

Garretson School District 49-4
Garretson, SD
Agenda for Regular School Board Meeting
Garretson High School Library
April 10, 2023

1. Call to Order - 5:45 PM
2. Pledge of Allegiance
3. Welcome to visitors and guests
4. Approval of agenda with proposed additions or corrections
5. Public Comments
6. Consent Agenda
 - a. Approval of minutes, financial statements and bills for payment.
 1. Board Minutes
 2. Cash Report
 3. Quarterly Financials
 4. Claim Report
 5. Invoice Detail Report
 6. Imprest Checks
 7. Detail Check Register
 8. Activity Fund Balance Report
 9. Summary Expenditure Report
 10. Payroll Report
 11. Check Reconciliations
 12. Bank Statements
 - b. Approval of agreements and / or contracts
 - c. Fuel Quotes (4-4-2023)

	E-10	Diesel #2
Palisades Oil	\$2.826	\$3.169
Vollan Oil	Did not respond to request for quote	
 - d. Personnel actions
 1. Kevin Steckler - resignation from teaching only
 2. Emily Backer - resignation
 - e. Surplus property

None
7. Old Business

None
8. New Business
 - a. Conflicts of interest, per SDCL 3-23

None
 - b. Consider 2023-2024 District Calendar
 - c. Consider Interpreter Position.
 - d. Select auditors for FY 24
 - e. Northern Plains Insurance Pool Joint Powers Agreement.
 - f. SDHSAA Resolution.
 - g. Information Items
 1. MS/HS handbook
 2. Elementary Handbook
 3. iPad handbook
 4. Unpaid Meal Policy
 5. IIBG-RAAA: Webpage Development
 - i. First Reading
 1. IIBG: Use of Computers and Networks

- j. Second Reading
 - 1. AFC-E Guidelines for Professional Growth - Annual Review and Evaluation
- 9. Administrative Reports
 - a. Elementary Principal's Report
 - b. MS/HS Principal's Report
 - c. Superintendent's Report
 - d. Prairie Lakes Coop
- 10. Executive Session, per SDCL 1-25-2, subsection 1, a personnel matter.
- 11. Consider renewal of certified staff contracts.
- 12. Consider extension / renewal of administrator contracts.
- 13. Adjourn

SCHOOL BOARD MINUTES

Regular Meeting Garretson School District #49-4 5:45 p.m. March 13, 2023

Present: Board President Shannon Nordstrom, Board Vice President Kari Flanagan, Board Member Tana Clark, Board Member Jodi Gloe, Superintendent Guy Johnson, & Business Manager Jacob Schweitzer. Others present: Elementary Principal Katie Hoekman, HS/MS Principal Chris McGregor, Wyatt Compton, Jeena Lentz, Jacki Liester, Garrick Moritz, Kathi Nolz, Kelli Schleuter, & Sherri Schoenfish. Board Member Andy Hulscher was absent.

At 5:45 p.m., the Board convened in the Library for its regular meeting of the Garretson School Board. All votes are unanimous, unless specifically noted in the minutes.

President Nordstrom led the Pledge of Allegiance and welcomed guests and visitors.

President Nordstrom called for any additions or corrections to the Board agenda. There was one addition and one correction presented. Board Member Clark requested information on absentee ballots/absentee voting be added to the agenda. Board President Nordstrom recommended this be added to the Administrative Reports section. Superintendent Johnson requested that potential action "Consider extension/renewal of administrator contracts" be removed from the agenda.

Action 23-068: Motion by Flanagan, second by Clark, to approve the agenda as presented with the proposed addition and proposed correction. Motion carried.

Action 23-069: Motion by Gloe, second by Flanagan, to approve the following consent agenda items as presented. Approval of February 13, 2023 regular board meeting minutes, approval of payments for February 2023 claims, approval of the financial statements for February 2023, approval of February 2023 payroll, and approval of March 8, 2023 fuel quotes, #2 Diesel Fuel from Palisades Oil - \$3.3242 and 10% ethanol from Palisades Oil - \$2.8036. Motion carried.

GARRETSON SCHOOL DISTRICT #49-4
CLAIMS PAID MARCH 13, 2023

GENERAL FUND

A-OX WELDING SUPPLY CO., INC., AG. CYLINDER RENTALS/CLASS SUPPLIES, \$310.93; ACCESS SYSTEMS, STAPLES, \$65.89; ALL AROUND WELDING, PULLED OUT BUS #4-SHERMAN PM ROUTE 2/14/23, \$60.00; ALLIANCE COMMUNICATIONS, MARCH 2023 INTERNET & PHONE SERVICES, \$762.00; BEST WESTERN RAMKOTA HOTEL- RAPID CITY, 2023 STATE WRESTLING HOTEL, \$2,184.00; BRANDON ACE HARDWARE, SOIL FOR AG. CLASS, \$18.98; BROWN, ERIKA, CHRISTMAS CONCERT PROPS/ONE-ACT PLAY SUPPLIES, \$131.16; CARROLL INSTITUTE, FEBRUARY 2023 CONTRACT, \$768.00; CHILDREN'S HOME SOCIETY, 3-HOUR STAFF PROFESSIONAL DEVELOPMENT, \$199.05; CITY OF GARRETSON, GAS/SEWER/WATER, \$11,780.72; DON'S AUTO & TIRE CO., 31 MHD BATTERIES FOR BUS #1, \$494.85; FIRST BANK & TRUST CREDIT CARD, 9 SQUARE IN THE AIR- WELLNESS GRANT EQUIPMENT, \$427.17; FIRST BANK & TRUST CREDIT CARD, AED BRANDS- AED BATTERY REPLACEMENTS, \$129.00; FIRST BANK & TRUST CREDIT CARD, AMAZON- ADDRESS STAMPS, \$22.95; FIRST BANK & TRUST CREDIT CARD, AMAZON- BAND SUPPLIES, \$68.95; FIRST BANK & TRUST CREDIT CARD, AMAZON- COMMAND STRIPS, \$22.34; FIRST BANK & TRUST CREDIT CARD, AMAZON- ELEMENTARY READ ACROSS AMERICA WEEK, \$12.99; FIRST BANK & TRUST CREDIT CARD, AMAZON- HANGING FOLDERS, \$21.98; FIRST BANK & TRUST CREDIT CARD, AMAZON- JANITOR SUPPLIES, \$62.72; FIRST BANK & TRUST CREDIT CARD. AMAZON- PUBERTY SUPPLIES, \$91.48; FIRST BANK & TRUST CREDIT CARD,

AMAZON- WELLNESS GRANT SUPPLIES, \$980.63; FIRST BANK & TRUST CREDIT CARD, CASEY'S PIZZA- STAFF IN-SERVICE BREAKFAST, \$200.91; FIRST BANK & TRUST CREDIT CARD, FUN & FUNCTION- WELLNESS GRANT SUPPLIES, \$453.11; FIRST BANK & TRUST CREDIT CARD, GRAND HYATT- SUPERINTENDENT'S CONFERENCE HOTEL, \$1,457.95; FIRST BANK & TRUST CREDIT CARD, MCLEOD'S PRINTING- ELECTION SUPPLIES, \$167.78; FIRST BANK & TRUST CREDIT CARD, PHILLIPS 66- STATE WRESTLING TRAVEL- FUEL, \$149.88; FIRST BANK & TRUST CREDIT CARD, PIZZA RANCH- REGION WRESTLING MEETING, \$62.89; FIRST BANK & TRUST CREDIT CARD, SHELL OIL- STATE WRESTLING TRAVEL- FUEL, \$35.52; GARRETSON FOOD CENTER, DAWN DISH SOAP/LAUNDRY DETERGENT/STAFF BREAKFAST, \$52.31; GARRETSON SCHOOL DISTRICT CUSTODIAL ACCOUNT, FEBRUARY 2023 IMPREST ACCOUNT REIMBURSEMENT, \$7,023.98; HAUFF MID-AMERICA SPORTS, JAVELINS/JESSE JAMES GOLF MEET MEDALS, \$1,348.00; HEALTHEQUITY, FEBRUARY 2023 HEALTH SAVINGS ACCOUNT CONTRIBUTION/FEES, \$94.00; HILLYARD, CLEANING/MAINTENANCE SUPPLIES, \$2,600.08; HORACE MANN, JANUARY 2023 ADMIN. FEES/FEBRUARY 2023 PAYROLL ACH'S/FEES, \$535.63; HOWE, ELIZABETH, MINNESOTA NURSING LICENSE RENEWAL FEE, \$85.00; I-STATE TRUCK CENTERS, SPRING ASM FRT TAPERLEAF/PARTS, \$1,380.60; JOHNSON, GUY, NATIONAL SUPERINTENDENT'S CONFERENCE- MEAL MONEY, \$214.00; LASTING IMPRESSIONS UNLIMITED, INC., WRESTLING PLAQUES, \$77.00; MONARCH SALES, STICKERS, \$107.50; OLSON'S PEST TECHNICIANS, BIMONTHLY PEST CONTROL SERVICES, \$95.00; PALISADES OIL & PROPANE, INC., DIESEL FUEL/PROPANE, \$3,032.81; PERFORMANCE PRESS, INC., 3-PART LEAVE SLIPS, \$113.70; POPPLERS MUSIC, INC., H.S. BAND MUSIC/INSTRUMENT REPAIRS, \$178.00; ROTO-ROOTER SIOUX FALLS, CLEANING OF KITCHEN SINK TO MAIN LINE, \$215.00; SCHOOL ADMINISTRATORS OF SOUTH DAKOTA, WILD WEST LEADERSHIP CONFERENCE REGISTRATION, \$180.00; SHUTTERFLY LIFETOUGH, LLC, YEARBOOKS DEPOSIT, \$496.88; SITTIG, NICHOLAS, MIDDLE SCHOOL ALL-STATE BAND HOTEL- REIMBURSE, \$382.05; SOUTH DAKOTA SYMPHONY ORCHESTRA, YOUNG PEOPLE'S CONCERT REGISTRATION, \$111.00; STAPLES, COPY PAPER, \$1,439.60; STECKLER, KEVIN, TRAVEL TO GBB IN WINNER- FUEL REIMBURSEMENT, \$42.50; STEVE'S ELECTRIC & PLUMBING, INC., BOY'S LOCKER ROOM/SCORE BOARD OUTLET/KITCHEN REPAIRS, \$3,888.59; STURDEVANT'S AUTO PARTS, BUS FILTERS/RADIATOR CAPS/WASH WAND BRUSH, \$173.25; SUMMIT FIRE PROTECTION, SEMI-ANNUAL SERVICE, \$142.00; VANDERSNICK EXCAVATING, LLC, FEBRUARY 2023 SNOW REMOVAL, \$990.00; WAGeworks, FEBRUARY 2023 ACH FEES, \$1,834.99; WASTE MANAGEMENT, MARCH 2023 GARBAGE & RECYCLING SERVICES, \$795.07; WINNER SCHOOL DISTRICT #59-2, SODAK 16 GBB GAME EXPENSES- 3/2/2023, \$212.48 XCEL ENERGY, DECEMBER 2022-JANUARY 2023 ELECTRICITY, \$6,186.36;
TOTAL GENERAL FUND, \$55,171.21

