CSM, MOD-WELD, and MOD-CUT. As APT's exclusive South Dakota distributor, IST is the designated provider for Southeast Technical College for the procurement and support of this equipment.

The sale price offered to your educational institution is significantly discounted from the price that would be offered to a commercial or industrial customer and shows our partners Mission Learning, FANUC, Rockwell Automation, Miller Welding, Hypertherm, and E+H, alongside APT's commitment to supporting educational institutions.

APT offers U.S. based manufacturing that includes robots, automation, and custom equipment. The Advanced FANUC CERT Solutions program and educational products are being provided by Mission Learning, FANUC's Education Authorized Reseller for the state of South Dakota. We are pleased to be working with FANUC and Mission Learning on this opportunity for Southeast Technical College.

Respectfully,

A handwritten signature in black ink, appearing to read 'Joe Otte', followed by a circular stamp or seal.

Joe Otte, MEd
Sales Manager | Education and Training
APT Manufacturing Solutions

DISPOSAL OF SCHOOL DISTRICT PROPERTY

Property File # _____

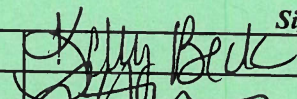
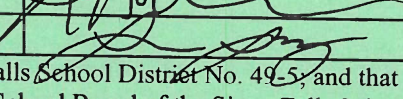
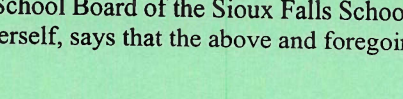
This is to notify you that I have familiarized myself with Section 6-13-1, 2, 4 and that the following listed School District personal property is no longer necessary, useful, or suitable for school purposes. I, therefore, recommend the disposal of the property, as follows:

CHECK ONE: Sale ☒ Trade-in ☐ Destruction ☒ Other ☐

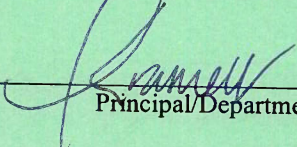
I understand that the School Board will have to determine by resolution that the property is no longer necessary, useful, or suitable for school purposes, and shall be recorded in the minutes of a School Board meeting.

Quantity	Year/ Copyright	Description	Serial #	District Barcode Asset Tag ID#	Building	Condition	Appraised Value
16	NA	Tv wall mounts up to 32" flat screen	NA	NA	HSIM	NEW	
3	NA	TV WALL MOUNTS UP TO 25" FLAT	NA	NA	HSIM	NEW	
1	NA	MACBOOK FOR BABY 510	UN95789471BABY510	NA	HSIM	OBSOLETE	0
10	NA	IV ARM TRAINERS	NA	NA	HSIM	OBSOLETE	0
1	NA	MACBOOK FOR ISTAN	UN95789471ISTAN1144	NA	HSIM	OBSOLETE	0
1	NA	MACBOOK FOR ISTAN	UN95789471ISTAN1147	NA	HSIM	OBSOLETE	0
1	NA	MACBOOK FOR ISTAN	UN95789471ISTAN853	NA	HSIM	OBSOLETE	0
1	NA	CHESTER CHEST	NA	F00000004550	HSIM	OBSOLETE	0
1	NA	ISTAN		F00000004176	SULLIVAN	OBSOLETE	0
1	NA	KEYBOARD	NA	NA	HSIM	OBSOLETE	0
49	NA	BLOOD PRESSURE CUFFS	NA	NA	HSIM	OBSOLETE	0
1	NA	ISTAN TABLET	NA	SFSD000000042128	SULLIVAN	OBSOLETE	0
8	NA	SPRAYERS	NA	NA	SULLIVAN	NEW	
8	NA	WALL SUCTION	NA	NA	SULLIVAN	OBSOLETE	0
3	NA	WALL O2 MACHINES	NA	NA	SULLIVAN	OBSOLETE	0

OATH TO APPRAISE/REPORT OF APPRAISAL

Name of Freeholder (please print)	Street Address (SFSD)	Signature
1. KELLY BECK	1105 WEST 37 TH STREET SFSD 57105	
2. Lisha Hasselbroek	7105 W 14 TH ST SFSD 57106	
3. London Landry	501 N Whitney Ave Sioux Falls, SD 57107	

The above mentioned persons being first duly sworn, each for himself/herself, says that he/she is a freeholder of the Sioux Falls School District No. 49-5, and that he/she will truly and impartially appraise the above mentioned school property. The above persons having been heretofore appointed by the School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, appraisers for the purpose of appraising the above described property, each for himself, herself, says that the above and foregoing is a just and fair appraisement of the property, as he/she fairly believes.

