

General Personnel Policy Statement

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Through these policies also the Board wishes to encourage young people to enter the profession of education as their life work, hopefully in this district. The Superintendent is directed to encourage men and women who are dedicated to a teaching career to seek employment in our district.

The Board wishes to attract and retain personnel in the district who are motivated to do their best work from their inner resources. The Board does not wish to retain personnel who have to be motivated through external or administrative pressures to do a satisfactory job.

To keep its personnel policies, and the corresponding administrative regulations, in the highest state of effectiveness to achieve the above purposes, the superintendent is directed to establish the procedures needed.

Recruitment and Selection

This district can secure the kind of teachers and other personnel it wants by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personal practices in dealing with applicants. A personal interview will be required for all people employed by the district.

It is the responsibility of the Superintendent and of the other administrative personnel (principals) to determine personnel needs and to locate suitable candidates for employment.

There shall be no discrimination against any employee or applicant by reason of race, color, national origin, creed, marital status, sex, disability or age.

The Superintendent shall see that persons nominated for employment meet all qualifications established by law and the Board for the position for which nomination is made.

TEACHERS

Teacher Contracts

Teacher contracts shall be issued in accord with statutes, and shall be looked upon as serving several important purposes.

1. The establishment of a highly professionally, productive relationship between the teacher and the school district.
2. Continuity of teacher satisfaction with working conditions.
3. Better education for the students.
4. All contracts with instructional personnel employed by the board, except substitutes, shall be written and signed by officers as provided by law. All contracts shall be for a period of one year or the remainder of a year unless a longer contract is approved by the School Board.
5. Continuing contract law is stipulated by South Dakota law.

Teacher Contracts

The Superintendent with the aid of the business manager is responsible for following all legal aspects of concluding contracts with teachers.

Regular procedures shall be set up and publicized for the contract-achieving and renewing process as follows:

1. Prominently displayed due dates on teacher application forms and contract renewal request forms.
2. Distribute such forms with adequate lead time.
3. Provide for receipt and recording of teacher application forms and contract renewal request forms duly signed.
4. Arrange for Superintendent's recommendation to Board and official Board action on teachers to be employed.
5. Record Board action in minutes, later to be accepted by Board action and signed by responsible Board officers.

**CERTIFIED EMPLOYEE
PAYROLL CALCULATION METHOD
PARKSTON SCHOOL DISTRICT #33-3**

Pay Options

Teachers shall have a choice of being paid in either nine or twelve months. Payroll will be issued on the 15th and the last banking day of the month or, for those hired after school starts; the first month after their employment commences. Those selecting the nine-month option will receive their final check on the last day of May.

In order to comply with the **IRS Tax Code Section 409A** "deferred compensation" the method of payment of your regular and extra duty salary **may not be changed** during the current school year without being liable for a 20% excise tax penalty on the amount of salary being deferred from one tax year to the next.

Please indicate the method of payment you desire for your salary:

_____ Eighteen equal payments over nine months for regular and extra duty salary.

_____ Twenty four equal payments over twelve months regular and extra duty salary.

This election will remain in place until the **employee** elects a change. This election can take place prior to the signing of each contract.

For those that are thinking of retiring remember that if you elect to receive over twelve months in the year that you retire you will receive your last pay check on the last banking day in August. Therefore you will not be able to start receiving your retirement checks until September. This will result in the loss of three months of retirement checks and the loss of the first years cost of living raise.

By signing this agreement I fully understand that I **may not** make any changes to the method of payment of my regular or extra duty salary during the term of the contract without being liable for a 20% excise tax penalty on the amount of salary being deferred from one tax year to the next.

Employee Signature

Date

Orientation

The administration is hereby directed to set up and conduct appropriate orientation sessions for all new employees and transferred employees. The board will favorably consider for inclusion any needed costs of orientation in each annual budget.

Orientation - School Building Basis

The principal is responsible for the orientation of new teachers assigned to his/her school. He/she should give information and general directions in regard to the following:

1. The names of fellow teachers, the office clerk, cafeteria personnel who will come to the building
2. Location and use of physical facilities of building: classroom, cafeteria, library, teacher's lounge and lavatories.
3. Teaching materials, courses of study, guide books, textbooks, and supplementary materials for grade or subject.
4. School forms: attendance reports, pupil and school records, transfers, purchase orders, plan books, etc.
5. Method of ordering books and supplies, securing audio-visual equipment, methods of getting material duplicated, disposing of lost and found articles.
6. Schedule and meaning of all bell signals.
7. Regulations for pupils in building and on school grounds; uses of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours.
8. Directions regarding building meetings, inservice training meetings, other meetings, assignments to school committees, fire drill regulations, policies concerning teachers absence, attendance, dismissal, excuse of pupils from school, etc.
9. The goals and aspirations of our schools.
10. School system policies and regulations.

Orientation—Substitute Teachers Inservice

Inservice/training program for substitutes prior to school's opening (during 3 day workshop)

I. School Schedule—Each substitute to receive class schedule of classes showing:

- A. Class Beginnings
- B. Prep Periods
- C. Lunch Break
- D. Dismissal

II. Attendance Procedure

- A. Review of all procedures used for elementary and grades 7–12

III. Class Rules and Regulations/Management

Check Out Procedures:

- A. Dismissal Procedures
- B. Milk/Lunch Breaks
- C. Bathroom Procedures

IV. Small Teacher's Packet to Include

- A. School Rules—Section from Student Handbook
- B. Lunch Procedures
- C. Map of school

V. Substitutes are to be informed that a document showing their qualifications must be on file, either a Certificate or Diploma in the principal's office.

VI. Procedure to use for:

- A. Fire Drill
- B. Disaster (severe weather drill)
- C. Where to locate emergency phone numbers for students
- D. Winter Emergency Procedures

Tuberculosis Tests

Once each year employees with a positive reaction and new staff shall file with the office of the Superintendent a certificate showing that they are free from active tuberculosis.

Rights, Responsibilities and Duties

All employees are subject to the policies of the Board and all applicable laws.

Job descriptions shall be established for each type of work to be performed by certificated and classified employees.

Job descriptions shall include the following:

1. Job title
2. Duties to be performed
3. Type and extent of training required
4. Degree of responsibility assumed
5. Other related factors

Job description for certificated and classified employees shall be subject to the approval of the Board.

Civil and Legal Rights

Consistent with the accepted ethical standards for the education profession, with the statutes and constitution of the state and with the Constitution and Bill of Rights of the United States of America, teachers shall have full rights of citizenship and the exercise thereof.

Non-Discrimination

The Parkston School District does not discriminate in its employment policies and practices, or in its educational program on the basis of race, color, creed, religion, age, sex, marital status, handicap or national origin.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Mr. Shayne McIntosh, Superintendent of Schools (telephone 928-3368), 102C South Chapman Drive, Parkston, South Dakota 57366-1204 or to the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd., Suite 310, Denver, Colorado 80202-3582.

Duties of Teachers

The School Board believes that teachers are one of the key influences that will affect our present and future generations. Preserving democracy and the leadership and survival of our nation rests, to a large degree, to the hands of teaching professionals.

A teacher is important. The community looks up to him/her and respects him/her. His/her behavior and actions in the community reflect not only upon himself/herself but, upon the entire profession. He/she is hired by this system because the Board firmly believes he/she will be a credit to our schools, our community, and our nation.

The Board believes that the teacher affects the relation of the home and community to the school by the way he/she works with children. His/her philosophy to a large extent determines community attitudes in regard to the school.

To live in harmony with others, each teacher must constantly evaluate himself/herself. The ability to view himself/herself objectively and with true humility is an essential characteristic of a mature person. Through self-evaluation the teacher understands the necessity for overcoming personal and professional weaknesses. If he/she is professionally competent, fair, understanding, and firm, he/she will win the respect of pupils and parents.

The Board recognizes that the professional tasks of teachers involve considerably more time and effort than that devoted to actual class instruction.

Regulations to be initiated by the Athletic Director

1. No student can practice with the team until he/she has had a physical.
2. A complete inventory of equipment used in your sport will be given to the Athletic Director at the end of the season. This inventory will be used when checking your budget.
3. A detailed "check out" of equipment to each student in every sport with all clothing numbered and recorded will be given to the Athletic Director before your first contest.
4. All ordering of equipment and athletic supplies is the responsibility of and must be approved by the Athletic Director.
5. A complete budget for the next year in every sport must be filed with and approved by the Athletic Director, Principal and Business Office.
6. If any coach has a complaint or suggestion, go first to the Athletic Director, then to the principal and then the superintendent.
7. No coaches nor athletes can order athletic equipment and charge it to the Parkston School District. If they want to charge goods it must be charged to themselves.
8. Receipts should be submitted for any expenditures to be reimbursed to individuals. No person will be reimbursed, nor will any bills be paid unless a voucher is prepared and signed by the Athletic Director ~~and the principal~~.
9. Each student, if reimbursed expense money, is to sign the voucher in person. ~~No student meals will be paid for unless the activity the student engages in is reimbursed by the State Association, currently at \$10.00 per day.~~ ~~Students will be reimbursed \$5.00 per meal.~~
10. All scheduling of athletic events and contests will be ~~done~~ ~~completed~~ by the Athletic Director.
11. All officials for ~~varsity~~ ~~all~~ athletic contests will be hired ~~and paid~~ by the Athletic Director.
12. The Athletic Director, if at all possible, should attend all home athletic contests and if he/she cannot be there he/she must secure a competent replacement.
13. Coaches meals will be reimbursed according to the state rate.
14. Mode of transportation for all athletic contests must be arranged by the Athletic Director.
15. No Sunday practice sessions will be allowed without the permission of the administration.
16. A coach shall be present for all practices. No students or student managers are to be in the building unless they are supervised by a coach.
17. Each head coach will be responsible for letting the visiting team into the school, showing them their locker room and offering them a "valuables bag" advising them where they will be if they need anything.
18. All student managers must be instructed not to give athletes any piece of athletic clothing without first making a record of the article.

TEACHERS

Regulations to be initiated by the Athletic Director

19. Students involved in any co-curricular or other school related activity will go to and from that activity on school provided and school supervised transportation. All students who ride school supported means of transportation to school related functions must return on the same. The parent or guardian of the student may come to the supervisor after the activity has ended, and give the supervisor a note releasing the supervisor of responsibility for the student for the activity. The student will then be turned over to the custody of the parent or guardian ONLY. THERE ARE NO EXCEPTIONS. The students may ride home with school personnel with permission from the parent.

When riding a school bus to and from a school activity, the coach or supervisor will determine whether the boys or girls will ride in the front or back of the bus. The two genders will kept separate.

The lone

exception will be that students may be released after an activity by the activity director personally to parents only, and only then with submission of a written statement by the parent.

20. Lettering of athletes in each sport will be left to the discretion of the head coach of that sport. Each coach should, however, have a written lettering policy for this sport. (See lettering policy in the student handbook)
21. Each coach must check their locker room when we are the visiting team. Leave it as you found it or in better condition.
22. Each head coach must send a roster of his/her players to every team on their schedule.
23. COOPERATION: The athletic department is the only department in the school that has several people using the same facilities and so cooperation of all concerned is needed. No sport can be a one-man operation and all coaches not involved in that sport should assist when called upon for such duties as assisting track meets, "B" football games, Saturday games, etc.
24. Coaches, remember the Athletic Director is responsible to his/her principal and superintendent, and you are responsible to all three of these people.
25. The final decision in all matters concerning the Athletic Department rests with the Athletic Director and Administration.
26. Do not give your keys to someone so they can get into the building unless you go with them.
27. A coach must remain in locker room area before and after practice until all athletes are gone.
28. Athletic equipment must be issued by coaches, not the student manager on initial issuance.
29. The head coach in each sport will be responsible for locking up the locker rooms and building after every game and practice, unless a custodian is on duty or another activity prohibits.
30. Head coach is responsible for calling in scores of all home contests.
31. The Athletic Director is responsible for reporting all violations and/or incidence

which he/she deems necessary to his/her superior(s) in writing.

32. The Athletic Director will make written recommendations to the principal regarding the assignment of coaching positions.
33. On an occasion of a concert or other important function taking place in the gym during an evening, all practices, rehearsals, intramurals, etc. will cease at ~~5:30~~ 6:00 p.m. on that evening, so that decorating, cleaning, choir setting, etc., may take place.
34. Coaches are responsible for the safety and well being of the students. As a result, all coaches are responsible for the supervision of the students in their activity. Coaches are considered "on-duty" anytime they have students for whom they are responsible to supervise. This includes day-to-day practices as well the entire time they have students out of town on activities. Being "on-duty" employees, all school policies and procedures apply, including the alcohol and drug policy.

Reviewed and Revised 2012

Distribution of State Tournament Tickets

The Superintendent will assure that a plan for distribution of State Tournament tickets will be in place. The Superintendent, in consultation with the High School Principal and the Athletic Director, will develop plans for State Tournament ticket distribution that will include provision for: School Board members, administration, coaches, parents, staff, students, school district patrons and other interested persons. Spouses of Board Members, administration, coaches, and staff will be included.

Teacher Assistance Teams

The school district shall appoint a teacher assistance team consisting of the building principal or designee, a classroom instructor, and others considered necessary by the district.

TAT's are school-based, problems solving groups whose purpose is to assist teachers with intervention strategies for dealing with the learning needs and interests of students.

Guidelines for Intervention in Life Threatening Cases

1. A staff member who suspects or has knowledge of a potential or attempted suicide or child abuse shall notify the building administrator and submit a written student incident report.
2. Members of the building resource team which should include a principal, counselor, nurse, psychologist, and parents or other significant person(s), shall be informed of the case. A consultation conference either in person or by telephone should be convened to outline recommendations.