CAPITAL OUTLAY FUND

ACCESS SYSTEMS, MARCH 2023 CONTRACTED SERVICES/PRINTERS, \$1,154.50; HAUFF MID-AMERICA SPORTS, DISCUS CAGE NET, \$1,037.00; INTELLIPRO SECURITY, LLC, SECURITY CAMERAS, \$6,279.90; PITNEY BOWES, LEASE AGREEMENT, \$218.82;
TOTAL CAPITAL OUTLAY FUND, \$8,690.22

SPECIAL EDUCATION FUND

CHILDREN'S HOME SOCIETY, JANUARY & FEBRUARY 2023 TUITION, \$5,155.60; FIRST BANK & TRUST CREDIT CARD, AMAZON- HIGH SCHOOL SUPPLIES, \$15.74; GOODCARE, LLC, FEBRUARY 2023 OCCUPATIONAL/PHYSICAL THERAPY, \$3,929.22; INTERPRECORPS, INTERPRETER- JANUARY 2023, \$4,348.40; PRAIRIE LAKES EDUCATIONAL COOPERATIVE, FEBRUARY 2023 SERVICES, \$2,566.01;
TOTAL SPECIAL EDUCATION FUND, \$16,014.97

FOOD SERVICE FUND

CASH-WA DISTRIBUTING CO., DINNER FORKS, \$17.54; LUNCHTIME SOLUTIONS, INC., FEBRUARY 2023 FOOD SERVICES, \$26,860.04;

TOTAL FOOD SERVICE FUND, \$26,877.58

TOTAL CLAIMS: \$106,753.98

IMPREST CHECKS

FEBRUARY 2023

GENERAL FUND IMPREST CHECKS

ALL CLASS CDL, LLC, BUS DRIVING TEST, \$90.00; BOECHLER, COLLIN, BBB OFFICIAL- 1/30/2023, \$116.84; BOHRER, MONTY, GBB OFFICIAL- 2/2/2023, \$118.28; CASH, STATE WRESTLING- MEAL MONEY, \$2,028.00; DEROUCHAY, ROGER, BBB OFFICIAL- 2/20/2023, \$110.20; DE SMET SCHOOL DISTRICT #38-2, BIG EAST/LAKES COUNTRY WRESTLING MEET EXPENSES, \$125.44; ETRHEIM, ELIZABETH, GIFTS FOR STATE WRESTLERS- REIMBURSEMENT, \$18.32; FEERICK, JOHN, DH BB OFFICIAL- 2/16/2023, \$158.64; HANSEN, AL, BBB OFFICIAL- 1/31/2023, \$134.36; HANSEN, AL, BBB OFFICIAL- 2/20/2023, \$109.36; KIEFFER, BRETT, GBB OFFICIAL- 2/2/2023, \$136.88; KIEFFER, BRETT, BBB OFFICIAL- 2/9/2023, \$135.20; KUSLER, JAY, BBB OFFICIAL- 1/30/2023, \$120.80; KUSLER, JAY, BBB OFFICIAL- 2/9/2023, \$120.44; KVISTERO, AARON, BBB OFFICIAL- 2/9/2023, \$118.64; LARSON, CHAD, BBB OFFICIAL- 2/20/2023, \$95.44; MACZIEWSKI, KIM, ONE ACT PLAY SUPPLIES- REIMBURSEMENT, \$177.65; ORTMAN, PAUL, BBB OFFICIAL- 1/30/2023, \$132.68; PRICKETT, CJ, BBB OFFICIAL- 1/31/2023, \$116.84; REGION II, REGION II MUSIC- SOLO CONTEST, \$8.00; SOUTH DAKOTA VOICES FOR PEACE, BYSTANDER TO UPSTANDER TRAINING, \$250.00; SPERLICH, DUSTIN, GBB OFFICIAL- 2/2/2023, \$125.12; SUNSHINE FOODS, WELLNESS GRANT SUPPLIES, \$195.93; SWEETER, DREW, DH BB OFFICIAL- 2/16/2023, \$165.12; VARGAS, BLESSED, SPEAKER FEES/TRAVEL EXPENSES, \$400.00; WATERMAN, TONY, DH BB OFFICIAL- 2/16/2023, \$176.88; WELBIG, JEFF, BBB OFFICIAL- 1/31/2023, \$126.92; WEST CENTRAL SCHOOL DISTRICT #49-7, REGION 3A GBB 1ST ROUND GATE- 2/20/2023, \$1,412.00; TOTAL GENERAL FUND IMPREST CHECKS, \$7,023.98;

TOTAL IMPREST CHECKS: \$7,023.98

Financial Report

The Business Manager presented a financial report of cash balances, expenditures, and receipts for the month of February 2023 as listed below:

Cash Balances as of February 28, 2023: General Fund: \$650,903.30; Capital Outlay Fund: \$1,206,088.23; Special Education Fund: \$101,652.50; Food Service Fund: \$240,950.77; Driver's Education Fund: \$8,229.91; Preschool Fund: (\$22,051.20); Custodial Fund: \$103,007.73.

Expenditures: General Fund: ACH Fees, \$112.40; Claims, \$71,642.89; Payroll, \$290,834.66; Capital Outlay Fund: Claims, \$13,401.20; Special Education Fund: Claims, \$32,912.70; Payroll, \$61,100.44; Food Service Fund: Claims, \$26,016.18; Preschool Fund: Payroll, \$8,991.52; Custodial Fund: ACH Fees, \$2,352.22; Claims, \$75,107.03.

Receipts: General Fund: Local Sources, \$52,958.10; Intermediate Sources, \$1,036.21; State Sources, \$303,047.52; Capital Outlay Fund: Local Sources, \$12,168.16; Special Education Fund: Local Sources, \$7,937.44; State Sources, \$3,407.00; Food Service Fund: Local Sources, \$21,993.39; Federal Sources, \$8,998.38; Preschool Fund: Local Sources, \$1,520.00; Custodial Fund: Local Sources, \$110,551.36.

Old Business:

None

New Business:

There were no conflicts of interest.

Action 23-070: Motion by Flanagan, second by Clark, to approve the contract with Mammoth Sports Construction for improvements at the athletic complex, including giving Superintendent Guy Johnson authorization to execute the contract and the authority to approve change orders up to \$10,000. Motion carried.

Action 23-071: Motion by Clark, second by Gloe, to approve the contract with Infrastructure Design Group for construction administration services. Motion carried.

Action 23-072: Motion by Nordstrom, second by Gloe, to appoint the following board members to represent the board at each of the five local equalization meetings: Jodi Gloe at the City of Garretson meeting, Kari Flanagan at the City of Sherman meeting, Tana Clark at the Palisades Township meeting, Shannon Nordstrom at the Edison Township meeting, and Kari Flanagan at the Highland Township meeting. Motion carried.

Action 23-073: Motion by Gloe, second by Flanagan, to authorize the exception to policy KG for the Girls On the Run Program. Motion carried.

Action 23-074: Motion by Clark, second by Gloe, to approve the recommended fees for the Driver's Education program of \$250 for Garretson School District students and \$310 for Non-Garretson School District students and to allow the District to move forward with scheduling and registration for the course. Motion carried.

The following information items were presented to the Board; Policy IIBG: Use of Computers and Networks and Policy IIBG-RAAA: Webpage Development.

The First Reading of the following was presented to the Board as a part of the policy adoption process: Policy AFC-E: Guidelines for Professional Growth - Annual Review and Evaluation.

The Second Readings of Policy JEC: School Admission and Policy JHFA: Supervision of Students were presented to the Board.

Action 23-075: Motion by Flanagan, second by Clark, to adopt Policy JEC: School Admission and Policy JHFA: Supervision of Students. Motion carried.

Administration provided the Board with five administrative reports:

- a. Absentee ballots/Absentee voting - Business Manager Schweitzer gave the Board information on the process of absentee voting and how absentee ballots work.
- b. Elementary Principal's Report - Principal Hoekman mentioned that FFA week included events for the elementary such as Ag. Olympics and a petting zoo. She added that the Kids Heart Challenge would conclude on Tuesday, March 14th. Next, Principal Hoekman gave the Board a brief overview of her process for observations and evaluations, along with student behaviors. Lastly, she made the Board aware that they have met with all of the companies in regards to K-2 curriculum, and that discussions are being held about the direction the District wants to go with a decision coming in the near future.
- c. High/Middle School Principal's Report - Principal McGregor gave the Board of summary of FFA week events, including dress up days, Ag. Olympics, community

and staff breakfasts, and a petting zoo. He made the Board aware that on March 6th, the 8th grade girls went to the Women in Science event in Sioux Falls, and the 8th grade boys went to the Outdoor Campus and USGS Earth Resources Observation and Science (EROS) Center in Sioux Falls. He then added that DCI Special Agent Dan Miller came and spoke to students in grades 3-12 about internet safety, digital footprint, cyberbullying, etc. Next, Principal McGregor let the Board know there will be a Pops Concert on Tuesday, March 14th. Lastly, he made the Board aware that Anna Ebbing and Caiden Maack participated in the Middle School All-State Band Concert in Huron.

- d. Superintendent's Report - Superintendent Johnson informed the Board of some parking lot lighting issues that are scheduled to be repaired. He also mentioned that Annie's Coffeeshouse and a few teachers in the District hosted an opt-out discussion on Saturday, March 11. He then added that the biggest result from the Legislative session in Pierre was a 7.1% increase in funding that was approved for education. It has yet to be signed off on by the Governor, however. Lastly, he made the Board aware that he attended the National Superintendent's Conference in Texas, where he was able to listen to a handful of great speakers and attend numerous information sessions.
- e. Prairie Lakes Educational Cooperative - Board Member Gloe informed the Board that her Prairie Lakes meeting consisted of paying the bills and a brief discussion about extra contracted hours.