Signed  Principal/Department Head

Date 10/05/2020

Approved _____

Supervisor

Date _____

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

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2026	Received to date	Disbursed to date	Balance 9/30/2026
STC Bookstore	\$ 37,411.79	\$ 4.78	\$ -	\$ 37,416.57
STC EFT	\$ 144,161.26	\$ 4,922,326.14	\$ 3,270,022.25	\$ 1,796,465.15
STC Tuition & Fees	\$ 3,091,189.09	\$ 18,607,183.07	\$ 16,186,764.87	\$ 5,511,607.29
STC T & A	\$ 128,895.23	\$ 6,922.46	\$ 10,828.70	\$ 124,988.99
STC ACH	\$ 352,650.09	\$ 75,814.98	\$ 6.00	\$ 428,459.07
STC Blue Bucks	\$ 50,511.35	\$ 5,372.09	\$ 1,330.10	\$ 54,553.34
TOTALS	<u>\$ 3,804,818.81</u>	<u>\$ 23,617,623.52</u>	<u>\$ 19,468,951.92</u>	<u>\$ 7,953,490.41</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		
Tiradani, Mary	Bookstore	10-01-26
Instructor, Adjunct, Hourly/Per Credit Hour		
Peiser, Jennifer	Health	09-23-26
Behrens, Briana	Nursing	09-24-26
Walton, Evan	English	10-01-26
Braunagel, Tierney	Nursing	10-01-26
Moore, Mackenzie	Health (Corporate Education)	10-07-26
Student Help, Part-Time, Hourly		
Zenobi, Edward	Engineering	10-01-26
Robinson, Hunter	Trades	10-13-26

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Other Help, Part-Time, Hourly			
Westrom, Mary	Food Service	10-08-26	\$16.50
Instructor, Adjunct, Hourly			
Metzger, Hope	Health	10-06-26	\$34.00
VanderPlaats, Mariah	Health	10-08-26	\$34.00
Employee, Full-Time, Hourly			
Dose, Kyle	Collision Repair Lab Specialist 184-Day, 1.0 FTE Level 11, Step 11	10-13-26	\$33.79
Hart, Kyle	Custodian 12-Month, 1.0 FTE Level 3, Step 5	10-19-26	\$25.00

3. **Employee Lump Sum Payment/Stipend**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Rau, Brooklyn	HR Assistance	09-01-26	\$500.00
Johannsen, Jessica	Finance Assistance	10-01-26	\$500.00
Buseman, Nathan	Financial Aid	10-01-26	\$1751.20
Muhs, Jon	Financial Aid	10-01-26	\$1751.20

Amending Action ST00990 adopted **February 4, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$3,932.00 for the month of February 2026.

Amending Action ST00990 adopted **February 4, 2026**, as it pertains to Jon Muhs by adding a stipend of \$3,932.00 for the month of February 2026.

Amending Action ST00999 adopted **March 4, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$1,575.20 for the month of March 2026.

Amending Action ST00999 adopted **March 4, 2026**, as it pertains to Jon Muhs by adding a stipend of \$1,575.20 for the month of March 2026.

Amending Action ST01006 adopted **April 1, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$1,575.20 for the month of April 2026.

Amending Action ST01006 adopted **April 1, 2026**, as it pertains to Jon Muhs by adding a stipend of \$1,575.20 for the month of April 2026.

Amending Action ST01021 adopted **May 6, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$1,503.60 for the month of May 2026.

Amending Action ST01021 adopted **May 6, 2026**, as it pertains to Jon Muhs by adding a stipend of \$1,503.60 for the month of May 2026.

Amending Action ST01030 adopted **June 3, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$1,575.20 for the month of June 2026.