In most cases, a team member will inform the student of intent to contact parents; however, in some cases, the parent may be contacted without the student's knowledge.

Recommendations, depending on the situation, may include, but not be limited to:

- Counseling with the school counselor
 - Refer to private counseling agency or individual
 - Obtain permission for school psychologist evaluation
 - Refer to physician or hospital emergency room
 - Assist with referral, including agency or individual contacts and appointments
3. If, after reviewing the situation and alternatives with the parent, the parent chooses not to act and the student's life appears to be at risk, procedures for reporting child neglect should follow:
 - Call emergency police - 928-7301 or 911
 - Call state's attorney office - 387-5530 in Olivet 925-7681 in Freeman
 - Call Department of Social Services - 668-3380 in Yankton
 4. Crisis situations may require modifications of the above procedures.

Report of Life Threatening Case

**PARKSTON SCHOOL DISTRICT #33-3
REPORT OF LIFE THREATENING CASE**

STUDENT INVOLVED: _____

STAFF INVOLVED: _____

WITNESSES: _____

DATE: _____ TIME: _____ SCHOOL: _____

TYPE OF INCIDENT: SUICIDE THREAT/ATTEMPT OR CHILD ABUSE

DESCRIBE THE INCIDENT: State exactly the facts of what happened, including precipitating events.

ACTION TAKEN/RECOMMENDATIONS MADE:

NOTIFIED BUILDING ADMINISTRATOR

NOTIFIED BUILDING RESOURCE TEAM

NOTIFIED PARENTS

OTHER (SPECIFY) _____

REPORT WRITTEN BY: _____

DATE: _____

Responsibility to the Superintendent

All staff members are responsible to the Superintendent of Schools; however, definite administrative functions and responsibilities are delegated to each principal.

Substitute Teachers

The principals of the schools shall maintain an active list of persons qualified to substitute teach. Substitute teachers shall be paid an amount deemed reasonable through the School Board.

A Substitute teacher being employed for less than a full teaching day will be paid at the rate of \$8.50 \$9.00 per 45 minute block excluding free/preparation period for grades 7 through 12.

Substitute pay is \$68.00 \$72.00 per day.

After 10 concurrently running days, pay is one and a half times the daily rate (or a total of \$102.00 \$108.00 per day).

The above rate plus mileage at a rate of \$.34 \$.55 per mile for rural school.

If necessary in an emergency situation, according to the building principal, an aide needs to substitute for an instructor, the aide will be paid \$8.50 \$9.00 per 45 minute block or their hourly rate, which ever is greater.

Student Teachers

The school district assumes the obligation to provide apprentice teaching opportunities for student teachers from colleges and universities.

A student teacher is defined as a teacher trainee, an observer, or an intern. The Superintendent, Principal, and teachers involved shall determine the number of trainees that shall be placed in the schools at any one time. Care shall be taken to see that no school or teacher is overburdened.

The responsibility for assigning and coordinating the student teacher program shall be delegated to the building principal.

Any qualified tenure teacher, with three years or more of teaching experience, including one in this school district, who wishes to work with the student teacher shall apply to his/her Principal.

Supervision by a teacher of a student teacher shall be voluntary and no teacher shall supervise more than one student teacher at any one time without the permission of the building principal.

Curriculum Development

The Board views the professional staff as competent and able to assist in designing the curriculum in conformity with state statutes and the rules and regulations of the State Board of Education.

The curriculum development committee, composed of teachers and administrators representing all schools, will be responsible for reviewing the curriculum and suggesting improvements.

Travel

The Board will provide for per diem and an expenses schedule for employees for normal expenses for hotel, food, registration and transportation costs incurred while attending authorized conferences or other activities whose purpose is related to the instructional or related operational improvements in the school district. Arrangements for attendance must be approved in advance in writing, by the superintendent or principals. The participant may attend without loss of compensation. The rates will be those established by the State Board of Finance.

Travel, lodging, and meal allowances are established by the Board at the annual (July) meeting.

Students involved in a state competition will be reimbursed at \$15.00 per day for meals.

District #33-3 provides a vehicle for travel and expect personnel to use such vehicle when it is available. If personnel elects to use a private vehicle when the school vehicle is available, one half mileage only will be paid by the district.

Tutoring

It is expected that every effort will be made by the Principal and teacher to help the child with his/her difficulties at school before recommending that a tutor be assigned by maintaining a high quality instructional staff and providing for a rich, varied curriculum, so that the need for individual tutoring is minimized.

Should, however, individual tutoring be recommended in exceptional cases, the Superintendent of Schools is directed to establish such rules as will protect both the school system and the teachers from charges of conflict of interest.

ADMINISTRATIVE RULE

Tutoring

Consistent with board policy, the following rules relating to tutoring have been established.

1. A teacher may not arrange to tutor any child enrolled in his/her class for pay.
2. No tutoring for which a teacher receives a fee will be carried on in a school building without Board approval.
3. Teachers who accept outside tutoring engagements make their own arrangements with the parents for the fees to be assessed.
4. Tutors should be certified in the areas served.

Committees/Meetings

Joint committees set up to focus on particular problems of interest both to the Board and to any employee organization shall conform to the following provisions:

1. Membership shall represent the skills to carry out the assignment of the particular committee.
2. The school district shall request recommendations regarding personnel from the relevant employee organizations prior to appointing committee members.

The committee shall receive written instructions from the school district, which shall include the following:

1. Basic description of the committee, including membership, teaching or other assignment of the individuals, suggested or assigned meeting dates and places.
2. Basic assignment of the committee.
3. Provision regarding funding of the committee's activities, funding of released time if any, and such other financial arrangement as may relate to resources, studies, research and counsel.

Upon completion of the committee's assignment the results shall be put in writing and distributed as directed by the committee; provided, however, that at least five copies shall be given to the Board and to each participating employee organization.

Meetings

Purposeful teacher's meetings develop group cohesiveness by promoting professional growth through group communication. Meetings should be held regularly in all schools. Through faculty meetings, the staff is given an opportunity to receive and understand administration procedures, to discuss new educational ideas, to have a forum, to exchange educational findings, to become familiar with the aims and purposes of the philosophy of the schools for the continuing improvement of the education of all pupils.

Soliciting and Selling

Teachers shall not use school time or school facilities in connection with any personal activity for financial profit outside the regular school program. Any violation of this provision will be held to be willful insubordination.

Except as may be expressly authorized by the Board or the Superintendent or building principals, no school personnel shall:

1. Permit any commercial advertising to be announced, distributed, or otherwise promoted in or through the schools.
2. Permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the schools.

Family and Medical Leave

The District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall administer leave policies adopted by the Board, setting forth the rights and procedures granted by the Act, and shall ensure compliance with those policies either personally by delegation, or by some combination of personal oversight and delegation. An eligible employee must have been employed by the district for at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months.

Employee Communicable Diseases

The board recognizes its responsibility to provide a clean and healthy environment for students and school employees.

The determination of whether an infected employee be excluded from work activities shall be made on case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to an advisory committee for assistance in determining the proper course of action.

The advisory committee may be composed of:

1. a representative from the State Health Department
2. the employee's physician
3. the employee and/or designee
4. the school health services supervisor
5. the superintendent or designee
6. other appropriate school personnel

In making the determination, the advisory committee shall consider:

1. the physical condition of the school employees
2. the expected type(s) of interaction with others in the school setting
3. the impact on both the infected school employee and others in that setting
4. the South Dakota Department of Health guidelines and policies
5. the status of certification of the employee as is promulgated in SDCL 13-43-3 and SDCL 13-43-3.3
6. the recommendation of the County Health Officer, which may be controlling
7. information regarding the infected employee which is deemed part of his/her personnel records, therefore is classified as "confidential".

The advisory committee may officially request assistance from the State Department of Health.

If employment of an infected employee is to be interrupted or discontinued, the employee will be entitled to use available medical leave and receive available benefits.

Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting the following procedure will be followed by the principal.

Information will be provided, as appropriate to school employees who have regular contact with the employee, as to the employee's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for work attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instructions in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

Specific health concerns may require the advisory committee to make a determination on school attendance or participation in school activities.

Employee Communicable Disease Guidelines

Health guidelines for work attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Disease and Incubation* Period	Rules for Work Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months – five years	Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.
Chicken Pox 14 – 21 days	The employee may attend work after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The employee may attend work. Precautions should be taken by contacts with immuno suppression as an anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Giardiasis and Infectious Enteric Diseases 5 – 21 days or longer	The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2 – 12 days	The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.
Impetigo Variable 4 – 10 days	The employee may attend school if under treatment and dry.
Infectious Hepatitis 15 – 40 days Average 25 days	The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.
Measles (red, hard, Rubeola, 7 – day) 8 – 14 days	The employee may attend work after a minimum of seven days. Employees who have had contact with measles may attend work if the employee has had the measles or if immunization is up to date.
Infectious Mono-Nucleosis (glandular fever) 2 – 6 weeks	The employee may attend work as directed by the physician.

Employee Communicable Disease Guidelines (continued)

Disease
and Incubation*
Period

Rules for Work Attendance

Mumps 12 – 21 days	The employee may attend work after swelling has disappeared.
Pediculosis (Lice, crabs)	The employee may attend work after treatment.
Pink Eye (Conjunctivitis) 5 – 12 days	The employee may attend work after the eye is clear, under treatment or with physician's written permission.
Planter's wart	The employee may attend work.
Ring Worm (Scalp, Body, Athlete's Foot)	The employee may attend work if the area is under treatment.
Rubella (3 day, German Measles) 14-21 days	The employee may attend work after a minimum of four days. Prevent exposure of pregnant women.
Scabies (7-year itch, mites)	The employee may attend work after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1 – 3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

Time interval between initial contact with an infectious agent and the first sign of symptom of the disease.

[Adoption Date]

LEGAL REFS: SDCL 13-43-3 through 13-43-3.3, SDCL 1-27-3 ARSD 24:03:09:10

Selected sample policy
South Dakota Policy Reference Manual

Sexual Harassment Policy

POLICY - It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no ~~employee or student~~ **member** of the school district **community** may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

DEFINITION - Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

RESPONSIBILITY - School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

COMPLAINTS - Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Use of Alcohol, Drugs and Controlled Substances by Employees

Drug Free Workplace

Student and employee safety is a paramount concern to the School Board. Any employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the School Board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any staff member who has the responsibility of supervising students is considered "on-duty", this includes all staff members who supervise and chaperone students in town or out of town and/or with over night trips. Any employee who violates this policy will be subject to disciplinary action in which may include dismissal. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal drug statute convictions for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent not later than five days after conviction. Within ten (10) days after the Superintendent receives such notification in any school district receiving direct federal aid the Superintendent will report the violation to the United States Department of Education and in all cases report the violation to the State Superintendent.

Thirty days after receipt of information concerning a violation of this policy the district will take appropriate disciplinary action which may include termination of employment or may require the employee to participate in drug abuse assistance or rehabilitation programs.

~~All employees will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling; rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.~~

The school board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available.

When a staff member has consumed alcoholic beverages or illegal drugs off of school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The School Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

Staff Participation in Political Activities

The Board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the superintendent, in writing, at the earliest possible moment, not less than one month (to allow consideration by the board) before filing. Included in the notification should be an indication of what office the employee seeks, the length of service the office entails, and what the employees seeks to secure. The conditions established by the board are: the employee would be on unpaid leave for the regular schedule time lost to elective or appointive duty; the employee would retain any compensation coincident to the office held; and the employee could choose to continue to participate in any district health insurance program at the employee's own expense (paid one month in advance) during any absence. The employee retains all other benefits, which would normally accrue.

The superintendent will meet with the employee to discuss the issue. A resolution shall be designed by the superintendent and submitted to the Board for final disposition. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities.

In connection with campaigning, no employee will use school system facilities, equipment, or supplies; nor will the employee advance the campaign with students or district employees during the working day; nor will the employee use any time during the working day for campaign purposes.

An employee seeking an extended leave of absence for campaigning, office-holding, or other time-consuming activities connected with government service will apply for such leave in writing. The Board will provide the employee with a written answer to a request for political leave, including the terms of the leave, within five days of the ensuing regular board meeting.

If not elected, or at the conclusion of the term of the office, the employee retains all employment rights, privileges and responsibilities previously held.

PARKSTON PUBLIC SCHOOL

**ACCEPTABLE USE POLICY
FOR INTERNET AND ELECTRONIC MAIL**

PERMISSION FORM

Please read the following carefully before signing this document. This is a legally binding document. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources.

If a Parkston Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied. A permission form must be signed by users (parents of students under 18 must also sign) that serves to ascertain parental involvement in the case of students under 18 and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet -Terms and Conditions

1. Acceptable Use -The purpose of providing Internet and Electronic Mail (E-Mail) through Santel is to enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. The use of the Internet and E-Mail must be in support of education and research consistent with the educational objectives of the Parkston School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene, or lewd material, or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited.

2. Privileges -The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Parkston Public School administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Parkston Public School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.

3. Netiquette -You are expected to abide by the generally accepted rules of network etiquette. These include (but not limited to) the following:

a. Be polite. Do not get abusive in your message to others. Do not send or display offensive messages or pictures.

b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.

c. Do not reveal your personal address or phone number or personal address or phone numbers of students or colleagues.

d. Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. Trespassing in another's folders, work, or files is prohibited and will result in loss of privileges. Messages relating to or support of illegal activities will be reported to the authorities.

ACCEPTABLE USE POLICY

e. Do not use the network in such a way that you would disrupt the use of the network by other users (intentionally wasting limited resources).

f. All communications and information accessible via the network should be assumed to be private property.

4. No Warranties -The Parkston Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Parkston Public School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The Parkston Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The Parkston Public School District cannot be responsible for inappropriate or offensive material you encounter on the Internet. If offensive material would cause you personal embarrassment or other emotional or psychological damage you should not use the system.