Action 23-076: Motion by Gloe, second by Flanagan, to go into executive session, pursuant to SDCL 1-25-2, subsection 1: A Personnel Matter. Motion carried. The Board entered executive session at 7:24 p.m.

President Nordstrom declared the Board out of executive session at 7:58 p.m.

Action 23-077: Motion by Gloe, second by Clark, to accept the resignations of Tad Heitkamp as head boys' basketball coach and Cory Buchholz as assistant boys' basketball coach. Motion carried.

Action 23-078: Motion by Gloe, second by Flanagan, to adjourn at 8:00 p.m. Motion carried.

Approved by the Garretson Board of Education this _____ day of _____, 2023.

Board President

Business Manager

**Garretson School District #49-4
Statement of Cash Balances,
Cash Receipts, & Disbursements
3/31/2023**

	General Fund	Capital Outlay Fund	Special Education Fund	Food Service Fund	Driver's Education Fund	Preschool Fund	Custodial Fund	Totals
Cash Balance - 3/01/2023	\$ 650,903.30	\$ 1,206,088.23	\$ 101,652.50	\$ 240,950.77	\$ 8,229.91	\$ (22,051.20)	\$ 103,007.73	\$ 2,288,781.24
Receipts:								
Local Sources:								
Activity Passes								\$ -
Admissions	\$ 349.83							\$ 349.83
Food Service Sales				\$ 24,893.94				\$ 24,893.94
Insurance Premiums	\$ 1,631.74							\$ 1,631.74
Interest Income	\$ 491.67							\$ 491.67
iPad Insurance Payments								\$ -
Medicaid Services			\$ 754.07					\$ 754.07
Miscellaneous Local Revenue	\$ 110.00							\$ 110.00
NPIP Dividends								\$ -
Rentals								\$ -
Student Activities	\$ 1,240.00						\$ 72,838.96	\$ 74,078.96
Taxes	\$ 53,985.03	\$ 57,891.71	\$ 33,448.63					\$ 145,325.37
Telephone Taxes								\$ -
Tuition						\$ 2,468.00		\$ 2,468.00
Intermediate Sources:								\$ -
County Sources	\$ 766.61							\$ 766.61
State Sources:								\$ -
Bank Franchise Tax								\$ -
Medicaid Reimbursement	\$ 2,742.72		\$ 428.00					\$ 3,170.72
Miscellaneous State Revenue	\$ 15,704.81							\$ 15,704.81
State Aid	\$ 153,599.00		\$ 3,407.00					\$ 157,006.00
State Apportionment								\$ -
Federal Sources:								\$ -
Food Service Assistance				\$ 30,041.23				\$ 30,041.23
Grants-in-Aid	\$ 37,063.00							\$ 37,063.00
Miscellaneous Federal Revenue								\$ -
Total Receipts	\$ 267,684.41	\$ 57,891.71	\$ 38,037.70	\$ 54,935.17	\$ -	\$ 2,468.00	\$ 72,838.96	\$ 493,855.95
Updated Cash Balance	\$ 918,587.71	\$ 1,263,979.94	\$ 139,690.20	\$ 295,885.94	\$ 8,229.91	\$ (19,583.20)	\$ 175,846.69	\$ 2,782,637.19
ACH Fees	\$ (255.83)						\$ (1,497.98)	\$ (1,753.81)
Claims	\$ (52,156.95)	\$ (8,690.22)	\$ (16,014.97)	\$ (26,877.58)			\$ (70,962.25)	\$ (174,701.97)
Payroll	\$ (292,189.78)		\$ (54,493.58)			\$ (8,416.01)		\$ (355,099.37)
Total Disbursements	\$ (344,602.56)	\$ (8,690.22)	\$ (70,508.55)	\$ (26,877.58)	\$ -	\$ (8,416.01)	\$ (72,460.23)	\$ (531,555.15)
Cash Balance Before Other Adjustments	\$ 573,985.15	\$ 1,255,289.72	\$ 69,181.65	\$ 269,008.36	\$ 8,229.91	\$ (27,999.21)	\$ 103,386.46	\$ 2,251,082.04
Chargebacks								\$ -
Journal Entries								\$ -
Transfers								\$ -
Voided Checks								\$ -
Total Cash - 3/31/2023	\$ 573,985.15	\$ 1,255,289.72	\$ 69,181.65	\$ 269,008.36	\$ 8,229.91	\$ (27,999.21)	\$ 103,386.46	\$ 2,251,082.04
Bank Accounts								
Custodial - Cash Change	\$ 700.00							
Custodial - Certificates of Deposit	\$ 11,756.37							
Custodial - Checking	\$ 90,930.09							
District Checking & Money Market	\$ 2,122,757.37							
Petty Cash & Cash Change	\$ 1,750.00							
Unemployment - Certificate of Deposit	\$ 23,188.21							
Total	\$ 2,251,082.04							

	<u>00 LONG TERM DEBT FUND</u>	<u>10 GENERAL FUND</u>	<u>21 CAPTIAL OUTLAY FUND</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>31 BOND REDEMPTION FUND</u>	<u>51 FOOD SERVICE FUND</u>	<u>53 DRIVERS ED</u>	<u>54 PRESCHOOL</u>
Monthly; Processing Month 03/2023								
Total Assets and Deferred Outflows of Resources								
Current Assets								
101 CASH IN BANK	0.00	549,046.94	1,264,609.05	69,715.22	(9,319.33)	269,008.36	8,229.91	(27,999.21)
102 PETTY CASH	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00
103 CASH CHANGE	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00
105 SAVINGS CERTIFICATES	0.00	0.00	0.00	(533.57)	0.00	0.00	0.00	0.00
107 002 SAVINGS ACCOUNT RESTRICTED CASH > THAN	0.00	23,188.21	0.00	0.00	0.00	0.00	0.00	0.00
110 TAXES RECEIVABLE-CURRENT	0.00	556,872.87	408,461.17	235,280.34	0.00	0.00	0.00	0.00
112 TAXES RECEIVABLE - DELINQUENT	0.00	63,626.53	63,147.72	37,333.70	2,099.19	0.00	0.00	0.00
120 DUE FROM _____	0.00	70,873.08	0.00	0.00	0.00	0.00	0.00	0.00
132 RECEIVABLE FROM TRUST & AGENCY	0.00	(5,156.01)	0.00	0.00	0.00	0.00	0.00	0.00
140 DUE FROM OTHER GOVERNMENTS	0.00	132,709.29	0.00	124,950.00	0.00	0.00	0.00	0.00
150 ADV TO STUDENT ACTIVITY	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00
170 INVENTORY-SUPPLIES	0.00	0.00	0.00	0.00	0.00	1,820.89	0.00	0.00
171 INVENTORY-STORES PURCH FOR RES	0.00	0.00	0.00	0.00	0.00	2,930.92	0.00	0.00
172 INVENTORY OF DONATED FOOD	0.00	0.00	0.00	0.00	0.00	12,979.94	0.00	0.00
191 NPIP RESERVE FUND POOL	0.00	40,890.00	0.00	0.00	0.00	0.00	0.00	0.00
192 PREPAID EXPENSES	0.00	149,201.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Assets	0.00	1,603,001.91	1,736,217.94	466,745.69	(7,220.14)	286,740.11	8,229.91	(27,999.21)
Long-term Assets								
201 LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
202 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203 IMPROVEMENTS OTHER THAN BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204 EQUIPMENT-LOCAL	0.00	0.00	0.00	0.00	0.00	163,971.38	0.00	0.00
205 EQUIPMENT-FEDERAL ASSIST.	0.00	0.00	0.00	0.00	0.00	4,731.00	0.00	0.00
206 LIBRARY BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208 ACCUM DEPRECIATION-LOCAL	0.00	0.00	0.00	0.00	0.00	(163,510.48)	0.00	0.00
209 ACCUM DEPR-MACHINE/EQUIP.	0.00	0.00	0.00	0.00	0.00	(4,731.00)	0.00	0.00
210 ACCUM DEPRECIATION-BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	<u>71 STUDENT ACTIVITY</u>	<u>90 GENERAL FIXED ASSETS</u>	<u>Total</u>
Monthly; Processing Month 03/2023			
Total Assets and Deferred Outflows of Resources			
Current Assets			
101 CASH IN BANK	90,930.09	0.00	2,214,221.03
102 PETTY CASH	0.00	0.00	250.00
103 CASH CHANGE	700.00	0.00	2,200.00
105 SAVINGS CERTIFICATES	11,756.37	0.00	11,222.80
107 002 SAVINGS ACCOUNT RESTRICTED CASH > THAN	0.00	0.00	23,188.21
110 TAXES RECEIVABLE-CURRENT	0.00	0.00	1,200,614.38
112 TAXES RECEIVABLE - DELINQUENT	0.00	0.00	166,207.14
120 DUE FROM _____	(4,176.08)	0.00	66,697.00
132 RECEIVABLE FROM TRUST & AGENCY	0.00	0.00	(5,156.01)
140 DUE FROM OTHER GOVERNMENTS	0.00	0.00	257,659.29
150 ADV TO STUDENT ACTIVITY	0.00	0.00	20,000.00
170 INVENTORY-SUPPLIES	0.00	0.00	1,820.89
171 INVENTORY-STORES PURCH FOR RES	0.00	0.00	2,930.92
172 INVENTORY OF DONATED FOOD	0.00	0.00	12,979.94
191 NPIP RESERVE FUND POOL	0.00	0.00	40,890.00
192 PREPAID EXPENSES	0.00	0.00	149,201.00
Current Assets	99,210.38	0.00	4,164,926.59
Long-term Assets			
201 LAND	0.00	343,405.95	343,405.95
202 BUILDINGS	0.00	10,369,493.28	10,369,493.28
203 IMPROVEMENTS OTHER THAN BLDG	0.00	2,303,591.58	2,303,591.58
204 EQUIPMENT-LOCAL	0.00	1,869,002.47	2,032,973.85
205 EQUIPMENT-FEDERAL ASSIST.	0.00	11,892.00	16,623.00
206 LIBRARY BOOKS	0.00	66,773.58	66,773.58
208 ACCUM DEPRECIATION-LOCAL	0.00	(63,338.56)	(226,849.04)
209 ACCUM DEPR-MACHINE/EQUIP.	0.00	(1,734,867.01)	(1,739,598.01)
210 ACCUM DEPRECIATION-BUILDINGS	0.00	(4,080,115.75)	(4,080,115.75)