Amending Action ST01030 adopted **June 3, 2026**, as it pertains to Jon Muhs by adding a stipend of \$1,575.20 for the month of June 2026.

Amending Action ST01038 adopted **July 15, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$1,646.80 for the month of July 2026.

Amending Action ST01038 adopted **July 15, 2026**, as it pertains to Jon Muhs by adding a stipend of \$1,646.80 for the month of July 2026.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$1,671.60 for the month of August 2026.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Jon Muhs by adding a stipend of \$1,671.60 for the month of August 2026.

Amending Action ST01056 adopted **September 2, 2026**, as it pertains to Nathan Buseman by adding a stipend of \$1,751.20 for the month of September 2026.

Amending Action ST01056 adopted **September 2, 2026**, as it pertains to Jon Muhs by adding a stipend of \$1,751.20 for the month of September 2026.

4. FY2026-2027 Wage Rates

Employee Student Club Advisors, Stipend

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
-------------	--------------------------	-----------------------	---------------

De Zuviria-Padlock, M.	Student Club	07-01-26	\$530.00
Mazan, Karina	Student Organization	07-01-26	\$3,286.00
Frentz, Patrick	Student Organization	07-01-26	\$3,286.00
Sparkman, Jennifer	Student Organization	07-01-26	\$3,286.00
Paradise, Erin	Student Club	07-01-26	\$530.00
Hoy, Miles	Disc Golf	07-01-26	\$2,800.00

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Sarah Anderson by deleting the incorrect stipend of \$1,694.50 and inserting the correct stipend of \$1,598.50 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Shannan Burns by deleting the Student Organization stipend of \$821.50 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Audree Cermak by deleting the incorrect stipend of \$1,643.00 and inserting the correct stipend of \$3,286.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Laura Cruse by deleting the incorrect stipend of \$265.00 and inserting the correct stipend of \$1,643.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Patrick Frentz by deleting the incorrect stipend for the Student Organization of \$3,286.00 and inserting the correct stipend of \$1,643.00 and deleting the Student Club stipend of \$265.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Kimberly Harding by deleting the Student Club stipend of \$530.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Matthew Haynes by deleting the Student Organization stipend of \$1,643.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Lindsay Jordahl by deleting the incorrect stipend of \$821.50 and inserting the correct stipend of \$1,643.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Marcella Prokop by deleting the Student Club stipend of \$530.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Kelli Rogotzke by deleting the Disc Golf stipend of \$2,800.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Greg Schwebach by deleting the incorrect stipend for the Student Organization of \$1,643.00 and inserting the correct stipend of \$3,286.00 and deleting the Student Club stipend of \$530.00 for FY2026-2027.

Amending Action ST01047 adopted **August 5, 2026**, as it pertains to Raquel Vanden Bosch by deleting the incorrect stipend of \$821.00 and inserting the correct stipend of \$1,643.00 for FY2026-2027.

Strategic Plan Update: Goal 1

Executive Summary

Purpose of Report: To inform the school board about Strategic Plan Goal 1

Strategic Plan Goal 1 focuses on aligning academic delivery with workforce demands and student needs by advancing academic excellence, deepening industry collaboration, and expanding high-value, career-aligned pathways. During 2025–26, Southeast Technical College hosted an Education Technology Symposium featuring simulation, developed an AI Integration Plan, enhanced faculty credentialing and development processes, and expanded summer programming through community partnerships. Priorities for 2026–27 include strengthening employee and student AI knowledge, improving advisory board engagement and the use of industry feedback, and expanding hands-on and work-based learning opportunities through stronger employer partnerships. Together, these efforts support relevant academic programs, responsive instruction, and stronger connections between student learning and workforce expectations.