5. Security- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as a system administrator will result in cancellation of used privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to the ~~Santernet~~ network. This includes, but not limited to, the uploading, creation, or intentional transmission of computer viruses.

7. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to the Parkston Public School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Parkston Public School Board, the laws of the State of South Dakota, and the United States of America.

01/13/00

PERMISSION FORM

ALL PEOPLE USING THE INTERNET, WHETHER STUDENT, STAFF MEMBER OR OTHERWISE

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. I further understand that disciplinary action and/or appropriate legal action may be taken by the school district.

USER'S FULL NAME (PLEASE PRINT) _____

USER'S SIGNATURE _____

DATE _____

HOME ADDRESS _____

HOME PHONE _____ GRADE IN SCHOOL _____

IF THE USER IS A STUDENT UNDER THE AGE OF 18 YEARS OF AGE, THIS FORM MUST BE SIGNED

PARENT OR GUARDIAN (If the student is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and conditions for Internet access. I understand that this is designated for educational purposes and Parkston Public School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Parkston Public Schools to restrict access to the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and E-Mail and certify that the information contained on this form is correct.

PARENT OR GUARDIAN NAME (PLEASE PRINT) _____

PARENT OR GUARDIAN SIGNATURE _____

DATE _____

01/13/00

**PARKSTON SCHOOL DISTRICT 33-3
INTERNET SAFETY POLICY
ADOPTED TO COMPLY WITH
THE CHILDREN'S INTERNET PROTECTION ACT
AND
SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55**

Introduction:

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

Internet Safety

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- a. The Parkston School District 33-3 has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors. The Parkston School District has contracted with LightSpeed to ensure the district has all necessary filtering protections that are required by federal and state laws.
- b. In order to protect their safety and security of its students, network users are prohibited from revealing personal information that includes full name, phone number, home address, social security number, credit card number, and passwords to other users when engaging in online activities including but not limited to chat rooms, email, and social networking web sites.
- c. All network users are prohibiting from hacking and engaging in any unlawful online activity. All network users are refrained from altering data, computer configurations, or files by other users unless granted permission by authority. Any attempt to do so will be considered an act of vandalism and subject to disciplinary action and or losing network rights as determined by administration.
- d. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, illegal downloads of music, video, images, threatening or obscene material, and computer viruses.
- e. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media. All network users are required to follow the rules and regulations that are governed by the school district,

local, state and federal laws. Any occurrence where a network user tries to by pass or alter configurations that can jeopardize the integrity of the content filtering system and or network will be subject to disciplinary action which could include suspension of using school network and all network devices.

Implementation of Technology Protection Measure

a. All school district owned computers and other network devices [used on campus] will be equipped with a technology protection measure.

b. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the school board of education. The Acceptable Use Policy shall implement the Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject to appropriate discipline and sanctions.

Monitoring of Online Activities

It shall be the responsibility of all personnel of the Parkston School District to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy. The district has the ability through generating live data reports of all network traffic to ensure the safety and compliance of CIPA and with the Internet Safety Policy.

Cyberbullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Parkston School District who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

The curriculum shall consist of instruction that includes the following three CIPA required topics: appropriate online behavior, safety and privacy, and cyberbullying. The instruction will contain lessons for grades K-12 and include handouts, videos, assessments, and parent tips. Teacher Verification Documents will be available to view to show all staff and students have been instructed and have meet the requirements set out by CIPA. (See Implementation Guide for Instruction and Teacher Verification Documentation)

Consequences

The network user whose name is on the system account or whose names is assigned to a network device will be responsible at all times for its appropriate use. Non-compliance with these policies of both student handbook and Acceptable Use Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District Staff to ensure appropriate use. The District cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer related crimes. The South Dakota Open Records Act governs contents of e-mail and network communications; proper authorities will be given access to their content.

If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or district staff immediately so that such sites can be blocked from further access. This is not merely a request but a responsibility of the network user.

Definitions Used in this Policy:

a. *Minor:* The term “minor” means any individual who has not attained the age of 17 years.

b. *Obscene:* The term “obscene” is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.

c. *Child pornography:* The term “child pornography” is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

d. *Harmful to minors:* The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

e. *Technology protection measure:* The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

f. *Computer:* Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

Technology Devices Protection Agreement

The Parkston School District recognizes that with the implementation of the laptop initiative and other mobile technology devices there is a need to protect the investment by both the District and the Student/Parent.

**Parkston School District
Student/Parent Pledge for iPad Use**

- I will take good care of the iPad.
- I will never leave the iPad unattended.
- I will never loan out the iPad to other individuals.
- I will know where the iPad is at all times.
- I will charge the iPad's battery daily.
- I will keep food and beverages away from the iPad since they may cause damage to the device.
- I will not disassemble any part of the iPad or attempt any repairs.
- I will protect the iPad by only carrying it in the case provided.
- I will use my iPad in ways that are appropriate, that meet Parkston School District expectations, and are for educational purposes only.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case.
- I will not deface the iPad in any fashion.
- I understand that the iPad is subject to inspection at any time without notice and remains the property of the Parkston School District.
- I will follow the policies outlined in the *Student Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by personal insurance as well as report to the Parkston School District.
- I will be responsible for all damages that may incur while the iPad is within my possession.
- I agree to return the iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above document including Student Handbook Policy, and the *Acceptable Use Policy*, set up as guidelines by the Parkston School District.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

**CRISIS MANAGEMENT TEAM GUIDELINES
PARKSTON SCHOOL DISTRICT #33-3**

GOAL

The following suggested procedures and guidelines are intended to enable the Parkston School District to better deal with the unforeseen tragedies that affect the ordinary functioning of the students, their families, and faculty members in the event of crisis or tragic loss.

PURPOSE

To maintain the orderly operation of the school and to meet the needs of students, their families, and staff in the event of a crisis or tragic loss as defined by the crisis management team.

OBJECTIVES

1. To maintain a safe environment for students and staff.
2. To meet the special needs of individual students by working with parents, school staff, community and/or specialists.
3. To communicate with staff, students, parents, and the general public through the most effective and practical methods.
4. To continue effective instruction and carry out established routines, rules, and regulations.
5. To present a unified and predictable plan of action by the school in the event of a crisis.

CRISIS TEAM MEMBERS AND ROLES

SUPERINTENDENT: coordinating the response of building principals and managing the school's response to the general public and media. (see Appendix A, media policy)

PRINCIPALS: Making sure the crisis procedures are in operation in their buildings and initiating a 'chain call' to other team members when necessary.

COUNSELORS: Working as a team to initiate strategies in the management of the crisis.

SUPPORT STAFF: School staff and appropriate community members designated by the crisis team to facilitate during individual crisis. Support staff may include teachers, school nurses, coaches, clergy, consultants, or other individuals deemed appropriate by the crisis team.

PROCEDURES (Time Sequence)

1. The crisis team will meet to determine the necessity of initiating any or all of the following procedures. Local authorities or appropriate individuals may be called in to consult with the team in this decision. Responsibilities will be delegated to individual team members at this time. Appropriate team members will be chosen to make family contact.
2. Individual building Principals and crisis team members (*) will meet with staff before school to give teachers facts and answers to their questions; to dispel rumors, initiate strategies to deal with student reactions; identify 'high risk' students who may be strongly affected, assign staff to entrances of building (see Appendix D), and give secretaries telephone response. (see Appendix E)

CRISIS MANAGEMENT TEAM GUIDELINES

3. Principals will meet with their staff to announce funeral arrangements, discuss staff attendance, school policy regarding student dismissal, share new information, and present the plans for the individual classroom meetings.
4. Immediate friends will be identified and provided counseling. Staff will be directed to heighten their sensitivity to those students.
5. Principal will make an announcement to the students in their classrooms. Teachers will be in their classrooms during the announcement and will openly acknowledge student feelings, explain the circumstances of the student's crisis, dispel rumors, and let students know that counseling is available. (see Appendix B, staff announcements and Appendix C, classroom meetings.)
- * Crisis team members must wear name tags for recognition by staff and students.
6. The principal, counselor and appropriate team members will meet with individual classes to help students better deal with their feelings, dispel rumors, offer reassurance, and encourage students to be supportive of their fellow classmates and friends.
7. Parents of students identified as 'high risk' will be contacted and offered support from the school.
8. All building staff are assembled after school to allow for expression of feelings and support, review, and evaluate the days events, compile a list of 'high risk' students and assess their individual needs.
9. Crisis management team meets to evaluate the days events. The team will discuss the appropriateness of meetings to support students and parents, review and plan classroom meetings for the next day, identify and assess the needs of 'high risk' students and discuss school dismissal policy.
10. Continued crisis counseling will be offered to students, parents, and staff as needed.
11. Principal and/or counselor will be responsible for returning the personal effects and records to the student's family.
12. The crisis management team will meet to evaluate the effectiveness of the school and staff.

Appendix A

Crisis situation media parameters

Appoint or designate media speaker (usually, Superintendent)

1. All media correspondence, news releases, interviews, etc., will be directed to the Superintendent's office located at 102C South Chapman Drive.
2. No students shall be interviewed within the school or the school premises.
3. No faculty shall be interviewed except those who have been Designated by the school administration in charge.
4. No cameras will be allowed within the school building.
5. All questions are to be directed to the designated representative in the central office (Superintendent's).
6. All official school district communication will come from the Superintendent's office.
7. All members of the media are asked to show consideration for emotional welfare and educational interests of the students by cooperating with the above listed procedures.

Appendix B

Principal's Announcement (Example)

I feel saddened by the sudden death of one of our students, _____(name). On behalf, of the entire faculty and student body, I wish to express our school's deepest sympathy to relatives and friends who knew and loved _____(name).

Teachers express appropriate feelings that soon return the classroom to normal activities.

Appendix C

Teacher's Response (Example)

I know it may be difficult for some of us to continue our work today, but our counselors have set aside a special time and place for discussion for those who are troubled by this loss.

Students who are feeling troubled by the death of _____(name) are encouraged to meet with the counseling staff at _____(time and place).

Teachers refer individual students who are obviously in need of immediate removal from class to the counselor's office (crying, obviously upset).

The teacher then continues to proceed with his/her usual routine for the day.

Appendix D

Staff response to visitors (Example)

We feel saddened by the sudden death of one of our students. We are concerned for our students and staff. Further questions are directed to the Superintendent's office. This handout will explain the parameters.

Appendix E

Designated announcement for secretary or person answering the phone:

1. "Hello, Parkston Public Schools". (Make sure you know to whom you are talking) "How May I Help You?" (If call is concerning crisis, refer caller to superintendent) "Questions concerning _____ are referred to the Superintendent's office at 928-3368 (extension 203). Parkston _____ School thanks you for your concern." (If you are not sure how to handle a call or caller, refer caller to the principal.)

School District	Noncertified		Certified		Term Notes
	Sub	Sub	Sub	Sub	
Alcester-Hudson	84	84			
Baltic	80	90			Additional \$10/day for subs who have accumulated 10 days in Baltic School
Belle Fourche	70	90			
Bennett County	80	80			
Bison	85	85			95 more than 5 consecutive days
Bonesteel		80			with current or lapsed certificate
Brandon Valley	85	85			95 after 15 consecutive days
Britton	80	90			180th of base pay after 10 days===\$175
Burke	60	70			
Canton	95	95			105 after 10 days
Colman-Eagan	75	85			\$9.50 sub aide; \$11.00 sub for aide-work with special needs students
Colome	60	70			
Corsica	86	96.31			
Dell Rapids					\$90 for first 10 days of subbing
					\$95 for 11-30 days of subbing
					\$100 for 31 days or longer - don't have to be consecutive
					Sub starts the new year at the reate of \$ that they subbed the previous year
DeSmet	70	75			
Deubrook	75	75			30 cent/mile
Doland	70	80			
Dupree	90	90			135 After 5 consecutive days
Edmunds Central	80	80			90 after 10 cons. Days
Elkton	70	85			139
Estelline	85	85			100
Eureka	45	75			45 75 with expired or valid teache \$90 long term for first 5 days; \$110 after 5 consecutive days; after 5 consecut days also get mile;
Flandreau	85				120 6-20 days long term; 1/175th of base for over 21 days
Garretson	90	90			\$45 1/2 day; \$10 for teachers that sub during prep time
Gettysburg	60	90			70 for lapsed teacher certificate
Grant/Deuel	65	75			
Gregory	60	70			
Haakon	65	80			
Hanson	60	75			
Harding County	75	75			

Harrisburg	95	95	110 after 10 consecutive days
Herreid	55	80	Certified/lapsed certificate
Hitchcock/Tulare	65	75	
Ipswich	65	75	
Kadoka	80	80	
Kimball	70	80	90
Lake Preston	75	75	
Lead/Deadwood			\$70 - less than 60 college hour; \$80 - more than 60 college credit hours or degree or teacher certificate
Lemmon	100	150	\$9.75/hr for aides/cook-sub
Leola	59.5	70	
Lyman	75	75	
Marian	75	75	
Menno	80	80	\$40 half day
Milbank	65	80	
Miller			\$80 town sub; \$85 rural sub; \$90 long term-more than 90 consec. Days
New Underwood	68	91.37	91.37 non cert long term; \$104.12 retired teacher long term sub; \$116.87 certified long term sub; \$78.62 retired te
Northeast Ed Coop	80	85	
Northwestern	75	75	
Parker	85	85	100 over 20 days
Pierre	85	85	\$50 1/2 day sub
			100 11-20 days
			170 21 or more days
			\$13.95/hr for aides/tutors subbing for certified staff in lieu of regular pay
Rapid City	65	80	
Redfield	75	95	
South Central	65	65	
Spearfish	80	80	120 over 30 consecutive days
Stanley County	10/hr	10/hr	181.21/ 8 1/2 hr day long term certified
Summit	80	80	\$40 1/2 day or less
Timber Lake	85	85	100 after 4th consecutive day
Viborg	85	85	\$42.50 half day
Wall	65	85	\$8/hr for classified subbing
Warner	70	70	90
Waubay	70	80	
Webster	80	80	
Webster	65	65	Sub for aides
Willow Lake	70	70	\$35 1/2 day sub

Wilmot
Winner

75
70

75 1/175th of base after 20 consecutive days
105 150 over 10 consecutive days

McIntosh, Shayne

From: Lorenz, Nancy
Sent: Tuesday, August 21, 2012 4:31 PM
To: Delange, Marchell; McIntosh, Shayne
Cc: Mattheis, Amy; Moke, Juli
Subject: reading awards night

The Lewis and Clark Reading Council would like to use the multipurpose room again this year for their awards banquet. It worked out well last year, and they would like us to continue being the host site. Would this be ok? Do we need to go through the School Board to wave fees? I can contact Mr. Kollmann about the dates that may be open if we are approved. Last year, with Mr. McIntosh's gave us permission to use the facilities, which included the use of the kitchen's freezer for the ice cream we served. We set up about 20 tables in the multipurpose room, and there were over 200 in attendance. We are looking at April 4th or April 11th as possible dates.