	Monthly; Processing Month 03/2023							
	<u>00 LONG TERM DEBT FUND</u>	<u>10 GENERAL FUND</u>	<u>21 CAPTIAL OUTLAY FUND</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>31 BOND REDEMPTION FUND</u>	<u>51 FOOD SERVICE FUND</u>	<u>53 DRIVERS ED</u>	<u>54 PRESCHOOL</u>
211 ACCUM. DEPR. - IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long-term Assets	0.00	0.00	0.00	0.00	0.00	460.90	0.00	0.00
Other Assets								
390 BUDGETED REVENUE	0.00	3,558,813.00	120,050.00	878,716.00	0.00	353,025.00	8,000.00	38,600.00
392 LESS: REVENUE RECEIVED	0.00	(2,472,000.33)	(489,270.07)	(461,959.79)	0.00	62,856.90	0.00	(41,909.34)
Other Assets	0.00	1,086,812.67	(369,220.07)	416,756.21	0.00	415,881.90	8,000.00	(3,309.34)
Total Assets and Deferred Outflows of Resources	0.00	2,689,814.58	1,366,997.87	883,501.90	(7,220.14)	703,082.91	16,229.91	(31,308.55)

Total Liabilities, Deferred Inflows of Resources, and Fund Equity

Current Liabilities

402 ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404 CONTRACTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,000.00)
410 DUE TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
412 PAYABLE TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 701 FFA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 702 FHA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 703 HONOR SOCIETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 704 LETTERMAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 705 HS STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 706 MS STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 707 ELEMENTARY STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 708 CHEERLEADERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 709 TATU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 710 ART CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 711 SWAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 712 CLEARING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 713 NATIONAL HONOR SOCIETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 714 ORAL INTERP.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 715 CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 716 INSURANCE CLEARING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 717 LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Monthly; Processing Month 03/2023		
	<u>71 STUDENT ACTIVITY</u>	<u>90 GENERAL FIXED ASSETS</u>	<u>Total</u>
211 ACCUM. DEPR. - IMPROVEMENTS	0.00	(1,872,233.20)	(1,872,233.20)
Long-term Assets	0.00	7,213,604.34	7,214,065.24
Other Assets			
390 BUDGETED REVENUE	0.00	0.00	4,957,204.00
392 LESS: REVENUE RECEIVED	(649.00)	0.00	(3,402,931.63)
Other Assets	(649.00)	0.00	1,554,272.37
Total Assets and Deferred Outflows of Resources	98,561.38	7,213,604.34	12,933,264.20

Total Liabilities, Deferred Inflows of Resources, and Fund Equity

Current Liabilities

402 ACCOUNTS PAYABLE	(124.75)	0.00	(124.75)
404 CONTRACTS PAYABLE	0.00	0.00	(2,000.00)
410 DUE TO GENERAL FUND	(716.78)	0.00	(716.78)
412 PAYABLE TO GENERAL FUND	6,399.10	0.00	6,399.10
415 701 FFA	9,521.14	0.00	9,521.14
415 702 FHA	96.00	0.00	96.00
415 703 HONOR SOCIETY	3,784.97	0.00	3,784.97
415 704 LETTERMAN	119.58	0.00	119.58
415 705 HS STUDENT COUNCIL	536.31	0.00	536.31
415 706 MS STUDENT COUNCIL	901.30	0.00	901.30
415 707 ELEMENTARY STUDENT COUNCIL	2,830.17	0.00	2,830.17
415 708 CHEERLEADERS	756.15	0.00	756.15
415 709 TATU	5,558.04	0.00	5,558.04
415 710 ART CLUB	9,042.68	0.00	9,042.68
415 711 SWAT	2,070.92	0.00	2,070.92
415 712 CLEARING	523.46	0.00	523.46
415 713 NATIONAL HONOR SOCIETY	583.75	0.00	583.75
415 714 ORAL INTERP.	869.22	0.00	869.22
415 715 CONCESSIONS	22,412.81	0.00	22,412.81
415 716 INSURANCE CLEARING	79,536.17	0.00	79,536.17
415 717 LIBRARY	1,281.09	0.00	1,281.09

Monthly; Processing Month 03/2023										Monthly; Processing Month 03/2023		
	<u>00 LONG TERM DEBT FUND</u>	<u>10 GENERAL FUND</u>	<u>21 CAPTIAL OUTLAY FUND</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>31 BOND REDEMPTION FUND</u>	<u>51 FOOD SERVICE FUND</u>	<u>53 DRIVERS ED</u>	<u>54 PRESCHOOL</u>		<u>71 STUDENT ACTIVITY</u>	<u>90 GENERAL FIXED ASSETS</u>	<u>Total</u>
415 718 FLEX ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 718 FLEX ACCOUNTS	(87,568.13)	0.00	(87,568.13)
415 719 FCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 719 FCA	(353.92)	0.00	(353.92)
415 720 CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 720 CLASS OF 2020	(4,124.45)	0.00	(4,124.45)
415 721 CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 721 CLASS OF 2021	(595.15)	0.00	(595.15)
415 722 CLASS OF 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 722 CLASS OF 2022	213.17	0.00	213.17
415 723 CLASS OF 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 723 CLASS OF 2023	(740.11)	0.00	(740.11)
415 724 CLASS OF 2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 724 CLASS OF 2024	3,414.45	0.00	3,414.45
415 725 CLASS OF 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 725 CLASS OF 2025	2,170.39	0.00	2,170.39
415 726 CLASS OF 2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 726 CLASS OF 2026	1,371.28	0.00	1,371.28
415 727 CLASS OF 2027	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 727 CLASS OF 2027	963.69	0.00	963.69
415 728 CLASS OF 2028	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 728 CLASS OF 2028	1,058.23	0.00	1,058.23
415 729 CLASS OF 2029	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 729 CLASS OF 2029	1,047.76	0.00	1,047.76
415 730 CLASS OF 2030	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 730 CLASS OF 2030	1,042.58	0.00	1,042.58
415 731 CLASS OF 2031	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 731 CLASS OF 2031	1,026.67	0.00	1,026.67
415 732 CLASS OF 2032	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 732 CLASS OF 2032	1,002.50	0.00	1,002.50
415 733 CLASS OF 2033	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 733 CLASS OF 2033	1.00	0.00	1.00
415 745 IPAD/TECH DAMAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 745 IPAD/TECH DAMAGE	2,410.00	0.00	2,410.00
415 780 TEACHER APPRECIATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 780 TEACHER APPRECIATION FUND	1,331.52	0.00	1,331.52
415 781 ANGEL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 781 ANGEL FUND	855.11	0.00	855.11
415 782 DRAMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 782 DRAMA	1,008.82	0.00	1,008.82
415 783 GARRETSON PTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 783 GARRETSON PTO	(651.01)	0.00	(651.01)
415 784 MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 784 MUSIC BOOSTERS	0.00	0.00	0.00
415 785 ATHLETIC BOOSTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 785 ATHLETIC BOOSTERS	0.00	0.00	0.00
415 786 MIDDLE SCHOOL TRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 786 MIDDLE SCHOOL TRIPS	886.00	0.00	886.00
415 787 MENTOR PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 787 MENTOR PROGRAM	(15.94)	0.00	(15.94)
415 788 BOOK FAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 788 BOOK FAIR	(25.89)	0.00	(25.89)
415 789 SPANISH CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 789 SPANISH CLUB	114.22	0.00	114.22
415 790 CLASS OF 2021 AFTER PROM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 790 CLASS OF 2021 AFTER PROM	300.07	0.00	300.07
415 791 CLASS OF 2022 AFTER PROM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 791 CLASS OF 2022 AFTER PROM	(33.00)	0.00	(33.00)
415 800 IMPREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415 800 IMPREST	14,591.10	0.00	14,591.10
450 019 PAYROLL DEDUCTION GARNISHMENT	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	450 019 PAYROLL DEDUCTION GARNISHMENT	0.00	0.00	20.00
450 PAYROLL DEDUCTION	0.00	(1,722.56)	0.00	(2,871.82)	0.00	0.00	0.00	0.00	450 PAYROLL DEDUCTION	0.00	0.00	(4,594.38)

	Monthly; Processing Month 03/2023							
	<u>00 LONG TERM DEBT FUND</u>	<u>10 GENERAL FUND</u>	<u>21 CAPTIAL OUTLAY FUND</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>31 BOND REDEMPTION FUND</u>	<u>51 FOOD SERVICE FUND</u>	<u>53 DRIVERS ED</u>	<u>54 PRESCHOOL</u>
451 PR DEDUCTION-FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452 PR DEDUCTION-FIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
453 004 PR DEDUCTION-AFLAC	0.00	(153.93)	0.00	(107.72)	0.00	0.00	0.00	0.00
453 007 PR DEDUCTION-INSURANCE	0.00	(186.73)	0.00	(180.61)	0.00	0.00	0.00	0.00
453 011 PR DEDUCTION-INSURANCE FLEX PLAN	0.00	(2,573.15)	0.00	(135.58)	0.00	0.00	0.00	0.00
453 110 PR DEDUCTION-INSURANCE	0.00	0.00	0.00	(25.00)	0.00	0.00	0.00	0.00
453 PR DEDUCTION-INSURANCE -- LIFE INS	0.00	2,280.20	0.00	360.60	0.00	0.00	0.00	55.35
454 PR DEDUCTION-RETIREMENT	0.00	(383.72)	0.00	0.00	0.00	0.00	0.00	0.00
456 010 TSA PAYABLE-EQUI-VEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456 011 TSA PAYABLE-HORACE MANN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456 015 TSA PAYABLE-SDSRP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456 016 TSA PAYABLE AMERICAN FUNDS	0.00	(85.00)	0.00	(50.00)	0.00	0.00	0.00	0.00
457 BENEFITS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
458 001 IOWA INCOME TAX	0.00	(285.58)	0.00	0.00	0.00	0.00	0.00	0.00
458 STATE INCOME TAX	0.00	(96.29)	0.00	(21.33)	0.00	0.00	0.00	0.00
471 DEPOSITS PAYABLE	0.00	0.00	0.00	0.00	0.00	11,614.04	0.00	0.00
474 FOOD SERVICE - DEFERRED REVENUE	0.00	0.00	0.00	0.00	0.00	180,400.29	0.00	0.00
475 UNEARNED REVENUE	0.00	0.00	0.00	0.00	0.00	225,137.08	0.00	0.00
Current Liabilities	0.00	(3,186.76)	0.00	(3,031.46)	0.00	417,151.41	0.00	(1,944.65)
Long-term Liabilities								
502 C.O. CERTIFICATES PAYABLE	965,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
504 ACCRUED LEAVE PAYABLE	46,522.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506 NET OPEB OBLIGATION	181,409.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
509 OTHER LONG-TERM LIABILITIES	7,295.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long-term Liabilities	1,200,226.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Liabilities								
690 BUDGETED EXPENDITURES	0.00	4,572,735.67	1,649,075.00	872,171.95	0.00	326,200.00	10,981.48	105,212.58
692 LESS: EXPENDITURES TO DATE	0.00	(2,638,778.34)	(268,051.11)	(570,286.44)	0.00	(184,512.50)	(817.96)	(60,671.91)