Administrative Recommendation to School Board: Acknowledge the update regarding Strategic Plan Goal 1



Strategic Plan - Goal 1

Erin Mekelburg

General Education Instructor - Computer Applications



SOUTHEAST
Technical College

GOAL 1: ALIGN ACADEMIC DELIVERY WITH WORKFORCE DEMANDS AND STUDENT NEEDS

Strategy 1

- Advance Academic Excellence

Strategy 2

- Deepen Industry Collaboration

Strategy 3

- Drive Enrollment Through High-Value, Career-Aligned Pathways

YEAR 1 ACCOMPLISHMENTS (25.26)

Hosted Education Technology Symposium ft.
Simulation

Developed an AI Integration Plan

Enhanced the Faculty Credentialing & Development
Process

Expanded Summer Program Through Community
Partnerships

YEAR 2 PRIORITIES (26.27)



Implement AI Integration Plan



Advisory Board Engagement



Expand Experiential Learning



IMPLEMENT AI INTEGRATION PLAN

- Expand employee AI training and knowledge
 - Integrate AI agents for enhanced teaching and learning
 - Launch introductory AI course for students
- 



ADVISORY BOARD ENGAGEMENT

- Strengthen program-industry connections
 - Increase advisory board effectiveness and participation
 - Align assessment data and advisory board feedback
- 



EXPAND EXPERIENTIAL LEARNING

- Increase hands-on learning experiences
 - Strengthen employer partnerships
 - Expand work-based learning opportunities
- 



QUESTIONS?

Erin Mekelburg

erin.mekelburg@southeasttech.edu



SOUTHEAST
Technical College

Academic Program Update: Business Programs

Executive Summary

Purpose of Report: To inform the school board about the Business Programs

Southeast Technical College's Business Programs prepare students for careers in accounting, business administration, human resource management, marketing, entrepreneurship, and bookkeeping through flexible on-campus and online options. The programs served 401 students in 2025–26, with approximately 68% enrolled on campus and 32% online. Student outcomes remain strong, including a 76% retention rate and 158 graduates in 2024–25, while notable enrollment growth in Marketing, Human Resource Management, and Accounting reflects continued demand. Accreditation through the Accreditation Council for Business Schools and Programs further affirms the programs' focus on quality, workforce readiness, problem-solving, communication, technology, and ethical decision-making.

Administrative Recommendation to School Board: Acknowledge the Business Programs update.



Business Programs Overview



SOUTHEAST
Technical College

FACULTY



Jessica Weber



Kayla McMackin



Chris Davis



Mike Ebbing



Dennis Peters



Kim Harding



Brian Williams

BUSINESS PROGRAMS MISSION & VALUES

To welcome individuals from all backgrounds to learn and develop business skills that will lead to a challenging and rewarding career. Our focus will be on integrity, communication, problem solving and technology for a constantly changing business industry.



Business Team Values:

Treat others with respect

Engage in learning new things

Always do the right thing

Make a positive impact



BUSINESS PROGRAMS STRUCTURE

Division: Professional Studies

Degrees Offered:

- Accounting
 - *Certificate: Bookkeeping*
- Business Administration
 - *Emphasis: Agriculture Business & Entrepreneurship*
- Human Resource Management
- Marketing

Delivery Options:

- On-campus (traditional) or online
- Note: HR Management offered online only

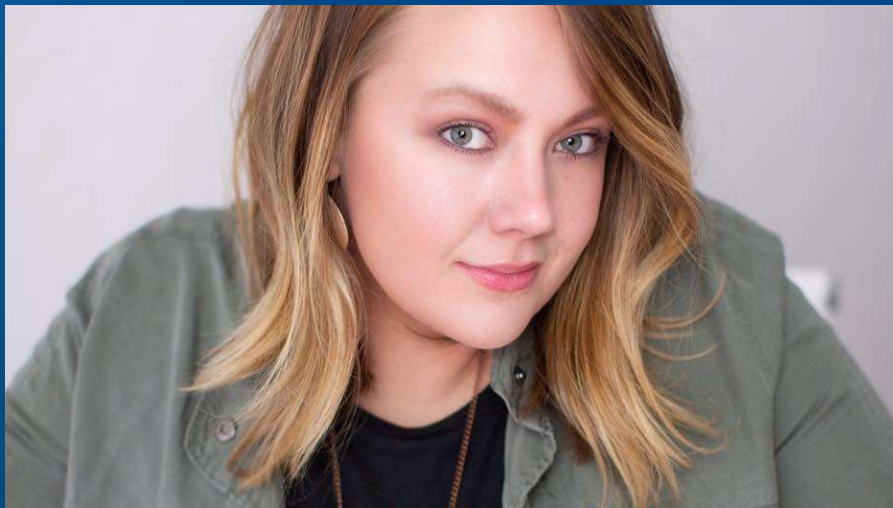
ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS (ACBSP)