Thank you,

Nancy Lorenz Amy Mattheis Juli Moke

McIntosh, Shayne

From: David Lambert [dlambertmadc@santel.net]
Sent: Tuesday, August 28, 2012 8:37 AM
To: McIntosh, Shayne
Cc: Gale N. Walker (gale.walker@averastbenedict.org); fsbparkston.com, jdbormann
Subject: RE: Potential TIF Discussions
Attachments: TIF District Cheat Sheet - Todd Mierhenry.pdf

Shayne –

This is confirmation that you may discuss the request to utilize TIF as part of a “potential expansion” of MDS. It is the intention of Parkston Area Development Corp. to support MDS’s request for Tax Increment Financing to help defray infrastructure costs associated with the project (i.e., re-routing the BY water line, dirt work, land, etc.). You are free to use the attached document to educate your board regarding TIF. If you would prefer to use members of the Parkston Development at your meeting to help lead the discussion, I’m sure we could bring a few folks (Gale, JD, myself).

Your board’s support would be appreciated.

If you have additional questions, please feel free to contact me at your earliest convenience.

From: Shayne.McIntosh@k12.sd.us [<mailto:Shayne.McIntosh@k12.sd.us>]
Sent: Monday, August 27, 2012 12:53 PM
To: David Lambert
Subject:

Dave

I just want to confirm that it is acceptable for me to discuss the potential TIF with the school board. I will send out a preliminary agenda late this week, which would indicate the conversation will be had.

Shayne McIntosh
Parkston School District
102c South Chapman Drive
Parkston, SD 57366
Phone: 605-928-3368

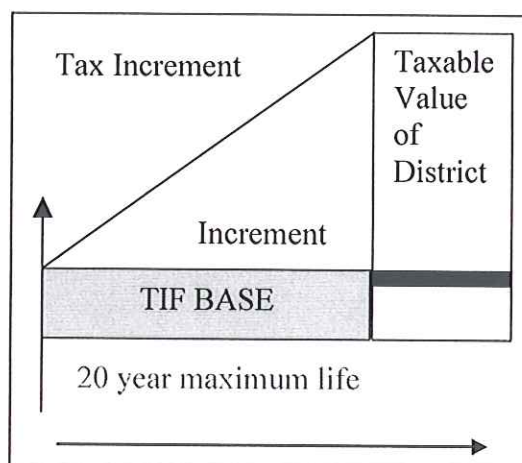
Note: This e-mail and any attachments may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of this e-mail and any attachments is strictly prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and deleting it from your computer system. Thank you for your cooperation.

TAX INCREMENTAL DISTRICT (TIF) CHEAT SHEET

WHAT IS A TIF DISTRICT? TIF stands for Tax Increment Financing. It is a way to pay for improvements to vacant and underused land in a City or County, so that it becomes productive again.

WHAT IS INCREMENT? INCREMENT is the increase in value over the value of the base is the "increment". The real estate taxes generated on the improvements above the value of the base was the "TAX INCREMENT".

WHY DO WE HAVE TIF DISTRICTS? In the 1960's and 1970's, the federal and state governments began cutting back economic development programs that cities could use to revitalize communities. TIF districts are one of the few remaining tools that local governments can use to attract new business, invest in infrastructure improvements and rebuild blighted areas. TIF districts are a popular and effective redevelopment tool, used in 44 states across the country and in South Dakota cities and counties. There are over 30 TIF districts in the State of South Dakota.



WHEN DID SOUTH DAKOTA ADOPT TIF? 1978

HOW DO YOU KNOW HOW MUCH YOU CAN FINANCE? Rule of thumb is \$100,000 to \$250,000 for every \$1,000,000 of increment. This amount depends on term of Bonds and current interest rates.

WHAT DO YOU DO WITH A TIF DISTRICT? TIF are used to provide money for capital costs, financing costs and real property assembly costs. SDCL 11-9-15

HOW DO WE CREATE A DISTRICT? A tax increment district is created by the following steps:

HOW DOES THE TIF DISTRICT PAY FOR THE COSTS? TIF Districts use the tax increment to pay for the costs by issuing bonds up front and pledging the future increment for payment or by paying for costs as you collect increment.

1. Notice of hearing of planning commission
2. Publish notice of hearing
3. Mail Notice to Interested Parties (all taxing districts)
4. Planning commission passes resolution and refers to governing body
5. Governing body passes Resolution Creating District
6. Publish Resolution and 20 days thereafter resolution is effective
7. Request Determination letter concerning tax base
8. Tax Increment Plan is adopted either with the creation of district or at a latter date

Activity Fund Balance Report - Summary - Exclude Encumbrances
09/2012 - 09/2012

Parkston School District 33-3
09/06/2012 2:09 PM

Fund: 71 TRUST & AGENCY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 501	MEDICAL - FREELAND	1,036.36	0.00	0.00	0.00	1,036.36
71 415 502	MEDICAL - BADER, P	(200.00)	0.00	0.00	0.00	(200.00)
71 415 507	MEDICAL - BRANUM, D	(311.10)	0.00	0.00	0.00	(311.10)
71 415 511	MEDICAL - MILLER, J	200.00	0.00	0.00	0.00	200.00
71 415 514	MEDICAL - TIEDE, C	(333.28)	0.00	0.00	0.00	(333.28)
71 415 515	MEDICAL - VANLAECKEN	(160.02)	0.00	0.00	0.00	(160.02)
71 415 517	MEDICAL - SCHNABEL	(500.00)	0.00	0.00	0.00	(500.00)
71 415 518	MEDICAL - LARSON, J	278.36	0.00	0.00	0.00	278.36
71 415 519	MEDICAL - WOLF	(400.00)	0.00	0.00	0.00	(400.00)
71 415 521	MEDICAL - DEINERT, D	(166.64)	0.00	0.00	0.00	(166.64)
71 415 522	MEDICAL - RADEL	(99.96)	0.00	0.00	0.00	(99.96)
71 415 524	MEDICAL - HEISINGER T.	(85.00)	0.00	0.00	0.00	(85.00)
71 415 525	MEDICAL - HEISINGER L.	(400.00)	0.00	0.00	0.00	(400.00)
71 415 530	MEDICAL - KOLLMANN	925.00	0.00	0.00	0.00	925.00
71 415 534	MEDICAL - MANGOLD	479.10	0.00	0.00	0.00	479.10
71 415 538	MEDICAL - DECKER	(100.64)	0.00	0.00	0.00	(100.64)
71 415 540	MEDICAL - THURY	(200.00)	0.00	0.00	0.00	(200.00)
71 415 541	MEDICAL - GLOBKE	(333.28)	0.00	0.00	0.00	(333.28)
71 415 582	MEDICAL - MILLER, T	67.94	0.00	0.00	0.00	67.94
71 415 598	MEDICAL - MONSON	0.00	0.00	0.00	0.00	0.00
71 415 603	BAND CLUB	12,346.16	0.00	0.00	0.00	12,346.16
71 415 612	FCCLA	2,123.12	0.00	0.00	0.00	2,123.12
71 415 614	GRADES	3,876.47	0.00	0.00	0.00	3,876.47
71 415 616	LIBRARY CLUB	18.28	0.00	0.00	0.00	18.28
71 415 617	RE-SALE	(2,570.61)	0.00	0.00	0.00	(2,570.61)
71 415 619	STUDENT COUNCIL	1,959.05	0.00	0.00	0.00	1,959.05
71 415 620	SUPER NOW - INTEREST	2,620.77	0.00	0.00	0.00	2,620.77
71 415 621	VOCAL CLUB	1,923.39	0.00	0.00	0.00	1,923.39
71 415 624	FUTURE BUSINESS LEADERS	720.00	0.00	0.00	0.00	720.00
71 415 626	TORCH	63.79	0.00	0.00	0.00	63.79
71 415 627	ART CLUB	937.29	0.00	0.00	0.00	937.29
71 415 628	NATIONAL HONOR SOCIETY	1,225.60	0.00	0.00	0.00	1,225.60
71 415 630	CLASS OF 2010	1,152.86	0.00	0.00	0.00	1,152.86
71 415 631	CLASS OF 2011	516.05	0.00	0.00	0.00	516.05
71 415 632	CLASS OF 2012	629.57	0.00	0.00	0.00	629.57
71 415 633	CLASS OF 2013	2,839.45	0.00	0.00	0.00	2,839.45
71 415 634	CLASS OF 2014	1,699.47	0.00	0.00	0.00	1,699.47
71 415 635	CLASS OF 2015	869.03	0.00	0.00	0.00	869.03

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 636	CLASS OF 2016	699.54	0.00	0.00	0.00	699.54
71 415 637	CLASS OF 2017	352.86	0.00	0.00	0.00	352.86
71 415 638	CLASS OF 2018	(21.69)	0.00	0.00	0.00	(21.69)
71 415 639	CLASS OF 2009	81.66	0.00	0.00	0.00	81.66
71 415 640	GATE RECEIPTS	2,933.66	0.00	0.00	0.00	2,933.66
71 415 641	FELLOW CHRISTIAN ATHLETES	193.57	0.00	0.00	0.00	193.57
71 415 642	WRESTLING CLUB	36.20	0.00	0.00	0.00	36.20
71 415 643	SKILLS CLASS	153.81	0.00	0.00	0.00	153.81
71 415 646	MEDIA CLUB	606.87	0.00	0.00	0.00	606.87
71 415 701	DEPENDENT CARE - OAKLEY	205.42	0.00	0.00	0.00	205.42
71 415 718	DEPENDENT CARE - LARSON, J	(199.01)	0.00	0.00	0.00	(199.01)
71 415 722	DEPENDENT CARE - SPURRELL	125.00	0.00	0.00	0.00	125.00
71 430 601	IMPREST ACCOUNT	1,343.00	0.00	0.00	0.00	1,343.00
Fund Total: 71		39,157.47	0.00	0.00	0.00	39,157.47

Activity Fund Balance Report - Summary - Exclude Encumbrances
09/2012 - 09/2012

Parkston School District 33-3
09/06/2012 2:09 PM

Fund: 76 SCHOLARSHIP - TOM MAXWELL

Chart of Account Description
76 415 175 SCHOLARSHIP - TOM MAXWELL

<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
617.10	0.00	- 0.00	0.00	617.10
617.10	0.00	0.00	0.00	617.10

Fund Total: 76

Fund: 77 SCHOLARSHIP - LONNY HOFFMAN

Chart of Account Number Chart of Account Description

77 415 176 SCHOLARSHIP - LONNY HOFFMAN
 77 415 177 SCHOLARSHIP - COCA COLA

Fund Total: 77	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
	186.11	0.00	0.00	0.00	186.11
	44.86	0.00	0.00	0.00	44.86
	141.25	0.00	0.00	0.00	141.25

Fund: 78 SCHOLARSHIP - ALVIN SCHELKSKE
 Chart of Account Number
 78 415 178 SCHOLARSHIP - SCHELKSKE

Beginning Balance	Expenses	Revenues	Balance Change	Balance
703.00	0.00	0.00	0.00	703.00
<u>703.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>703.00</u>

Fund Total: 78

Batch Description: Checking #1 2012.08
Checking Account: 1 1

Processing Month: 08/2012

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	08/31/2012	1,034,077.23

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
1	CPI Common Remitter Services	08/31/2012	350.00

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
52557	MARCIA SMITHEY	01/13/2012	97.65
53011	SHAWN SPURRELL	06/11/2012	73.00
53157	ASSURANT EMPLOYEE BENEFITS	08/15/2012	441.26
53159	S.D. SCHOOL DIST BENEFIT FUND	08/15/2012	41,026.95
53160	S.D. SUPPLEMENTAL RETIREMENT	08/15/2012	100.00
53171	CRAIG BRUENING	08/13/2012	9.00
53182	DUTCHMAN FIELD CHAMPIONSHIPS	08/13/2012	150.00
53184	FESTIVAL OF BANDS	08/13/2012	125.00
53214	ERIC NORDEN	08/13/2012	9.00
53244	AFLAC	08/31/2012	2,046.37
53246	BENEFITMALL INSURANCE-SOUTH DAKOTA	08/31/2012	486.48
53247	DELTA DENTAL	08/31/2012	581.60
53248	ELECTRONIC FEDERAL TAX PAYMENT	08/31/2012	14,497.50
53249	SANDRA SCHRADER	08/31/2012	976.29
53250	DELTA DENTAL	08/31/2012	29.50
53251	ELECTRONIC FEDERAL TAX PAYMENT	08/31/2012	252.33
53252	SOUTH DAKOTA RETIREMENT SYSTEM	08/31/2012	148.78
53253	AFLAC	08/31/2012	939.24
53254	ASSURANT EMPLOYEE BENEFITS	08/31/2012	66.63
53255	BENEFITMALL INSURANCE-SOUTH DAKOTA	08/31/2012	197.38
53256	DELTA DENTAL	08/31/2012	145.90
53257	S.D. SCHOOL DIST BENEFIT FUND	08/31/2012	12,175.03
53258	AFLAC	08/31/2012	448.29
53259	ASSURANT EMPLOYEE BENEFITS	08/31/2012	89.32
53260	BENEFITMALL INSURANCE-SOUTH DAKOTA	08/31/2012	33.10
53261	DELTA DENTAL	08/31/2012	86.90
53262	S.D. SCHOOL DIST BENEFIT FUND	08/31/2012	3,553.52