	Monthly; Processing Month 03/2023		
	<u>71 STUDENT ACTIVITY</u>	<u>90 GENERAL FIXED ASSETS</u>	<u>Total</u>
451 PR DEDUCTION-FICA	0.00	0.00	0.00
452 PR DEDUCTION-FIT	0.00	0.00	0.00
453 004 PR DEDUCTION-AFLAC	0.00	0.00	(261.65)
453 007 PR DEDUCTION-INSURANCE	0.00	0.00	(367.34)
453 011 PR DEDUCTION-INSURANCE FLEX PLAN	0.00	0.00	(2,708.73)
453 110 PR DEDUCTION-INSURANCE	0.00	0.00	(25.00)
453 PR DEDUCTION-INSURANCE -- LIFE INS	0.00	0.00	2,696.15
454 PR DEDUCTION-RETIREMENT	0.00	0.00	(383.72)
456 010 TSA PAYABLE-EQUI-VEST	0.00	0.00	0.00
456 011 TSA PAYABLE-HORACE MANN	0.00	0.00	0.00
456 015 TSA PAYABLE-SDSRP	0.00	0.00	0.00
456 016 TSA PAYABLE AMERICAN FUNDS	0.00	0.00	(135.00)
457 BENEFITS PAYABLE	0.00	0.00	0.00
458 001 IOWA INCOME TAX	0.00	0.00	(285.58)
458 STATE INCOME TAX	0.00	0.00	(117.62)
471 DEPOSITS PAYABLE	0.00	0.00	11,614.04
474 FOOD SERVICE - DEFERRED REVENUE	0.00	0.00	180,400.29
475 UNEARNED REVENUE	0.00	0.00	225,137.08
Current Liabilities	86,682.29	0.00	495,670.83
Long-term Liabilities			
502 C.O. CERTIFICATES PAYABLE	0.00	0.00	965,000.00
504 ACCRUED LEAVE PAYABLE	0.00	0.00	46,522.63
506 NET OPEB OBLIGATION	0.00	0.00	181,409.00
509 OTHER LONG-TERM LIABILITIES	0.00	0.00	7,295.10
Long-term Liabilities	0.00	0.00	1,200,226.73
Other Liabilities			
690 BUDGETED EXPENDITURES	0.00	0.00	7,536,376.68
692 LESS: EXPENDITURES TO DATE	(165.15)	0.00	(3,723,283.41)

	Monthly; Processing Month 03/2023							
	<u>00 LONG TERM DEBT FUND</u>	<u>10 GENERAL FUND</u>	<u>21 CAPTIAL OUTLAY FUND</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>31 BOND REDEMPTION FUND</u>	<u>51 FOOD SERVICE FUND</u>	<u>53 DRIVERS ED</u>	<u>54 PRESCHOOL</u>
Other Liabilities	0.00	1,933,957.33	1,381,023.89	301,885.51	0.00	141,687.50	10,163.52	44,540.67
Deferred Inflows of Resources								
551 UNAVAILABLE REVENUE - PROPERTY TAXES	0.00	570,464.35	415,870.03	239,198.34	2,099.19	0.00	0.00	0.00
Deferred Inflows of Resources	0.00	570,464.35	415,870.03	239,198.34	2,099.19	0.00	0.00	0.00
Fund Balance								
415 471 CULTURE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 472 PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 474 MULTIMEDIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 475 SCIENCE FAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 480 CHEER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 481 CROSS COUNTRY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 483 FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 484 GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 485 BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 486 WRESTLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 487 TRACK & FIELD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 491 VOLLEYBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 492 BAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 493 YEARBOOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 495 CHORUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 496 GOLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 498 SOCCER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
415 793 ONE-ACT PLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704 002 RETAINED EARNINGS	0.00	(1,013,922.67)	(1,529,025.00)	6,544.05	0.00	26,825.00	(2,981.48)	(66,612.58)
704 701 IMPREST ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704 713 NATIONAL HONOR SOCIETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704 724 EMPLOYEES POP MACHINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704 745 IPAD/TECH DAMAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
706 RETAINED EARNINGS RESERVED FOR F/A	(972,295.10)	0.00	0.00	0.00	0.00	2,950.25	0.00	0.00
707 001 RETAINED EARNINGS RESTRICTED CASH - < 3	0.00	0.00	0.00	0.00	0.00	118,806.77	1,940.49	0.00

	Monthly; Processing Month 03/2023		
	<u>71 STUDENT ACTIVITY</u>	<u>90 GENERAL FIXED ASSETS</u>	<u>Total</u>
Other Liabilities	(165.15)	0.00	3,813,093.27
Deferred Inflows of Resources			
551 UNAVAILABLE REVENUE - PROPERTY TAXES	0.00	0.00	1,227,631.91
Deferred Inflows of Resources	0.00	0.00	1,227,631.91
Fund Balance			
415 471 CULTURE CLUB	418.40	0.00	418.40
415 472 PRESCHOOL	367.70	0.00	367.70
415 474 MULTIMEDIA	802.96	0.00	802.96
415 475 SCIENCE FAIR	(468.45)	0.00	(468.45)
415 480 CHEER	866.48	0.00	866.48
415 481 CROSS COUNTRY	243.31	0.00	243.31
415 483 FOOTBALL	(770.66)	0.00	(770.66)
415 484 GIRLS BASKETBALL	(1,159.87)	0.00	(1,159.87)
415 485 BOYS BASKETBALL	623.99	0.00	623.99
415 486 WRESTLING	(729.36)	0.00	(729.36)
415 487 TRACK & FIELD	257.01	0.00	257.01
415 491 VOLLEYBALL	976.19	0.00	976.19
415 492 BAND	1.55	0.00	1.55
415 493 YEARBOOK	3,513.80	0.00	3,513.80
415 495 CHORUS	694.78	0.00	694.78
415 496 GOLF	592.10	0.00	592.10
415 498 SOCCER	747.34	0.00	747.34
415 793 ONE-ACT PLAY	(1,237.25)	0.00	(1,237.25)
704 002 RETAINED EARNINGS	0.00	0.00	(2,579,172.68)
704 701 IMPREST ACCOUNT	1,286.64	0.00	1,286.64
704 713 NATIONAL HONOR SOCIETY	324.76	0.00	324.76
704 724 EMPLOYEES POP MACHINE	(102.18)	0.00	(102.18)
704 745 IPAD/TECH DAMAGE	4,795.00	0.00	4,795.00
706 RETAINED EARNINGS RESERVED FOR F/A	0.00	7,213,604.34	6,244,259.49
707 001 RETAINED EARNINGS RESTRICTED CASH - < 3	0.00	0.00	120,747.26

Monthly; Processing Month 03/2023

	<u>00 LONG TERM DEBT FUND</u>	<u>10 GENERAL FUND</u>	<u>21 CAPTIAL OUTLAY FUND</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>31 BOND REDEMPTION FUND</u>	<u>51 FOOD SERVICE FUND</u>	<u>53 DRIVERS ED</u>	<u>54 PRESCHOOL</u>
708 UNRESTRICTED NET POSITION	(227,931.63)	0.00	0.00	0.00	0.00	(4,338.02)	7,107.38	(7,291.99)
712 RESERVE FOR PREPAIDS	0.00	100,646.00	0.00	0.00	0.00	0.00	0.00	0.00
714 RESERVE FOR ADVANCES - IMPREST	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00
721 RESTRICTED FOR DEBT SERVICE	0.00	0.00	0.00	0.00	9,319.33	0.00	0.00	0.00
723 RESTRICTED FOR CAPITAL OUTLAY	0.00	0.00	1,089,809.62	0.00	0.00	0.00	0.00	0.00
724 RESTRICTED FOR SPECIAL EDUCATION	0.00	0.00	0.00	338,905.46	0.00	0.00	0.00	0.00
753 ASSIGNED TO UNEMP.	0.00	23,170.88	0.00	0.00	0.00	0.00	0.00	0.00
760 UNASSIGNED FUND BALANCE	0.00	1,066,685.45	9,319.33	0.00	(18,638.66)	0.00	0.00	0.00
Fund Balance	(1,200,226.73)	188,579.66	(429,896.05)	345,449.51	(9,319.33)	144,244.00	6,066.39	(73,904.57)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	0.00	2,689,814.58	1,366,997.87	883,501.90	(7,220.14)	703,082.91	16,229.91	(31,308.55)

Monthly; Processing Month 03/2023

	<u>71 STUDENT ACTIVITY</u>	<u>90 GENERAL FIXED ASSETS</u>	<u>Total</u>
708 UNRESTRICTED NET POSITION	0.00	0.00	(232,454.26)
712 RESERVE FOR PREPAIDS	0.00	0.00	100,646.00
714 RESERVE FOR ADVANCES - IMPREST	0.00	0.00	12,000.00
721 RESTRICTED FOR DEBT SERVICE	0.00	0.00	9,319.33
723 RESTRICTED FOR CAPITAL OUTLAY	0.00	0.00	1,089,809.62
724 RESTRICTED FOR SPECIAL EDUCATION	0.00	0.00	338,905.46
753 ASSIGNED TO UNEMP.	0.00	0.00	23,170.88
760 UNASSIGNED FUND BALANCE	0.00	0.00	1,057,366.12
Fund Balance	12,044.24	7,213,604.34	6,196,641.46
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	98,561.38	7,213,604.34	12,933,264.20