- **ACBSP** is a highly regarded accreditation body whose mark of approval signals to employers that graduates of the program are grounded in critical areas of business, are able to solve multi-disciplinary problems, and be effective decision makers.
- This recognition is great news for students and graduates, as the accreditation provides better marketability in the hiring process.



STUDENT SUCCESS STORY

Janean Michalov '17

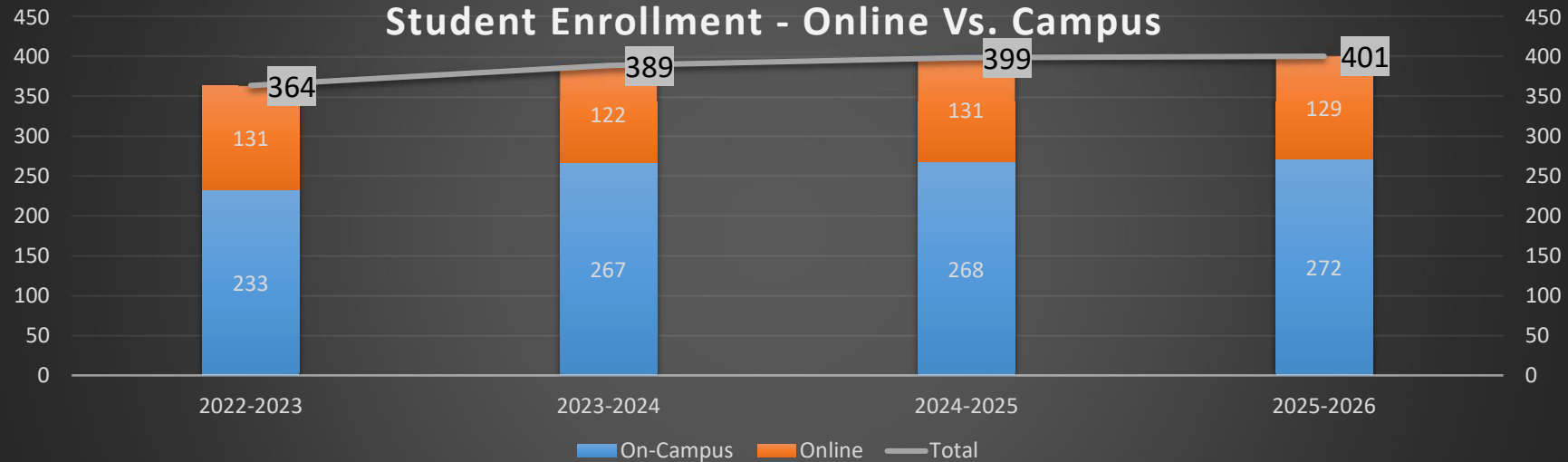


Andy Van Surksum '24

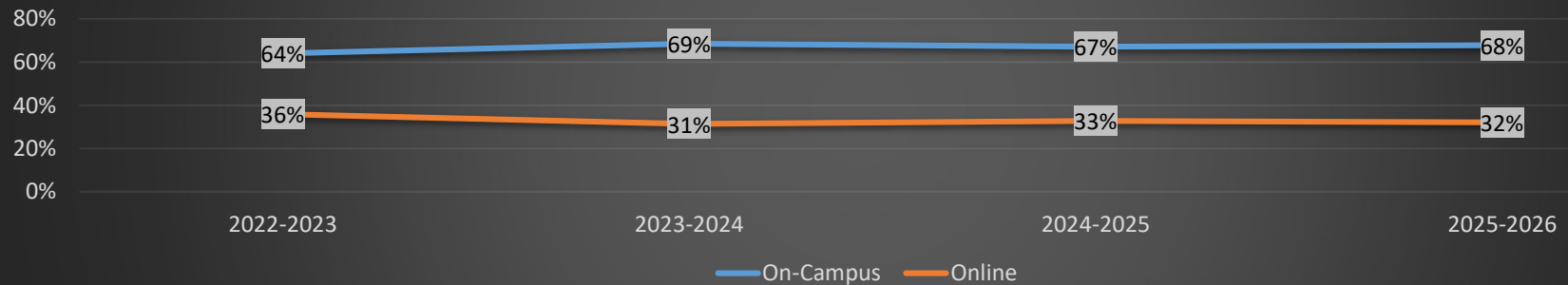


BUSINESS PROGRAMS ENROLLMENT – ONLINE VS. CAMPUS

Student Enrollment - Online Vs. Campus