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
1,034,077.23	(79,136.02)	954,941.21	954,074.54

Cleared Automatic Payment Total:
Cleared Checks Total: 220,539.51
Cleared Direct Deposit Total: (74,381.06)
Cleared Void Total: 2,468.45
Cleared Deposit Total: 355,783.06
Cleared Manual Journal Entries Total: 269,685.98
Cleared Sales Journal Total:

Batch Description: Trust & Agency 2012.08
Checking Account: 3 3

Processing Month: 08/2012

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
Statement Balance	08/31/2012	35,401.02	

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
26168	SYDNEY BORMANN	01/06/2012	10.00
26225	KARLIE TIEDE	01/06/2012	10.00
26416	MORGAN VAN ZEE	04/20/2012	20.00
26417	LOGAN WAGNER	04/20/2012	20.00
26424	MARIE - USF MALLOY	04/27/2012	50.00
26521	KATIE LUCAS	08/18/2012	337.53
26522	MARIE - USF MALLOY	08/18/2012	250.00
26526	JENNA - SDSU RIPP	08/18/2012	1,400.00
26531	HANNAH WEGEHAUPT	08/18/2012	489.67
26533	MORGAN - DSU ZWINGER	08/18/2012	500.00
26538	COREY BARUTH	08/31/2012	70.00
26539	B-J SCHOOL BUS INC	08/31/2012	0.00
26541	BETH CONROY	08/31/2012	285.00
26542	DONNA DEINERT	08/31/2012	500.00
26544	PATRICIA FREELAND	08/31/2012	58.95
26545	JACK HOLDEN	08/31/2012	210.00
26546	INDEPENDENT VIKING GLASS	08/31/2012	269.94
26547	RYAN JENSEN	08/31/2012	70.00
26548	ANDY JOHNSON	08/31/2012	70.00
26549	LEE JOHNSON	08/31/2012	120.40
26550	KLINT KINNEY	08/31/2012	70.00
26551	DOREEN KRCIL	08/31/2012	238.80
26552	LAKE VIEW GOLF COURSE	08/31/2012	126.00
26553	MCCOOK CENTRAL HIGH SCHOOL	08/31/2012	30.00
26554	MS BUMBLEBEE'S FLOWERS	08/31/2012	43.46
26555	SCOTT MUCKEY	08/31/2012	227.00
26556	SANDY NEUGEBAUER	08/31/2012	321.00
26557	PEPSI COLA CO - WP BEVERAGES	08/31/2012	111.30
26558	POSTAGE - CARL REICHERT	08/31/2012	6.80
26559	POSTAGE - Jerry Marquardt	08/31/2012	27.23
26560	PEGGY RANDS	08/31/2012	21.69
26561	MELISSA REISCH	08/31/2012	246.00
26562	SD VOICES FOR CHILDREN	08/31/2012	55.50
26563	Secretary of State	08/31/2012	125.00
26564	JULIE WOLF	08/31/2012	13.17

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
35,401.02	(6,404.44)	28,996.58	29,496.58

Cleared Automatic Payment Total:

Cleared Checks Total: 12,704.51

Cleared Direct Deposit Total:

Cleared Void Total: 490.00

Cleared Deposit Total: 5,775.39

Parkston School District 33-3
09/06/2012 2:14 PM

Check Reconciliation Report

Cleared Manual Journal Entries Total: (518.00)

Cleared Sales Journal Total:

Detail Check Register - Use This

Check #	Check Date	Vendor Name	Check Total
Invoice #	Inv Date	PO # Description	Amount
26509 20120803	08/03/2012 08/03/2012	COLLEEN METTE Art Room Supplies 71 6900 627 490	156.23 156.23
26510 AUG12	08/03/2012 08/03/2012	SHAWN SPURRELL Dependent Care 71 6900 722 490	375.00 375.00
26511 081712	08/18/2012 08/17/2012	JAYCIE CULBERT REIMBURSEMENT FOR NATL MTG 71 6900 612 490	358.41 358.41
26512 080312	08/18/2012 08/17/2012	MEGAN DUNDAS REIMBURSEMENT FOR NAT'L MTG 71 6900 612 490	168.67 168.67
26513 081712	08/18/2012 08/17/2012	EUREKA PUBLIC SCHOOL HOTEL ROOM - FINAL PAYMENT 71 6900 612 490	285.00 285.00
26514 081712	08/18/2012 08/17/2012	FARMERS STATE BANK GATE START UP - AND EXTRA 71 6900 601 490	500.00 500.00
26515 081012	08/18/2012 08/10/2012	LISA HEISINGER MEDICAL - HEISINGER L. 71 6900 525 490	1,200.00 1,200.00
26516 081712	08/18/2012 08/17/2012	SAM HERROLD REIMBURSEMENT FOR NATL MTG 71 6900 612 490	358.41 358.41
26517 081712	08/18/2012 08/17/2012	NATALIE HESPE REIMBURSEMENT FOR NATL MTG 71 6900 612 490	407.55 407.55
26518 081012	08/18/2012 08/02/2012	KEVIN KLEINDL BAND MATERIALS 71 6900 603 490	120.00 120.00
26519 081712	08/18/2012 08/17/2012	BRIANA KROEGER REIMBURSEMENT FOR NATL MTG 71 6900 612 490	381.41 381.41
26520 081712	08/18/2012 08/17/2012	REBECCA KROEGER REIMBURSEMENT FOR NATL MTG 71 6900 612 490	381.41 381.41
26521 081712	08/18/2012 08/17/2012	KATIE LUCAS REIMBURSEMENT FOR NATL MTG 71 6900 612 490	337.53 337.53
26522 081712	08/18/2012 08/17/2012	MARIE -- USF MALLOY MAXWELL SCHOLARSHIP 76 4300 175 690	250.00 250.00
26523	08/18/2012	MDS MANUFACTURING CO	180.03

Check #	Check Date	Vendor Name	Check Total
Invoice #	Inv Date	PO # Description	Amount
49710	08/02/2012	PROM SUPPLIES 71 6900 633 490	180.03
26524	08/18/2012	ROB MONSON	166.72
080612	08/06/2012	MEDICAL - MONSON 71 6900 598 490	166.72
26525	08/18/2012	POSTAGE - Jerry Marquardt	41.35
081612HS	08/17/2012	HS POSTAGE 71 6900 601 490	10.95
AUG12-1	08/02/2012	Postage - JH/HS 71 6900 601 490	7.20
072312	07/23/2012	hs postage 71 6900 601 490	7.40
081512HS	08/17/2012	postage high school 71 6900 601 490	8.00
081512HS	08/17/2012	postage high school 71 6900 601 490	7.80
26526	08/18/2012	JENNA - SDSU RIPP	1,400.00
081712	08/17/2012	PIONEER SCHOLARSHIP 71 6900 601 490	1,400.00
26527	08/18/2012	SUSAN ROTH	337.55
081712	08/17/2012	REIMBURSEMENT FOR NATL MTG 71 6900 612 490	337.55
26528	08/18/2012	Sadie Schoenfelder	358.41
081712	08/17/2012	REIMBURSEMENT FOR NATL MTG 71 6900 612 490	358.41
26529	08/18/2012	ANN THURY	381.41
081712	08/17/2012	REIMBURSEMENT FOR NATL MTG 71 6900 612 490	381.41
26530	08/18/2012	BRITTANY WALZ	337.55
081712	08/17/2012	REIMBURSEMENT FOR NATL MTG 71 6900 612 490	337.55
26531	08/18/2012	HANNAH WEGEHAUPT	489.67
081712	08/17/2012	REIMBURSEMENT FOR NATL MTG 71 6900 612 490	489.67
26532	08/18/2012	JULIE WOLF	192.80
081712	08/17/2012	SCHOOL PLANNERS FOR 71 6900 601 490	192.80
26533	08/18/2012	MORGAN - DSU ZWINGER	500.00
081712	08/17/2012	ALVIN SCHELSKE MEMORIAL 78 6900 178 490	500.00
26534	08/25/2012	PARKSTON FOOD CENTER	48.67
17454	08/24/2012	CANDY FOR LOUNGE 71 6900 643 490	48.67
26535	08/25/2012	PEPSI COLA CO -- WP BEVERAGES	311.64
71875083	08/24/2012	POP FOR MACHINES 71 6900 603 490	178.08
71863165	08/24/2012	POP FOR MACHINES 71 6900 603 490	133.56

Check #	Check Date	Vendor Name	Check Total
Invoice #	Inv Date	PO # Description	Amount
26536	08/25/2012	POSTAGE - Jerry Marquardt	60.38
081712HS-	08/24/2012	POSTAGE - HS 71 6900 601 490	23.20
081412HS	08/24/2012	POSTAGE - HS 71 6900 601 490	10.48
081712HS	08/24/2012	POSTAGE - HS 71 6900 601 490	2.12
08/10/12HS	08/24/2012	POSTAGE - HS 71 6900 601 490	7.60
080912HS	08/24/2012	POSTAGE - HS 71 6900 601 490	16.98
26537	08/30/2012	FARMERS STATE BANK	125.00
083012	08/30/2012	NSF - ZWINGER - RODRIQUEZ 71 6900 601 490	125.00
26538	08/31/2012	COREY BARUTH	70.00
082412	08/24/2012	FB OFFICIAL 71 6900 601 490	70.00
26539	08/31/2012	B-J SCHOOL BUS INC	0.00
V*JUN12-0002	09/02/2012	TRAVEL - MITCHELL 71 6900 626 490	0.00
JUN12-0002	07/01/2012	TRAVEL - MITCHELL 71 6900 626 490	0.00
26540	08/31/2012	CRAIG BRUENING	41.25
080912	08/27/2012	MILEAGE TO SF 71 6900 601 490	41.25
26541	08/31/2012	BETH CONROY	285.00
082512	08/25/2012	VB OFFICIAL 71 6900 601 490	210.00
082812	08/30/2012	VB OFFICAL 71 6900 601 490	75.00
26542	08/31/2012	DONNA DEINERT	500.00
082712	08/27/2012	MEDICAL - DEINERT, D 71 6900 521 490	500.00
26543	08/31/2012	FARMERS STATE BANK	400.00
082712	08/27/2012	CASH FOR CONCESSION STAND - 71 6900 612 490	400.00
26544	08/31/2012	PATRICIA FREELAND	58.95
083112	08/31/2012	PHOTOSHOP LIGHTROOM 71 6900 601 490	58.95
26545	08/31/2012	JACK HOLDEN	210.00
082512	08/25/2012	VB OFFICIAL 71 6900 601 490	210.00
26546	08/31/2012	INDEPENDENT VIKING GLASS	269.94
27079	08/29/2012	MIRRORS FOR WEIGHT ROOM 71 6900 601 490	269.94
26547	08/31/2012	RYAN JENSEN	70.00
082412	08/28/2012	FB OFFICIAL 71 6900 601 490	70.00
26548	08/31/2012	ANDY JOHNSON	70.00

Check #	Check Date	Vendor Name		Check Total
Invoice #	Inv Date	PO #	Description	Amount
082412	08/24/2012		FB OFFICIAL	70.00
26549	08/31/2012	LEE JOHNSON		120.40
082412	08/24/2012		FB OFFICIAL	120.40
26550	08/31/2012	KLINT KINNEY		70.00
082412	08/24/2012		FB OFFICIAL	70.00
26551	08/31/2012	DOREEN KRCIL		238.80
082512	08/25/2012		VB OFFICIAL	238.80
26552	08/31/2012	LAKE VIEW GOLF COURSE		126.00
090412	08/31/2012		GOLF ENTRY FEE	126.00
26553	08/31/2012	MCCOOK CENTRAL HIGH SCHOOL		30.00
082812	08/30/2012		CC ENTRY FEE	30.00
26554	08/31/2012	MS BUMBLEBEE'S FLOWERS		43.46
082312	08/27/2012		FUNERAL ARRANGEMENT FOR R.	43.46
26555	08/31/2012	SCOTT MUCKEY		227.00
082512	08/28/2012		VB OFFICIAL	227.00
26556	08/31/2012	SANDY NEUGEBAUER		321.00
082512	08/28/2012		VB OFFICIAL	228.00
082812	08/28/2012		VB OFFICIAL	93.00
26557	08/31/2012	PEPSI COLA CO - WP BEVERAGES		111.30
71875223	08/27/2012		POP FOR MACHINES	111.30
26558	08/31/2012	POSTAGE - CARL REICHERT		6.80
082712-	08/31/2012		POSTAGE - REICHERT	6.80
26559	08/31/2012	POSTAGE - Jerry Marquardt		27.23
082812HS	08/28/2012		HS POSTAGE	9.98
082812EL	08/29/2012		POSTAGE - ELEMENTARY	17.25
26560	08/31/2012	PEGGY RANDS		21.69
083012.	08/31/2012		MEMORIAL FOR RYAN HOHN	21.69
26561	08/31/2012	MELISSA REISCH		246.00
082512-	08/31/2012		VB OFFICIAL	246.00