Regular; Processing Month 03/2023; Accounts to Include Accounts with Activity

Fund: 10 GENERAL FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
10 1110	ADVALOREM TAX	0.00	53,866.83	503,036.35	0.00	(503,036.35)
10 1110 020	AD VALOREM TAXES	1,245,000.00	0.00	112.87	0.01	1,244,887.13
10 1120	GENERAL FUND - PRIOR YEAR TAXES	55,000.00	113.87	2,622.55	4.77	52,377.45
10 1140	UTILITY TAXES	72,500.00	0.00	127,265.81	175.54	(54,765.81)
10 1190	PENALTIES & INTEREST - TAXES	5,500.00	4.33	1,306.63	23.76	4,193.37
10 1510	GENERAL FUND - EARNED INTEREST	15,000.00	491.67	4,430.41	29.54	10,569.59
10 1710	ADMISSIONS	8,000.00	0.00	6,750.00	84.38	1,250.00
10 1710 481	CROSS COUNTRY ADMISSIONS & REGISTRATIONS	0.00	0.00	1,200.00	0.00	(1,200.00)
10 1710 483	FOOTBALL ADMISSIONS	4,750.00	0.00	4,995.65	105.17	(245.65)
10 1710 484	GIRLS BASKETBALL ADMISSIONS	3,750.00	0.00	6,446.00	171.89	(2,696.00)
10 1710 485	BOYS BASKETBALL ADMISSIONS	5,500.00	199.83	3,435.33	62.46	2,064.67
10 1710 486	WRESTLING ADMISSIONS	2,500.00	150.00	2,988.50	119.54	(488.50)
10 1710 491	VOLLEYBALL ADMISSIONS	6,000.00	0.00	5,415.49	90.26	584.51
10 1710 498	SOCCER ADMISSIONS	1,750.00	0.00	2,626.97	150.11	(876.97)
10 1790	OTHER PUPIL ACTIVITY INCOME	0.00	1,240.00	1,312.00	0.00	(1,312.00)
10 1792	IPAD/TECH DAMAGE	6,000.00	0.00	35,621.50	593.69	(29,621.50)
10 1920	CONTRIBUTIONS AND DONATIONS	4,000.00	0.00	257.00	6.43	3,743.00
10 1973	MEDICAID INDIRECT ADMIN SERVICES	5,500.00	2,742.72	5,358.03	97.42	141.97
10 1990	OTHER REVENUE - GENERAL FUND	6,000.00	1,741.74	42,476.92	707.95	(36,476.92)
	Subtotal: LOCAL SOURCES	1,446,750.00	60,550.99	757,658.01	52.37	689,091.99
10 2110	CITY APPORTIONMENT - STATE FINES	13,500.00	766.61	10,264.99	76.04	3,235.01
	Subtotal: INTERMEDIATE SOURCES	13,500.00	766.61	10,264.99	76.04	3,235.01
10 3111	GENERAL FUND - STATE AID	1,850,000.00	153,599.00	1,424,219.00	76.98	425,781.00
10 3112	STATE APPORTIONMENT	32,500.00	0.00	31,930.53	98.25	569.47
10 3114	BANK FRANCHISE TAX	117,500.00	0.00	117,517.99	100.02	(17.99)
10 3119	OTHER STATE REVENUE	20,000.00	15,704.81	15,879.81	79.40	4,120.19
	Subtotal: STATE SOURCES	2,020,000.00	169,303.81	1,589,547.33	78.69	430,452.67
10 4149 011	SMALL RURAL SCHOOL ACHIEVEMENT	37,063.00	37,063.00	37,063.00	100.00	0.00
10 4153	TITLE IV - TRANSFER FUNDS	0.00	0.00	10,000.00	0.00	(10,000.00)
10 4158 006	TITLE I BASIC	7,000.00	0.00	46,452.00	663.60	(39,452.00)
10 4158 007	TITLE I, 1003 FUNDS	19,500.00	0.00	0.00	0.00	19,500.00
10 4159 009	TITLE II PART A REAP	15,000.00	0.00	21,015.00	140.10	(6,015.00)
	Subtotal: FEDERAL SOURCES	78,563.00	37,063.00	114,530.00	145.78	(35,967.00)
	Fund Total:	3,558,813.00	267,684.41	2,472,000.33	69.46	1,086,812.67

Regular; Processing Month 03/2023; Accounts to Include Accounts with Activity

Fund: 21 CAPTIAL OUTLAY FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
21 1110	CURRENT - CAPITAL OUTLAY	105,000.00	57,835.62	487,271.43	464.07	(382,271.43)
21 1120	CAPITAL OUTLAY FUND - PRIOR YEAR TAXES	9,700.00	54.22	1,435.10	14.79	8,264.90
21 1190	PENALITIES & INTEREST TAXES	5,350.00	1.87	563.54	10.53	4,786.46
Subtotal: LOCAL SOURCES		120,050.00	57,891.71	489,270.07	407.56	(369,220.07)
Fund Total:		120,050.00	57,891.71	489,270.07	407.56	(369,220.07)

Regular; Processing Month 03/2023; Accounts to Include Accounts with Activity

Fund: 22 SPECIAL EDUCATION FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
22 1110	ADVALOREM TAX-SPED	610,000.00	33,415.67	285,608.63	46.82	324,391.37
22 1120	SPECIAL EDUCATION FUND - PRIOR YEAR TAXES	4,250.00	31.86	841.31	19.80	3,408.69
22 1190	PENALTIEIS & INTEREST TAXES	1,450.00	1.10	330.91	22.82	1,119.09
22 1972	MEDICAID - DIRECT SERVICES	28,500.00	754.07	9,378.94	32.91	19,121.06
22 1973	MEDICAID - INDIRECT ADMIN. SERVICES	850.00	428.00	837.00	98.47	13.00
	Subtotal: LOCAL SOURCES	645,050.00	34,630.70	296,996.79	46.04	348,053.21
22 3121	SPECIAL EDUCATION FUND - STATE AID	175,000.00	3,407.00	40,013.00	22.86	134,987.00
	Subtotal: STATE SOURCES	175,000.00	3,407.00	40,013.00	22.86	134,987.00
22 4175 611	IDEA PART B	57,000.00	0.00	119,605.00	209.83	(62,605.00)
22 4186 619	IDEA PRESCHOOL GRANT	1,666.00	0.00	5,345.00	320.83	(3,679.00)
	Subtotal: FEDERAL SOURCES	58,666.00	0.00	124,950.00	212.99	(66,284.00)
	Fund Total:	878,716.00	38,037.70	461,959.79	52.57	416,756.21

Regular; Processing Month 03/2023; Accounts to Include Accounts with Activity

Fund: 51 FOOD SERVICE FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
51 1610	PUPIL SALES	0.00	(14,825.00)	(104,167.20)	0.00	104,167.20
51 1620	ADULT SALES	3,325.00	(454.30)	(3,048.65)	(91.69)	6,373.65
51 1690	A LA CARTE SALES	49,000.00	(6,081.05)	(38,566.45)	(78.71)	87,566.45
	Subtotal: LOCAL SOURCES	52,325.00	(21,360.35)	(145,782.30)	(278.61)	198,107.30
51 3810	STATE REIMBURSEMENT	700.00	0.00	0.00	0.00	700.00
51 3900	OTHER STATE REVENUE	0.00	21,261.54	21,261.54	0.00	(21,261.54)
	Subtotal: STATE SOURCES	700.00	21,261.54	21,261.54	3,037.36	(20,561.54)
51 4810	FOOD SERVICE - FEDERAL REIMBURSEMENT	300,000.00	8,779.69	61,663.86	20.55	238,336.14
	Subtotal: FEDERAL SOURCES	300,000.00	8,779.69	61,663.86	20.55	238,336.14
	Fund Total:	353,025.00	8,680.88	(62,856.90)	(17.81)	415,881.90

Regular; Processing Month 03/2023; Accounts to Include Accounts with Activity

Fund: 53 DRIVERS ED

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
53 1331	DRIVER'S EDUCATION - TUITION	8,000.00	0.00	0.00	0.00	8,000.00
	Subtotal: LOCAL SOURCES	8,000.00	0.00	0.00	0.00	8,000.00
	Fund Total:	8,000.00	0.00	0.00	0.00	8,000.00

Regular; Processing Month 03/2023; Accounts to Include Accounts with Activity

Fund: 54 PRESCHOOL

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
54 1340	PRESCHOOL TUITION	38,600.00	2,468.00	14,820.00	38.39	23,780.00
54 1990	OTHER REVENUE - PRESCHOOL	0.00	0.00	27,089.34	0.00	(27,089.34)
Subtotal: LOCAL SOURCES		38,600.00	2,468.00	41,909.34	108.57	(3,309.34)
Fund Total:		38,600.00	2,468.00	41,909.34	108.57	(3,309.34)

Regular; Processing Month 03/2023; Accounts to Include Accounts with Activity

Fund: 71 STUDENT ACTIVITY

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
71 1790 701	IMPREST ACCOUNT REVENUE	0.00	380.00	380.00	0.00	(380.00)
71 1790 724	EMPLOYEES POP MACHINE REVENUE	0.00	0.00	269.00	0.00	(269.00)
Subtotal: LOCAL SOURCES		0.00	380.00	649.00	0.00	(649.00)
Fund Total:		0.00	380.00	649.00	0.00	(649.00)

Revenue Summary Report
Processing Month: 03/2023
Regular; Processing Month 03/2023; Accounts to Include Accounts with
Activity

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	4,957,204.00	375,142.70	3,402,931.63	68.65	1,554,272.37