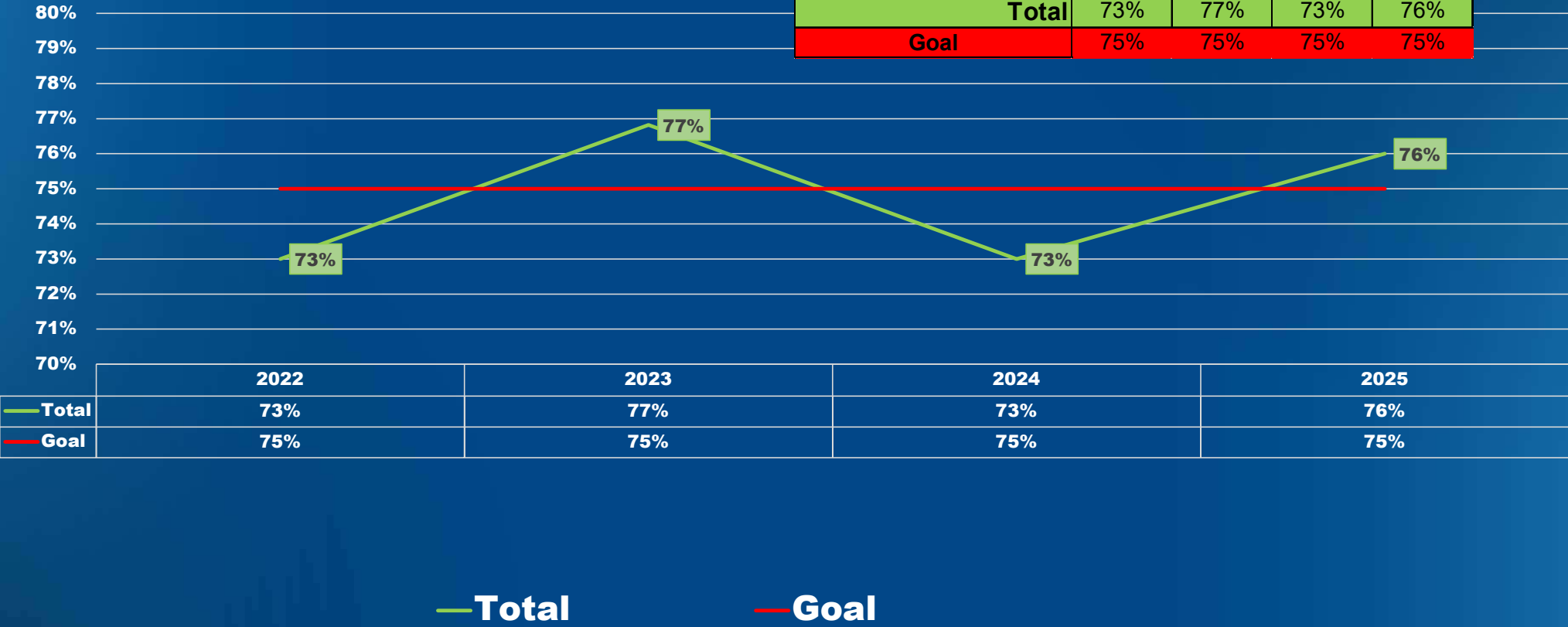


Online vs Traditional



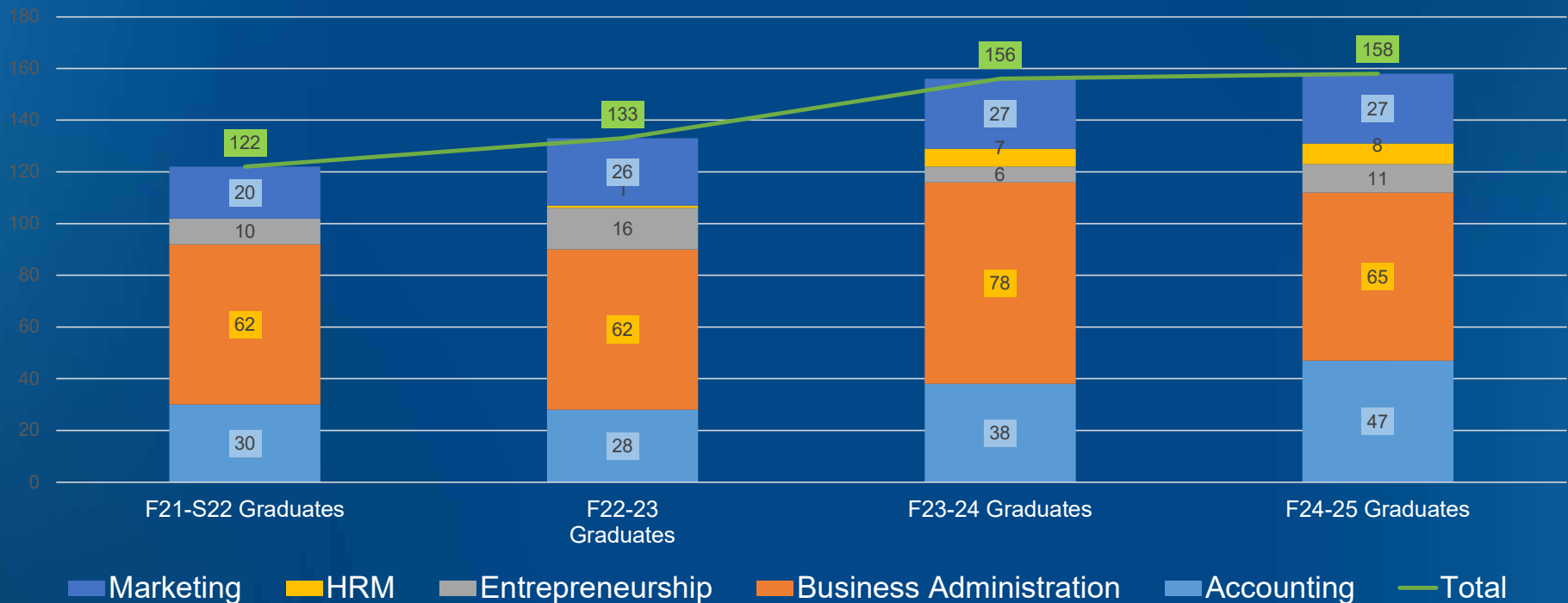
BUSINESS PROGRAMS RETENTION RATE

Retention Rate	2022	2023	2024	2025
Accounting	78%	79%	89%	83%
Business Administration	67%	73%	73%	76%
HRM	0%	30%	59%	82%
Marketing	74%	83%	71%	78%
Total	73%	77%	73%	76%
Goal	75%	75%	75%	75%



BUSINESS PROGRAMS GRADUATES

	F21-S22 Graduates	F22-23 Graduates	F23-24 Graduates	F24-25 Graduates
Accounting	30	28	38	47
Business Administration	62	62	78	65
Entrepreneurship	10	16	6	11
HRM	0	1	7	8
Marketing	20	26	27	27
Total	122	133	156	158





SOUTHEAST
Technical College

Policy/Regulation Revisions

STC 1017 – Concerns/Complaints About Personnel

Executive Summary

Purpose:

To bring to the School Board the above STC policy for second 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 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 1017 – Concerns/Complaints About Personnel

This policy has been posted for public review on the STC website. No comments have been received.

Policy Review Recommendation to School Board:

Approve second reading of STC 1017.



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

Page 2 of 2

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