Detail Check Register - Use This

Check #	Check Date	Vendor Name	Check Total
Invoice #	Inv Date	PO # Description	Amount
26562	08/31/2012	SD VOICES FOR CHILDREN	55.50
082712	08/27/2012	TRAVEL EXPENSE FOR SD B & PP 71 6900 601 490	55.50
26563	08/31/2012	Secretary of State	125.00
FY12	08/30/2012	TRADEMARK FEE 71 6900 601 490	125.00
26564	08/31/2012	JULIE WOLF	13.17
083112	08/22/2012	CARDSTOCK 71 6900 601 490	13.17
26565	08/31/2012	FARMERS STATE BANK	100.00
083112	08/31/2012	NSF - R. JUHNKE 71 6900 601 490	100.00
Checking Account Total:			14,069.29

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
FERTILIZER	07350	327.54
- gas	63521	45.65
- gas	63522	33.85
000410 AGLAND CO OP		407.04
DRILL & MUSIC	081712	2,000.00
008880 ALVIS, JONATHAN		2,000.00
Repairs	11629129	102.60
Repairs	11629426	102.60
001927 AMERICAN TIME & SIGNAL CO		205.20
ARGUS LEADER - SUBSCRIPTION - ELEMENTARY	ELEM-FY13	288.00
000335 ARGUS LEADER		288.00
WORKSHOPS - MCINTOSH	5315	225.00
000034 ASSOCIATED SCHOOL BOARDS		225.00
TRAVEL - GIRLS GOLF	JUN12-0002	0.00
BUS - FBLA	JUN12-0002	0.00
BOYS GOLF	JUN12-0002	0.00
TRAVEL - TRACK	JUN12-0002	0.00
BUS - VOCAL	JUN12-0002	0.00
TRAVEL-CROSS COUNTRY	JUN12-0002	0.00
TRAVEL - BAND	JUN12-0002	0.00
TRAVEL - BAND	JUN12-0002	0.00
TRAVEL,MEALS,LODGING-VOLLEYBAL	JUN12-0002	0.00
GIRLS BASKETBALL - TRAVEL	JUN12-0002	0.00
TRAVEL - FOOTBALL	JUN12-0002	0.00
BILLING - ERRORS - DEC. - JAN - FEB	JUN12-0002	0.00
CONTRACTED SERVICES	JUN12-0002	0.00
TRAVEL - BOYS BASKETBALL	JUN12-0002	0.00
TRAVEL - WRESTLING	JUN12-0002	0.00
TRAVEL - BUS - FCCLA	JUN12-0002	0.00
BOARD INSERVICE	JUN12-0002	0.00
TRAVEL - ELEM.	JUN12-0002	0.00
TRAVEL - JR/SR HI -	SEPT12-0001	0.00
TRAVEL - JR/SR HI -	SEPT12-0001	0.00
TRAVEL - ELEM.	SEPT12-0001	0.00
BOARD INSERVICE	SEPT12-0001	0.00
TRAVEL - BUS - FCCLA	SEPT12-0001	0.00
TRAVEL - WRESTLING	SEPT12-0001	0.00
BILLING - ERRORS - DEC. - JAN - FEB	SEPT12-0001	10,235.61
CONTRACTED SERVICES	SEPT12-0001	198.66
TRAVEL - FOOTBALL	SEPT12-0001	0.00
TRAVEL - BOYS BASKETBALL	SEPT12-0001	161.70
TRAVEL,MEALS,LODGING-VOLLEYBAL	SEPT12-0001	0.00
GIRLS BASKETBALL - TRAVEL	SEPT12-0001	0.00
TRAVEL - BAND	SEPT12-0001	0.00
TRAVEL - BAND	SEPT12-0001	0.00

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
TRAVEL - TRACK	SEPT12-0001	0.00
TRAVEL-CROSS COUNTRY	SEPT12-0001	251.79
BUS - VOCAL	SEPT12-0001	0.00
BOYS GOLF	SEPT12-0001	0.00
BUS - FBLA	SEPT12-0001	0.00
TRAVEL - GIRLS GOLF	SEPT12-0001	0.00
000435 B-J SCHOOL BUS INC		10,847.76
REGISTRATION FEES - coaching clinics	081512	95.00
007675 BERTRAM, ROBERT		95.00
JOINT CONVENTION - MCINTOSH	080812	122.44
SUPPLIES-COMPUTER COORDINATOR	081812	208.47
GW M285 CHARGERS	082412	287.82
ITUNES CARD	082712	100.00
PLANNER - CRAIG	082712	8.97
IPAD STYLUS PEN	082812	13.88
WALKIES TALKIES	082812	79.74
007984 CARD MEMBER SERVICES		821.32
HOSPITALITY ROOM	082512	20.82
001298 CASEY'S		20.82
CUSTODIAL - SUPPLIES	128349	102.87
CUSTODIAL SUPPLIES	128436	121.44
000079 COLONIAL RESEARCH CHEMICAL		224.31
REG - FALL WORKSHOP/DUES - A. WERNING	082912	40.00
FALL COUNSELOR WORKSHOP - AKRE	FY13	35.00
003602 DAKOTA ACAC		75.00
MILEAGE TO COLONIES	082312	17.60
DELAM DELANGE, MARCHELL		17.60
AR		
SERVICE ELEM. COPIER	113101SEP-0001	109.79
SERVICE JR/SR HI COPIER	113101SEP-0001	109.80
007655 ELITE BUSINESS SYSTEMS		219.59
SUPPLIES - ATHLETIC DIRECTOR	090112	51.73
007733 ETCH USA		51.73
MEALS - WORKSHOP	061212	27.00
FREIRA FREIDEL, RACHEL		27.00
C		
Repairs	267518	202.40
000725 HERMAN'S APPLIANCE		202.40
VB LINEJUDGE - 5 GAMES	082512	35.00
006559 HERMAN, REBECCA		35.00
VB LINEJUDGE	082512	28.00

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
007796 HERROLD, ERICA		28.00
Zombie Wedding: script	26257	104.00
Zombie Wedding: Notebook Script	26257	16.75
Zombie Wedding: Performance Royalty	26257	55.00
ADDITIONAL PERFORMANCE	26257	110.00
SHIPPING	26257	15.50
003954 HEUER PUBLISHING CO		301.25
VB LINEJUDGE	08/2512	21.00
008886 HORSTMAN, ALEXIS		21.00
Steck Vaughn Spelling Level 1	948661169	78.60
Steck Vaughn Spelling Level 2	948661169	52.40
Steck Vaughn Spelling Level 3	948661169	52.40
Steck Vaughn Spelling Level 3	948661169	73.70
Steck Vaughn Spelling Level 1 TE	948661169	73.70
Steck Vaughn Spelling Level 2 TE	948661169	34.73
shipping	948744632	26.20
STECK VAUGHN SPELLING LEVEL 1	948744632	10.00
SHIPPING	948744633	52.40
SPELLING GRADE 1 - 1226788	948744633	10.00
SHIPPING		464.13
000173 HOUGHTON MIFFLIN.		50.00
PURCHASES SERVICES - CLEANING COLONY	081312	50.00
HUBEJ HUBER, JON		50.00
ON	AUG12	33.95
Postage	AUG12	60.38
Postage	AUG12	7.40
Postage	AUG12	192.80
Supplies	AUG12	1,400.00
Pioneer Scholarship	AUG12-5	126.00
Golf Entry Fee - Lakeview	AUG12-5	30.00
CC Entry Fee - McCook	AUG12-5	125.00
Trademark	AUG12-5	41.25
Weight Room Pads	AUG12-5	75.00
VB Official - Avon	AUG12-5	210.00
VB Official - Tourney	AUG12-5	246.00
VB Official - Tourney	AUG12-5	227.00
VB Official - Tourney	AUG12-5	228.00
VB Official - Tourney	AUG12-5	93.00
VB Official - Avon	AUG12-5	238.80
VB Official - Tourney	AUG12-5	210.00
VB Official - Tourney	AUG12-5	70.00
FB Official - Winner	AUG12-5	70.00
FB Official - Winner	AUG12-5	120.40
FB Official - Winner	AUG12-5	70.00
FB Official - Winner	AUG12-5	70.00
FB Official - Winner	AUG12-5	13.17
Supplies		

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
Postage	AUG12-5	17.25
Postage	AUG12-5	9.98
Postage	AUG12-5	6.80
Supplies	AUG12-5	58.95
SD B&PP Presentation	AUG12-5	55.50
000443 IMPREST FUND		4,106.63
YEARBOOK PAYMENT	958647	1,853.33
002030 JOSTENS INC - YEARBOOK		1,853.33
Repairs	19629	187.06
002888 K & T IRRIGATION		187.06
COLOR GUARD CHOREOGRAPHY	080812	1,000.00
008882 KIRKPATRICK, JENNIFER		1,000.00
MEALS - WORKSHOP	080812	12.00
KLEIJO KLEINDL, JODI		12.00
D		
REGISTRATION FEES - COACHING CLINIC	081512	40.00
BACKGROUND CHECK	082912	43.25
008881 KOEHN, TROY		83.25
OFFICIALS - VOLLEYBALL	082512	35.00
006560 KURTZ, DEVIN		35.00
ELEM. MEDIA SUPPLIES	082712	54.54
005564 LUEBKE, BETTY		54.54
MISC SUPPLIES-INDUSTRIAL TECH	50297733	11.16
007694 MATHESON LINWELD, INC.		11.16
TELEPHONE	SEPT12-0001	0.00
TELEPHONE	SEPT12-0001	29.00
INTERNET SERVICES - COLONY	SEPT12-0001	54.95
004153 MCCOOK COOPERATIVE - TRIOTEL		83.95
TRAVEL - EXECUTIVE ADMIN.	083012	94.50
MCINS MCINTOSH, SHAYNE		94.50
HA		
REGISTRATION FEES	082812	60.00
005090 MITCHELL AREA SUPERINTENDENTS ASSOC		60.00
RCA JACK TO JACK ADAPTER - GOLD PLATED	6724362	2.00
3.5 MM STEREO PLUG TO 2 RCA JACK SPLITTE	6724362	3.20
SYNTHETIC LEATHER STAND/COVER WITH MAGNE	6724362	102.60
SCREEN PROTECTIVE FILM	6724362	88.80
1000 FT 24 AWG CAT5e 350 MHz UTP SOLID,	6724362	78.00
SHIPPING	6724362	24.03
CEILING BRACKET FOR PROJECTOR	6745635	27.00
SYNTHETIC LEATHER STAND/COVER W/MAGNETIC	6745635	102.60
ADJUSTABLE TILTING/SWIVELING WALL MOUNT	6745635	36.89

BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
SHIPPING	6745635	27.76
007754 MONOPRICE, INC.		492.88
DUES FOR NATIONAL HONOR SOCIETY	082712	85.00
000909 NASSP		85.00
Geography Bee Registration	082712	50.00
Geography Bee Registration	082712	50.00
000248 NATIONAL GEOGRAPHIC SOCIETY		100.00
STUDENT TRACKER - SOFTWARE	HS1210026	425.00
008001 NATIONAL STUDENT CLEARINGHOUSE		425.00
HEAT - NATURAL GAS - DIST.	SEPT12-0001	2,188.92
ELECTRICITY - JR/SR - ELEM	SEPT12-0001	4,598.90
ELECTRICITY - ATHLETIC COMPLEX	SEPT12-0001	174.66
NATURAL GAS - NEW ELM SPRINGS	SEPT12-0001	13.42
ELECTRICITY - OUR HOME	SEPT12-0001	250.97
NATURAL GAS - OUR HOME	SEPT12-0001	14.43
000423 NORTHWESTERN ENERGY		7,241.30
MEALS/MILEAGE WORKSHOP	082712	64.00
OAKLCA OAKLEY, CARRIE		64.00
R		
VEHICLE REPAIRS & SERVICE	9309	200.95
VEHICLE REPAIRS & SERVICE	9330	271.00
003711 PAPE AUTOMOTIVE		471.95
CHECKS	SEPT12-0001	0.00
HIGH SCHOOL	SEPT12-0001	0.00
ELEMEN	SEPT12-0001	0.00
PROCEEDINGS	SEPT12-0001	155.16
SUPPLIES	SEPT12-0001	0.00
PUBLICATIONS	SEPT12-0001	621.30
SUPPLIES - ATHLETIC DIRECTOR	SEPT12-0001	267.50
000445 PARKSTON ADVANCE		1,043.96
OPEN HOUSE SUPPLIES	17517	142.17
CREDIT ON RETURN	17614	(142.17)
OPEN HOUSE ELEMENTARY	17615	134.30
HOSPITALITY ROOM	17678	48.00
HOSPITALITY ROOM	17679	1.90
SUPPLIES - BOARD	237838	9.48
SUPPLIES - BOARD	237843	4.65
PRESCHOOL	239988	21.95
SUPPLIES - JR/SR HI	239993	4.63
CREDIT ON RETURN - HOSPITALITY ROOM	240006CR	(17.11)
PRESCHOOL SNACKS	240042	3.28
PRESCHOOL SNACKS	240340	13.31
CREDIT OF TAX	240340	(0.75)
SUPPLIES - ELEM.	241310-	21.56