GARRETSON SCHOOL DISTRICT #49-4
 BOARD REPORT - APRIL 10, 2023
 CLAIMS

VENDOR NAME	VENDOR DESCRIPTION	AMOUNT
GENERAL FUND		
A-OX WELDING SUPPLY CO., INC.	Ag. Cylinder Rentals	56.35
ALL AROUND WELDING	Maintenance/Repairs	487.50
ALLIANCE COMMUNICATIONS	April 2023 Internet & Phone Services	759.00
AMERICAN LEGION - HENRY G. FIX POST #23	Property Use - 3/21/2023 Opt Out Election	250.00
ANDERA, HARPER	Basketball Video	20.00
BENNETT, BOB	Basketball Clock/Scoreboard	640.00
BOHL, MACEY	Wrestling Clock/Scoreboard	180.00
BRANDON ACE HARDWARE	Ice Melt/Shackles/Other Supplies	227.95
BUCHHOLZ, COLTON	Basketball Video	40.00
BUCHHOLZ, KELSEY	Foam Golf Balls/Golf Turf Hitting Mats	405.66
CARROLL INSTITUTE	March & April 2023 Contracts	1,536.00
CHRISTENSEN, AARON	Wrestling Clock	240.00
CITY OF GARRETSON	Gas/Sewer/Water	6,539.95
CLIMATE SYSTEMS, INC.	Troubleshoot Outdoor Lights - 3/8/2023	475.00
CULLIGAN WATER	Purified Salt	62.50
DON'S AUTO & TIRE CO.	Stoplight Switch	161.38
FIRST BANK & TRUST CREDIT CARD	Amazon - Adhesive Bandages	14.90
FIRST BANK & TRUST CREDIT CARD	Amazon - Business Prime Account Renewal	137.39
FIRST BANK & TRUST CREDIT CARD	Amazon - Glue Sticks/Push Pins/Tissues	42.51
FIRST BANK & TRUST CREDIT CARD	Amazon - Scissors	11.99
FIRST BANK & TRUST CREDIT CARD	Amazon - Sheet Protectors	19.94
FIRST BANK & TRUST CREDIT CARD	Amazon - Smarter Balance Testing Supplies	28.99
FIRST BANK & TRUST CREDIT CARD	Annie's - Lunch for Election Workers	68.61
FIRST BANK & TRUST CREDIT CARD	Gus Stops - Fuel - Girls Region Basketball @ Winner	250.23
FIRST BANK & TRUST CREDIT CARD	Kibble Equipment - Transportation Repair Supplies	20.44
FIRST BANK & TRUST CREDIT CARD	Math Learning Center - Elementary Math Materials	450.00
FIRST BANK & TRUST CREDIT CARD	Pioneer Drama Service - Play/Drama Supplies	203.50
FIRST BANK & TRUST CREDIT CARD	SDASBO - Spring Conference Registration	100.00
FIRST BANK & TRUST CREDIT CARD	Shell Oil - Fuel - State Wrestling @ Rapid City	132.19
FIRST BANK & TRUST CREDIT CARD	Wheelco - Transportation Supplies	57.36
GARRETSON GAZETTE	Meetings/Voter Registration Publications	240.60
GARRETSON SCHOOL DISTRICT CUSTODIAL ACCT	March 2023 Imprest Account Reimbursement	3,504.19
HEALTH EQUITY	March 2023 Health Savings Account Contributions/Fees	94.00
HERMANSON, ZACHARY	Basketball Video	80.00
HILLYARD	Cleaning/Maintenance Supplies	1,841.60
HORACE MANN	Feb. 2023 Admin. Fees/March 2023 Payroll ACH's/Fees	535.63
HOVE, GRACE	Basketball Official Book	40.00
INNOVATIVE OFFICE SOLUTIONS, LLC	Dry Erasers	10.70
INSTRUMENTALIST AWARDS, LLC	Sousa/Choral Pins	31.50
J.J. KELLER & ASSOCIATES, INC.	Federal Postings	634.16
J.W. PEPPER & SON, INC.	Choir Downloads	177.46
JOHNSON, GUY	Mileage - Reimbursement	225.42
JUHL, DANIKA	Basketball Video	80.00
KARPEN, GERALD	Opt Out Election Worker - March 21, 2023	200.00
LASTING IMPRESSIONS UNLIMITED, INC.	Basketball Awards - Plaques	90.00
LUVERNE AREA CHAMBER	2023 Parade Entry Fee	75.00
MARTENS, TONY	Wrestling Clock/Scoreboard	60.00
MEDICAID	Fiscal Year 2022 Quarter 4 Admin. Fee	143.43
MENARDS	Cleaning/Maintenance Supplies	191.12
NASSP	Fiscal Year 2024 National Honor Society Affiliation	385.00

NORDSTROM'S AUTOMOTIVE, INC.	Cruise Control Module for Green Suburban	40.00
NORTHERN STATE UNIVERSITY	Spring 2023 Digital Textbooks	87.81
PALISADES OIL & PROPANE, INC.	Diesel/Propane - Bulk Fuel	2,432.26
PEASLEY, BRAIDEN	Basketball Video	80.00
PIERRET, MORGAN	Wrestling Clock/Scoreboard/TrackWrestling	180.00
PIERRET, WAYNE	TrackWrestling	180.00
POPPLERS MUSIC, INC.	Band & Choir Music/Instrument Repair	286.88
ROBERTS, CAMERON	Basketball Video	20.00
ROTO-ROOTER	Cleaning of Lavatory Sink to Main Line	300.00
ROZEBOOM, MARK	TrackWrestling	180.00
SANFORD HEALTH OCCUPATIONAL MEDICINE	Department of Transportation Exams	143.00
SARAR, RUTH	Opt Out Election Worker - March 21, 2023	200.00
SCHWEITZER, JACOB	Mileage - Pick up/Drop off Election Supplies	47.53
SIOUX FALLS AUTO GLASS	Rock Chip Repairs	299.85
SMITH, ERNIE	Junior High Basketball Official	100.00
SOUTH DAKOTA COUNSELING ASSOCIATION	Conference Registration - Marissa W.	300.00
STEVE'S ELECTRIC & PLUMBING, INC.	Toilet Repairs/Art Room Faucet	773.17
STOLTENBERG, CURT	Basketball Shot Clock	540.00
STOLTENBERG, KARI	Basketball Official Book	540.00
STURDEVANT'S AUTO PARTS	Filters/Oil/Wash Brush/Washer Fluid	306.01
SWATEK, BRYN	Wrestling Brackets/Medals	180.00
SWATEK, TAYSON	TrackWrestling	180.00
THERAPY PAIGE, LLC	Yoga Instruction	200.00
VANDERSNICK EXCAVATING, LLC	March 2023 Snow Removal	885.00
WAGeworks	March 2023 ACH Fees	980.75
XCEL ENERGY	January-February 2023 Electricity	5,636.72
TOTAL GENERAL FUND		\$37,358.13
CAPITAL OUTLAY FUND		
ACCESS SYSTEMS	April 2023 Contracted Services/Printers	1,820.93
INFRASTRUCTURE DESIGN GROUP, INC.	Professional Services Through 12/31/2022	4,277.50
SAVVAS LEARNING COMPANY, LLC	High School Math Teacher Edition Books	1,200.00
TOTAL CAPITAL OUTLAY FUND		\$7,298.43
SPECIAL EDUCATION FUND		
A TO Z WORLD LANGUAGES, INC.	IEP Translator	100.00
FIRST BANK & TRUST CREDIT CARD	Belvidere Store - Fuel - Special Ed. Conference	55.24
FIRST BANK & TRUST CREDIT CARD	Pilot - Fuel - Special Ed. Conference	47.56
FIRST BANK & TRUST CREDIT CARD	The Lodge at Deadwood - Special Ed. Conference Hotel	463.56
GARRETSON SCHOOL DISTRICT CUSTODIAL ACCT	March 2023 Imprest Account Reimbursement	310.00
GOODCARE, LLC	March 2023 Occupational/Physical Therapy	4,918.58
INTERPRECORPS	Interpreter - February & March 2023	9,080.50
ISI, LLC	Interpreter - March 2023	330.00
PRAIRIE LAKES EDUCATIONAL COOPERATIVE	March 2023 Services	2,992.96
TEACHWELL SOLUTIONS	Academy Billing/23 SLP Services	20,271.00
TOTAL SPECIAL EDUCATION FUND		\$38,569.40
TOTAL CLAIMS		\$83,225.96

Vendor ID: ATOZWOR A TO Z WORLD LANGUAGES, INC. PO Number: Invoice Number: 106021 Amount: 100.00
 Description: IEP Translator Invoice Date: 03/22/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 22 1221 000 319 IEP Translator - 1 hour 50.00 N
 22 1221 000 319 IEP Translator - Travel 50.00 N

Vendor ID: AOXWEL A-OX WELDING SUPPLY CO., INC. PO Number: Invoice Number: 0000282144 Amount: 56.35
 Description: Ag. Cylinder Rentals Invoice Date: 03/20/2023 Due Date: 04/10/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 10 1131 021 411 K Cylinders - 2 16.80 N
 10 1131 021 411 T Cylinders - 3 25.20 N
 10 1131 021 411 WS ACET Cylinder - 1 8.40 N
 10 1131 021 411 Administrative Compliance 5.95 N

Vendor ID: ACESYS ACCESS SYSTEMS LEASING PO Number: Invoice Number: 33649553 Amount: 1,646.45
 Description: April 2023 Contracted Services Invoice Date: 03/15/2023 Due Date: 04/29/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 21 1111 000 549 April 2023 Contracted Services 411.62 N
 21 1121 000 549 April 2023 Contracted Services 411.61 N
 21 1131 000 549 April 2023 Contracted Services 411.61 N
 21 2529 000 549 April 2023 Contracted Services 411.61 N

Vendor ID: ACESYS ACCESS SYSTEMS LEASING PO Number: Invoice Number: 33690979 Amount: 174.48
 Description: Printer Services Invoice Date: 03/21/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 21 1111 000 549 Printer Services 43.62 N
 21 1121 000 549 Printer Services 43.62 N
 21 1131 000 549 Printer Services 43.62 N
 21 2529 000 549 Printer Services 43.62 N

Vendor ID: ALLARO ALL AROUND WELDING PO Number: Invoice Number: 2011 Amount: 487.50
 Description: Maintenance/Repairs Invoice Date: 03/08/2023 Due Date: 03/31/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 10 2559 000 323 Exhaust Repair - Bus #3 65.00 N
 10 2549 000 323 Bus Barn Roof Vent - Snow Removal 65.00 N
 10 2559 000 323 Leaf Spring Removal/Replace - Bus #1 357.50 N