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
PRESCHOOL SNACKS	242412-	14.98
000749 PARKSTON FOOD CENTER		260.18
WATER	SEP12-5101-0001	66.27
WATER FOOTBALL FIELD	SEPT1499	1,116.13
WATER	SEPT1499	172.84
000480 PARKSTON, CITY OF		1,355.24
BACKGROUND CHECK	081412	43.25
008889 PERMANN, SARAH		43.25
VB CLOCK	082512	35.00
008885 PETERSON, PAUL		35.00
RE UPHOLSTER DUMMIES	044457	400.00
re upholster weight benches	044597	150.00
005122 PHEASANTLAND INDUSTRIES		550.00
RENTAL	1427063-AU12	61.50
RENTAL	1427063-AU12	61.50
003809 PITNEY BOWES - PURCHASE POWER		123.00
HOSPITALITY ROOM	082512	75.00
005941 PONYCREEK STEAKHOUSE		75.00
CAJUN FOLK SONGS	1551317	150.00
AMERICAN VISIONS	1551317	80.00
THREE AYRS FROM GLOUCESTAR	1551317	60.00
BLUE AND GREEN MUSIC	1551317	75.00
SALVATION IS CREATED	1551317	50.00
APPLALACHIAN FOLK CAROL	1551317	48.00
THE TEMPEST	1551317	50.00
PATHWAYS	1551317	55.00
SHIPPING	1551317	20.95
000283 POPPLERS MUSIC STORE		588.95
STAPLERS	4793598	38.76
QUILL BRAND KARSTON BONDED LEATHER	4793598	86.17
QUILL STAPLERS - SHORT ONE	4793598CR	(6.46)
FILE LABELS	5331880	14.39
WHTIE CARDSTOCK	5331880	27.88
FINE BLACK SHARPIES	5331880	45.54
RECEIPT BOOKS	5331880	89.52
ELMER'S RUBBER CEMENT	5331880	42.90
MANILLA FILE FOLDERS	5331880	13.98
MAILING LABELS	5331880	43.98
RECEIPT BOOKS	5331880	44.76
WHTIE CARDSTOCK	5331880	27.88
FINE BLACK SHARPIES	5331880	45.54
ELMER'S RUBBER CEMENT	5331880	42.90
MANILLA FILE FOLDERS	5331880	13.98

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
	5331880	21.99
MAILING LABELS	5331880	266.36
HP 96/97 BLACK/TRI-COLOR INKJET	5331880	140.34
EXPO WHITE BOARD CLEANER - GAL	5337832	39.36
ELMER'S RUBBER CEMENT	53824482	24.99
COLORED CARDSTOCK	53824482	24.99
COLORED CARDSTOCK	5398478	6.46
QUILL STAPLERS		
000295 QUILL CORP.		1,096.21
VB LINEJUDGE	082512	42.00
008887 REISER, JENNA		42.00
GAME PANTS FAPFROIF	94949017	248.40
SHIPPING	94949017	18.64
006699 RIDDELL/ALL AMERICAN SPORTS CORP.		267.04
CUSTODIAL - SUPPLIES	1486519	160.57
CUSTODIAL - SUPPLIES	1487301	13.90
CUSTODIAL - SUPPLIES	1487884	4.99
CUSTODIAL - SUPPLIES	148846	21.99
CUSTODIAL - SUPPLIES	1488570	20.16
CUSTODIAL - SUPPLIES	1488695	10.77
CUSTODIAL - SUPPLIES	1488722	4.18
CUSTODIAL - SUPPLIES	1488898	33.90
CUSTODIAL - SUPPLIES	1488908	(15.95)
CREDIT ON RETURN	1488921	23.60
CUSTODIAL - SUPPLIES	1489034	(5.72)
CREDIT ON RETURNS	1489917	37.52
CUSTODIAL - SUPPLIES	1489973	49.99
CUSTODIAL - SUPPLIES	1490112	20.98
SUPPLIES - BAND	1490369	28.44
CUSTODIAL - SUPPLIES	1490545	5.97
CUSTODIAL - SUPPLIES	1490638	37.31
CUSTODIAL - SUPPLIES	1490664	11.94
CUSTODIAL - SUPPLIES		
000502 RUNNING'S		464.54
INTERNET ACCESS - COLONY HIGH SCHOOL	SEPT12-0001	0.00
INTERNETS SERVICES - COLONY	SEPT12-0001	53.95
CREDIT ON BROADBAND	SEPT12-0001	0.00
TELEPHONE COLONY	SEPT12-0001	32.60
INTERNET SERVICES - JR/SR HI	SEPT12-0001	0.00
INTERNET SERVICES	SEPT12-0001	0.00
TELEPHONE - FISCAL SERVICES	SEPT12-0001	62.47
SEC. PRINCIPAL TELEPHONE	SEPT12-0001	62.47
TELEPHONE - ELEM. OFFICE	SEPT12-0001	62.47
TELEPHONE	SEPT12-0001	62.47
003246 SANTEL COMMUNICATIONS		336.43
MISC SUPPLIES-INDUSTRIAL TECH	105222	23.40
000833 SCHEETZ IMPLEMENT		23.40

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
MASKING TAPE	308101384450	75.42
HAMMOND & STEPHENS CLASS RECORD BOOK	308101384450	98.15
DAILY PLANNERS	308101384450	149.40
HAMMOND & STEPHENS CLASS RECORD BOOK	308101384450	98.15
LESSON PLAN BOOKS	308101384450	86.50
DAILY PLANNERS	308101384450	149.40
MOUNTING TAPE	308101384450	25.74
JUMP ROPES - 9 FT -	308101412410	24.82
DOUBLE DUTCH ROPES - 32 LOOP	308101412410	12.96
PLAYGROUND BALL - BLUE - 8 1/2 IN	308101412410	127.80
PLAYGROUND BALLS - RED - 10 IN	308101412410	178.56
PLAYGROUND BALLS - RED - 5 IN	308101412410	74.88
JUMP ROPES 7 FT -	308101412410	18.94
JUMP ROPE 16 FT	308101412410	5.69
NERF FOOTBALLS	308101412410	38.58
000201 SCHOOL SPECIALTY INC		1,164.99
5 gallons field paint (white)	8492	425.00
003921 SHERWIN WILLIAMS CO		425.00
INNOVATIVE FIELD SERIES FB1 EXTRA SMALL	389857	51.90
RATCHET	389857	19.95
SHIPPING	389857	9.95
INNOVATIVE FIELD SERIES FB1 SMALL	389857	53.90
INNOVATIVE FIELD SERIES FB1 MEDIUM	389857	57.90
REMO BLACK MAX MARCHING SNARE	389857	165.96
INNOVATIVE FIELD SERIES FS2 SNARE DRUMST	389857	74.25
INNOVATIVE TSTJ TIM JAKSON TENOR MALLETS	389857	57.00
003627 STEVE WEISS MUSIC		490.81
CUSTODIAL - SUPPLIES	9045695	33.77
000475 STURDEVANT'S PRONTO AUTO		33.77
ROLLED TICKETS - ADULT TICKETS - BLUE	00539259	9.95
ROLLED TICKETS - ADULT TICKETS - RED	00539259	9.95
ROLLED TICKETS - ADULT TICKETS - YELLOW	00539259	9.95
ROLLED TICKETS - ADULT TICKETS - GREEN	00539259	9.95
ROLLED TICKETS - ADULT TICKETS -ORANGE	00539259	9.95
shipping	00539259	14.22
000352 SUPREME SCHOOL SUPPLY		63.97
SUPPLIES-BAND RESALE	082112	94.00
004579 TAYLOR MUSIC, INC		94.00
COMPUTER REPAIR & MAINTENANCE AGREEMENTS	INV53840	225.00
007755 TIME MANAGEMENT SYSTEMS		225.00
SUPPLIES - ATHLETIC DIRECTOR	80866	1,119.28
000368 TRAINING ROOM INC.		1,119.28

**BILLS TO BE PAID IN FOR THE MONTH
GENERAL FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
Repairs	6964273R1	327.68
004568 TRANE COMPANY		327.68
CUSTODIAL - SUPPLIES	118758	366.36
CUSTODIAL - SUPPLIES	118955	179.20
000415 UNTEREINERS INC		545.56
- Gas	00160013	96.95
- Gas	104-	43.38
- Gas	124	48.98
- Gas	14120013	28.74
- Gas	24590013	44.91
- Gas	54120013	63.30
- Gas	54340013	66.22
- Gas	59320013	27.87
006315 VOYAGER FLEET SYSTEMS INC		420.35
VB CLOCK	082512	28.00
007683 WAGNER, LOGAN		28.00
DISPOSAL OF WASTE	6961	3,231.73
008879 WASTE RECOVERY SERVICES, INC.,		3,231.73
GARBAGE	SEPT12-0001	655.20
GARBAGE - OUR HOME	SEPT12-0001	0.00
000417 WEBER SANITATION SERVICE		655.20
VB LINEJUDGE	082512	49.00
008888 WEBER, AMBER		49.00
VB LINEJUDGE	082512	49.00
007782 WEBER, SAM		49.00
VB LINEJUDGE	082512	28.00
002839 WEIDENBACH, MCKENZIE		28.00
YANKTON PRESS & DAKOTAN - 1 YR SUBSCRIPT	FY13	148.82
000917 YANKTON DAILY PRESS & DAKOTAN		148.82
	Fund Total:	\$48,493.06

**BILLS TO BE PAID IN FOR THE MONTH
CAPITOL OUTLAY**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
TEXTBOOKS	083112-	483.66
007984 CARD MEMBER SERVICES		483.66
COPIER LEASE	112985EP-0001	482.60
COPIER LEASE	112985EP-0001	482.60
007655 ELITE BUSINESS SYSTEMS		965.20
EQUIPMENT - JR/SR HI	9913417144	547.10
001479 GRAINGER, WW		547.10
TECHNOLOGY - JR/SR HI	INI281	60.08
TECHNOLOGY ELEMENTARY	INI281	60.08
TECHNOLOGY ELEMENTARY	INI435	197.77
TECHNOLOGY - JR/SR HI	INI435	197.77
002304 HARD DRIVE OUTLET		515.70
BUILDING	49659	395.00
BUILDING	49660	2,334.00
003305 INTERSTATE GLASS & DOOR		2,729.00
6 WHEEL TRUCK (4 SLANTED SHELVES, 1 FLAT	208109046873	552.49
000201 SCHOOL SPECIALTY INC		552.49
APC BX1300G Back-UPS XS Battery Backup	J09672940101	147.74
Shipping	J09672940101	14.07
005472 TIGERDIRECT.COM		161.81
IMPROVEMENT OF GROUNDS	10617	18,424.37
000418 WEIDENBACH CONSTRUCTION CO		18,424.37
	Fund Total:	\$24,379.33

**BILLS TO BE PAID IN FOR THE MONTH
SPECIAL EDUCATION FUND**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
Early Literacy Skill Builder	218798A	695.00
Teaching Math Standards	218798A	199.00
Teaching Math Standards: Extra Math Wor	218798A	87.00
Teaching to Science Standards	218798A	249.00
Teaching to Science Standards: Extra Sc	218798A	87.00
SHIPPING	218798A	65.85
005541 ATTAINMENT CO. INC.		1,382.85
Speech Therapy Services	SEPT12-0001	5,794.02
001262 AVERA ST BENEDICT HEALTH CENTER		5,794.02
PROJECT SKILLS	5001-	45.00
PROJECT SKILLS	5002-	367.50
PROJECT SKILLS	5003-	45.00
PROJECT SKILLS	5004-	60.00
003598 CAREER CONNECTIONS		517.50
SUPPLIES - L/D - HIGH SCHOOL	8511027	59.38
000008 CWD		59.38
TELEPHONE - ADMINISTRATIVE	SEPT12-0001	62.48
003246 SANTEL COMMUNICATIONS		62.48
supplies for student	082412	4.77
SUPPLIES - L/D - HIGH SCHOOL	082712	4.77
SCHRSA SCHRADER, SANDRA N		9.54
MISC SUPPLIES - SEC. LD	118739	32.40
000415 UNTEREINERS INC		32.40
	Fund Total:	\$7,858.17

BILLS TO BE PAID IN FOR THE MONTH
ENTERPRISE FUND - FOOD SERVICE

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
PURCHASED SERVICES	0062568	200.00
006680 AVERA HEALTH -		200.00
FOOD PURCHASES-LUNCH	95	3,209.94
FOOD PURCHASES - BREAKFAST	95	646.90
003632 CHILD & ADULT NUTRITION SERVICE		3,856.84
FOOD PURCHASES - BREAKFAST	8488367	54.16
VENDING MACHINE	8488367	566.53
FOOD SERVICE SUPPLIES	8488367	796.06
FOOD PURCHASES-LUNCH	8488367	2,606.73
FOOD SERVICE SUPPLIES	8490711	59.68
VENDING MACHINE	8490711	143.41
FOOD PURCHASES-LUNCH	8494841	237.60
FOOD PURCHASES-LUNCH	8496987	18.02
VENDING MACHINE	8499436	188.39
FOOD PURCHASES-LUNCH	8499436	834.46
VENDING MACHINE	8508665	44.16
VENDING MACHINE	8511027	24.89
FOOD PURCHASES - BREAKFAST	8511027	117.40
FOOD PURCHASES-LUNCH	8511027	1,359.91
FOOD SERVICE SUPPLIES	8511027	427.87
FOOD PURCHASES-LUNCH	8514446	278.71
FOOD PURCHASES-LUNCH	8515487	329.88
CREDIT ON RETURN	CM1236850	(35.42)
000008 CWD		8,052.44
MILK	5224047	346.48
MILK	5224086	520.33
MILK	5224151	313.52
milk	5224201	276.63
MILK	5224259	74.84
006125 DEAN FOODS - NORTH CENTRAL		1,531.80
FOOD PURCHASES-LUNCH	31703123356	160.75
FOOD PURCHASES-LUNCH	31703124055	262.40
BREAD	31703124855	128.65
006113 EARTHGRAINS BAKING CO. INC.		551.80
VENDING MACHINE REPAIRS	105142	260.00
008894 GREATER AMERICA DISTRIBUTING,		260.00
ANNUAL INSPECTION	5548	152.00
001714 HEIMAN INC		152.00
REPAIRS	EC560468	993.60
002611 HOBART		993.60
FOOD PURCHASES-LUNCH	17618	672.63
FOOD PURCHASES-LUNCH	17725	94.71
FOOD PURCHASES-LUNCH	17727-	11.84

**BILLS TO BE PAID IN FOR THE MONTH
ENTERPRISE FUND - FOOD SERVICE**

<u>Description</u>	<u>Invoice</u>	<u>Amount</u>
FOOD PURCHASES-LUNCH	238205	25.75
FOOD PURCHASES-LUNCH	238505	15.48
FOOD PURCHASES-LUNCH	239079	3.98
000749 PARKSTON FOOD CENTER		824.39
FOOD PURCHASES-LUNCH	158847	373.29
FOOD PURCHASES - BREAKFAST	158847	978.11
FOOD PURCHASES-LUNCH	163056	1,227.86
CREDIT ON RETURN	163920CR	(13.51)
003622 REINHART		2,565.75
FOOD PURCHASES-LUNCH	986227	1,144.20
FOOD PURCHASES-LUNCH	987146	227.62
FOOD PURCHASES - BREAKFAST	987146	187.91
007911 VARIETY FOODS LLC		1,559.73
	Fund Total:	\$20,548.35

BILLS TO BE PAID IN FOR THE MONTH
ENTERPRISE FUND - FOOD SERVICE

Description

Invoice

Amount

Checking Account Total:

101,278.91

Unapproved Minutes, August 13th, 2012

President J. Hora called the regular meeting of the Board of Education of Parkston School District #33-3 to order at 6:32 p.m. Present were: J. Hora, M. Heisinger, J. Proehl, R. Heisinger, A. Honke, Supt. S. McIntosh, Bus. Mgr. Craig Bruening, Prin. M. DeLange, Prin. J. Kollmann, S. Ehler, C. Tiede, T. Kinneberg, R. VanLaecken, T. Hohn

Moved by Honke and seconded by Proehl to approve the agenda with change. All members present voted aye

Moved by R. Heisinger and seconded by Honke to approve the minutes of the last regular board meeting with changes. All members present voted aye

Moved by Proehl and seconded by M. Heisinger approve the financial statement as presented:

	GEN. FUND	C.O.L.	SPEC. ED.	PENSION FUND	BOND REDEMPTION	SCHOOL LUNCH	ENTERPRISE FUND	TRUST & AGENCY	LONNY HOFFMANSCHLSKE	ALVIN TOM	TOM MAXWELL
									SCHOLARSHIPS		
	1,814,308.65	389,951.88	230,825.61	289,229.41	77,301.78	3,397.07	2,233.87	53,891.06	186.11	1,203.00	867.10
Beg. Mon. Balance											
Receipts											
Taxes	3,835.06	833.19	499.91	124.95	410.36						
Tuition - Other LEA											
Tuition - Preschool											
Absetneeism Grant								1.89			
Interest	511.18	17.37	14.61	5.19	6.25	0.46					
Tuition - Our Home											
Gym Rental						94.50					
Miscellaneous								6,207.80			
Receipts											
Apportionment											
State Aid	143,886.00		20,877.00								
Bank Franchise Tax											
Safe Schools Grant	3,120.38										
Medicaid Direct											
Medicaid											
Class Size Grant											
Title I											
IDEA Part B											
Track Reimbursement	2,982.41										
IDEA Preschool											
TOTAL RECEIPTS	154,335.03	850.56	21,391.52	130.14	416.61	94.96	0.00	6,209.69	0.00	0.00	0.00
Total Cash Available	1,968,643.68	390,802.44	252,217.13	289,359.55	77,718.39	3,492.03	2,233.87	60,100.75	186.11	1,203.00	867.10
Disbursements	303,566.93	114,422.93	72,725.32	37,386.00		6,672.63	784.51	13,871.38			
Ending Balance	1,665,076.75	276,379.51	179,491.81	251,973.55	77,718.39	-3,180.60	1,449.36	46,229.37	186.11	1,203.00	867.10

All members voted aye

Moved by Honke and seconded by Proehl to approve the following bills.

JR/SR HI - \$744.75; TECHNOLOGY - \$6,078.75; EXECUTIVE ADMINISTRATION - \$7,448.33; FISCAL SERVICES - \$4,166.67; OPERATION AND MAINTENANCE - \$316.83; MALE ACTIVITIES - \$508.33; NURSING SERVICES - \$2,479.66; OASI - \$1,647.04; RETIREMENT - \$1,312.36; HEALTH INSURANCE - \$5,049.96; DENTAL - DISTRICT SHARE - \$86.90; WORKMEN'S COMPENSATION - \$111.36; LTD - DISTRICT SHARE - \$41.86; ANNUITY - DISTRICT SHARE - \$141.67

GENERAL FUND; A Beka Book - Books & Supplies - 1,890.55; AGLAND CO OP - gas - 55.00; AMERICINN - Lodging - 103.06; ARGUS LEADER - Subscription - 52.96; ASSOCIATED SCHOOL BOARDS - Registration - 150.00; BEHREND, PATRICA - Expenses - 33.00; BERG, ROBERT - Expenses - 118.40; BIG SIOUX REVIEW - Entry Fee - 100.00; BIGGE, RENAE - Expenses - 90.24; BRUENING, CRAIG - Expenses - 9.00; CARD MEMBER SERVICES - Expenses - 787.73; CLUBHOUSE HOTEL & SUITES - Lodging - 258.00; DAKOTA SECURITY SYSTEMS, INC. - Expenses - 590.80; DANNIES PHOTOGRAPHY - Pictures - 17.49; DECKER EQUIPMENT - Repairs - 100.56; DELANGE, MARCHELL - Travel Expenses - 2,500.00; DIST. #33-3 - Expenses - 184.10; DUTCHMAN FIELD CHAMPIONSHIPS - Registration - 150.00; ELITE BUSINESS SYSTEMS - Copies - 82.60; FESTIVAL OF BANDS - Entry Fee - 125.00; GAMETIME - Expenses - 106.20; GRAINGER, WW - custodial supplies - 288.42; HAUFF MID-AMERICA SPORTS INC. - Supplies - 1,053.60; HEISINGER, MARK - Expenses - 34.10; HEISINGER, ROB - Expenses - 27.50; HENKE TRACTOR REPAIR SHOP - Repairs - 107.82; HERMAN'S APPLIANCE - Repairs - 270.84; Honke, Anita - Expenses - 27.50; HUBER, JON - Expenses - 154.45; IMPREST FUND - July Imprest - 1,085.91; IXL LEARNING - Site Licenses - 390.00; J.W. PEPPER & SON INC. - Music - 56.89; KROEGER, DEANNA - Expenses - 33.00; LES KUEBLER BLDG - Repairs - 107.10; LUYERNE AREA CHAMBER OF COMMERCE - Entry Fees - 75.00; MARKS PLUMBING PARTS - Repairs - 581.02; MATHESON LINWELD, INC. - Supplies - 11.16; MCCOOK COOPERATIVE - TRIOTEL - Phone & Internet - 83.32; MCINTOSH, SHAYNE - Expenses - 127.25; MENARDS - Supplies - 387.38; MIKES BAND INSTRUMENT REPAIR - instrument repairs - 750.00; MONOPRICE, INC. - Expenses - 766.63; NORDEN, ERIC - Expenses - 9.00; NORTHLAND SECURITIES - Fees - 435.00; NORTHWESTERN ENERGY - utilities - 7,113.68; OAKLEY, CARRIE - Expenses - 83.37; PALACE CLEANERS, INC LAUNDRY - Expenses - 432.25; PARKSTON ADVANCE - publications - 620.49; PARKSTON FOOD CENTER - food - 8.84; PARKSTON, CITY OF - sewer & water - 1,354.80; POPPLERS MUSIC STORE - Music - 222.95; RIDDELL/ALL AMERICAN SPORTS CORP. - Expenses - 1,281.64; RUNNINGS - Supplies - 338.35; S.A.S.D. - Dues - 587.50; S.D. TEACHER PLACEMENT - membership fee - 420.00; SANTEL COMMUNICATIONS - phone & internet service - 354.83; SCHOOL SPECIALTY INC - Supplies - 281.25; STURDEVANTS PRONTO AUTO - Repairs - 28.72; TAYLOR MUSIC, INC - Instruments - 34.00; THURY, ANN - expenses - 50.00; THURY, JUSTIN - Expenses - 12.90; TIEDE, CATHERINE - Expenses - 12.00; TIGERDIRECT.COM - Expenses - 269.98; TRAINING ROOM INC. -Medical Supplies - 1,119.28; TRANE COMPANY - Maintenance - 611.00; UNTEREINERS INC - supplies - 914.62; VOYAGER FLEET SYSTEMS INC - Gas - 576.66; WEBER SANITATION SERVICE - Garbage Service - 327.60; WOLF'S AUTO & TRUCK REPAIR - Repairs - 229.98; **CAPITOL OUTLAY;** CARD MEMBER SERVICES - Expenses - 342.01; CDW - GOV'T - Portable Hard Drive - 3,719.96; CONNECTING POINT COMPUTER CENTER - Expenses - 4,500.00; ELITE BUSINESS SYSTEMS - Copy Lease - 965.20; FLOOR TO CEILING STORE - Expenses - 15,228.42; GOPHER ATHLETICS - Expenses - 221.13; HARD DRIVE OUTLET - Expenses - 44.14; JOHNSON ROOFING, INC, ROY - Roofing Repairs - 7,633.49; KOEHNS FURNITURE - Carpet - 2,281.50; OLINGER CARPET SERVICE, INC INSTALLATION OF CARPET - 1,490.00; RIVERSIDE TECHNOLOGIES, INC. - Technology - 7,051.00; TIGERDIRECT.COM - Technology - 2,111.25; VARSITY SPIRIT FASHIONS - Uniforms - 2,957.05; **SPECIAL EDUCATION FUND;** AVERA ST BENEDICT HEALTH CENTER - Nursing Services -

2,403.50; CAREER CONNECTIONS - Project Skills - 217.50; HOLIDAY INN EXPRESS - SIOUX FALLS - Lodging - 139.90; Midwest Special Instruments - Supplies - 73.00; PARKSTON FOOD CENTER - food - 45.83; SANTEL COMMUNICATIONS - phone & internet service - 67.08; PENSION FUND; IMPREST FUND - Fee - 45.00; ENTERPRISE; VOYAGER FLEET SYSTEMS INC - Gas - 236.20;
All members present voted aye.

Superintendent McIntosh reported on Teacher Evaluation Workgroup, Common Core, Accountability, Accreditation, Federal Programs Desk Audit, Budget and Policy Project Presentation, Chemical Disposal Grant, Small Rural School Achievement Program

Principal & Athletic Directors Report
DeLange - Assignments, Changes for the upcoming year
Kollmann - Trojan Statue, Graduation Date
VanLaecken - Volunteer Coaching Requirements and Cost

Moved by R. Heisinger and seconded by Proehl to pay for the required classes Principals of Coaching and First Aid for volunteer coaches. All members present voted aye.

Final reading of the CIPA Policy was held.

Moved by M. Heisinger and seconded by Honke to approve the CIPA Policy. All members present voted aye.

Introduction of the 300 and 400 Series of the Policy Manual up for review.

Dakota Step Scores were presented to the Board

Moved by M. Heisinger and seconded by R. Heisinger to declare Weight equipment, Music Shell, Dictionaries, and Textbooks surplus. Full list can be seen at the Business Office. All members present voted aye. (Smith Machine, Black Weight Bench, Blue Incline Weight Bench, Blue Adjustable Weight Bench, Black Leg Curl Machine, Peck Machine, Broken Weight Bars (7), 3 Weight Lifting platforms.

President J. Hora called the meeting back into session at 7:24 pm

Moved by Proehl and seconded by M. Heisinger to go into Executive Session at 7:25 pm for Personnel. All member present voted aye.

President J. Hora called the meeting back into session at 7:50 pm.

Moved by Proehl and seconded by Honke to approve the following contracts: Tyler Hockett - Assistant Girls Basketball Coach - \$2,054.00; John Gilman - Assistant Wrestling - \$2,960.00; Michelle Matthies - Assistant Track - \$1,208.00. All members present voted aye.

Moved by Honke and seconded by R. Heisinger to approve the Elementary Handbook Changes as presented. All members present voted aye.

Moved by Honke and seconded by M. Heisinger to apply for the 5 year Computer Waiver. All members present voted aye.

Moved by Proehl and seconded by R. Heisinger to acknowledge the receipt of Home School Application PSE 2012-01.

Moved by R. Heisinger and seconded by M. Heisinger to void the following check numbers: General Fund - 49622 - 1.95, 50364 - \$30.00, 50520 - \$15.00, 50655 - \$45.00, 51801 - \$50.00, Trust & Agency Accounts: 25104 - \$150.00, 25210 - \$120.00, 25297 - \$20.00, 25458 - \$15.00, 25464 - \$5.00, 25594 - \$25.00, 25936 - \$30.00, 25899 - \$105.00, 25830 - \$20.00. All members present voted aye.

Moved by Honke and seconded by Proehl to accept the following resignations: Lisa Heisinger - School Nurse/Educational Assistant and Carol Zanter - Educational Assistant. All members present voted aye.

Moved by R. Heisinger and seconded by M. Heisinger to approve the agreement for Head Start with South Central Child Development Inc. All members present voted aye.

Moved by Honke and seconded by R. Heisinger to approve the request for the Ethan School District pick-up point in Dimock to be the David Browwer Residence. All members present voted aye.

Moved by Proehl and seconded by R. Heisinger to adjourn at 8:08 pm. All members present voted aye

Submitted by

Craig Bruening
Bus. Mgr.

James Hora
Chairperson

Published once at the total approximate cost of \$_____.