Vendor ID: ALLICOM ALLIANCE COMMUNICATIONS PO Number: Invoice Number: 102277497 Amount: 759.00
 Description: April 2023 Services Invoice Date: 03/31/2023 Due Date: 04/20/2023 Status: AP 1099 Amount: 0.00

Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 9259	Check Date: 04/20/2023	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2321 000 340	April 2023 Services		189.75		N
10 2529 000 340	April 2023 Services		189.75		N
10 2410 000 340	April 2023 Services		189.75		N
10 2411 000 340	April 2023 Services		189.75		N
Vendor ID: AMERLEG	AMERICAN LEGION - HENRY G. FIX POST #23	PO Number:	Invoice Number: 03212023	Amount: 250.00	
Description: Property Use - 3/21/2023 Opt Out Vote		Invoice Date: 03/21/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2314 000 411	Property Use - 3/21/2023 Opt Out Vote		250.00		N
Vendor ID: ANDEHAR	ANDERA, HARPER	PO Number:	Invoice Number: 04012023	Amount: 20.00	
Description: BB Video		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 6900 000 137	BB Video - 1		20.00		N
Vendor ID: BENNBOB	BENNETT, BOB	PO Number:	Invoice Number: 04012023	Amount: 640.00	
Description: Basketball Clock/Scoreboard		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 640.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 6100 485 134	Basketball Clock/Scoreboard - 16		320.00	320.00	N
10 6200 484 134	Basketball Clock/Scoreboard - 16		320.00	320.00	N
Vendor ID: BOHLMAC	BOHL, MACEY	PO Number:	Invoice Number: 04012023	Amount: 180.00	
Description: Wrestling Clock/Scoreboard		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 6900 486 134	Wrestling Clock/Scoreboard - 9		180.00		N
Vendor ID: BRANACE	BRANDON ACE HARDWARE	PO Number:	Invoice Number: 59799/5	Amount: 227.95	
Description: Ice Melt/Shackles/etc.		Invoice Date: 03/17/2023	Due Date: 04/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2549 000 411	50# Ice Melt - 20		200.00		N
10 2549 000 411	Spring Ext. 1-1/4"x10" - 1		11.99		N
10 2549 000 411	Anchor Shackles - 2		7.98		N
10 2549 000 411	Link Chain Quick 5/16"10 - 2		7.98		N
Vendor ID: BUCHCOL	BUCHHOLZ, COLTON	PO Number:	Invoice Number: 04012023	Amount: 40.00	
Description: BB Video		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>

10 6900 000 137	BB Video - 2	40.00	N					
Vendor ID: BUCHKEL	BUCHHOLZ, KELSEY	PO Number:	Invoice Number: 03222023	Amount:	405.66			
Description: Golf Materials		Invoice Date: 03/22/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 405.66			
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 6900 496 411	Foam Golf Balls - 3		110.97	110.97	N			
10 6900 496 411	Turf Hitting Mat - 3		119.97	119.97	N			
10 6900 496 411	Turf Hitting Mat - 3		149.97	149.97	N			
10 6900 496 411	Sales Tax		24.75	24.75	N			
Vendor ID: CARRINS	CARROLL INSTITUTE	PO Number:	Invoice Number: 2307	Amount:	768.00			
Description: March 2023 Contract		Invoice Date: 02/28/2023	Due Date: 03/31/2023	Status: A	1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 2115 000 319	March 2023 Contract		768.00		N			
Vendor ID: CARRINS	CARROLL INSTITUTE	PO Number:	Invoice Number: 2308	Amount:	768.00			
Description: April 2023 Contract		Invoice Date: 03/22/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 2115 000 319	April 2023 Contract		768.00		N			
Vendor ID: CHRJAAR	CHRISTENSEN, AARON	PO Number:	Invoice Number: 04012023	Amount:	240.00			
Description: Wrestling Clock		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 6900 486 134	Wrestling Clock - 9		240.00		N			
Vendor ID: CITYOFG	CITY OF GARRETSON	PO Number:	Invoice Number: 03292023-312	Amount:	28.22			
Description: 312 Center Ave. Water		Invoice Date: 03/29/2023	Due Date: 04/20/2023	Status: A	1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 2542 017 321	Water		28.22		N			
Vendor ID: CITYOFG	CITY OF GARRETSON	PO Number:	Invoice Number: 03292023-401E	Amount:	112.16			
Description: 401 Main Ave. School - East Sewer/Water		Invoice Date: 03/29/2023	Due Date: 04/20/2023	Status: A	1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 2542 017 321	Sewer		58.50		N			
10 2542 017 321	Water		53.66		N			
Vendor ID: CITYOFG	CITY OF GARRETSON	PO Number:	Invoice Number: 03292023-401W	Amount:	4,740.47			
Description: 401 Main Ave. West - Gas		Invoice Date: 03/29/2023	Due Date: 04/20/2023	Status: A	1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:			

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2542 016 321	Gas		4,627.47		N	
10 2542 016 321	Gas Service Charge		113.00		N	
Vendor ID: CITYOFG CITY OF GARRETSON PO Number: Invoice Number: 03292023-409 Amount: 521.55						
Description: 409 1st St. Gas/Sewer/Water Invoice Date: 03/29/2023 Due Date: 04/20/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2542 016 321	Gas		433.36		N	
10 2542 016 321	Gas Service Charge		15.00		N	
10 2542 017 321	Water		33.36		N	
10 2542 017 321	Sewer		39.83		N	
Vendor ID: CITYOFG CITY OF GARRETSON PO Number: Invoice Number: 03292023-700 Amount: 1,046.33						
Description: 700 Nordstrom Ave. Gas/Sewer/Water Invoice Date: 03/29/2023 Due Date: 04/20/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2542 016 321	Gas		947.12		N	
10 2542 016 321	Gas Service Charge		23.00		N	
10 2542 017 321	Water		34.04		N	
10 2542 017 321	Sewer		42.17		N	
Vendor ID: CITYOFG CITY OF GARRETSON PO Number: Invoice Number: 03292023-916 Amount: 91.22						
Description: 916 Dows St. Sewer/Water Invoice Date: 03/29/2023 Due Date: 04/20/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2542 017 321	Sewer		33.95		N	
10 2542 017 321	Water		29.05		N	
10 2542 017 321	Water		28.22		N	
Vendor ID: CLIMSYS CLIMATE SYSTEMS, INC. PO Number: Invoice Number: F-34907 Amount: 475.00						
Description: Troubleshoot Outdoor Lights - 3/8/23 Invoice Date: 03/15/2023 Due Date: 04/14/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 323	Troubleshoot Outdoor Lights - 3/8/23		475.00		N	
Vendor ID: CULLWAT CULLIGAN WATER PO Number: Invoice Number: 03242023 Amount: 62.50						
Description: Purified Salt Invoice Date: 03/24/2023 Due Date: 04/23/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 411	Purified Salt - 5		62.50		N	
Vendor ID: DONSAUT DON'S AUTO & TIRE CO. PO Number: Invoice Number: 4709 Amount: 161.38						
Description: Stoplight Switch Invoice Date: 03/15/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2559 000 411	Stoplight Switch - 1		46.68		N	
10 2559 000 411	Job Supplies		4.70		N	
10 2559 000 323	Labor		110.00		N	

Vendor ID: FIRSBANCC FIRST BANK & TRUST PO Number: Invoice Number: 03262023-8977 Amount: 2,104.41
 Description: March 2023 Statement Invoice Date: 03/26/2023 Due Date: 04/23/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2314 000 411	Annie's - Lunch for election workers		68.61		N	
22 2710 000 334	Belvidere Store - Fuel - SPED Conference		55.24		N	
22 2710 000 334	Pilot Murdo - Fuel - SPED Conference		47.56		N	
10 6900 486 334	Shell Oil - Fuel - State Wrestling		69.70		N	
10 6900 486 334	Shell Oil - Fuel - State Wrestling		62.49		N	
10 2559 000 411	Wheelco - Transportation/Maint. Supplies		57.36		N	
10 1111 000 411	Amazon - Headphones for S.B. Testing		14.49		N	
10 1121 000 411	Amazon - Headphones for S.B. Testing		14.50		N	
10 2559 000 323	Kibble Equip. - Spring Install Bus #1		10.08		N	
10 2559 000 323	Kibble Equip.-Spark Plug Pressure Washer		10.36		N	
10 6200 484 334	Gus Stops - Fuel - GBB in Winner 3/2/23		123.23		N	
10 6200 484 334	Gus Stops - Fuel - GBB in Winner 3/2/23		127.00		N	
10 2529 000 411	Amazon - Glue Sticks/Tissues/Push Pins		42.51		N	
10 6900 472 411	Pioneer Drama Serv.- Play/Drama Supplies		203.50		N	
10 2529 000 411	Amazon - Scissors		11.99		N	
10 2529 000 411	Amazon - Sheet Protector - 2		19.94		N	
22 2710 000 334	Lodge at Deadwood - SPED Conference		231.78		N	
22 2710 000 334	Lodge at Deadwood - SPED Conference		231.78		N	
10 2529 000 315	SDASBO - Spring Conference Registration		100.00		N	
10 2529 000 640	Amazon - Business Prime Membership		137.39		N	
10 2134 000 411	Amazon - Bandages		14.90		N	
10 1111 000 422	Math Learning Center - Bridges Intervent		450.00		N	

Vendor ID: GARRGAZ GARRETSON GAZETTE PO Number: Invoice Number: 3470 Amount: 240.60
 Description: Meetings/Voter Registration/etc. Invoice Date: 02/28/2023 Due Date: 03/31/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2319 000 340	1/25 Special Meeting Minutes - 2/2		27.48		N	
10 2319 000 340	2/13 Meeting Minutes - 2/23		156.24		N	
10 2319 000 350	Tax Increase Publishing 2/2 & 2/9		28.12		N	
10 2319 000 350	Voter Registration Deadline 2/16 & 2/23		28.76		N	

Vendor ID: GARRCUS GARRETSON SCHOOL DISTRICT CUSTODIAL ACCOUNT PO Number: Invoice Number: 03312023 Amount: 3,814.19
 Description: March 2023 Imprest Account Reimbursement Invoice Date: 03/31/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2642 000 319	Div. of Crim. Inv. - Background Checks		129.75		N	
10 1131 000 411	Brandon Ace Hardware- Ag. Supplies		82.94		N	
10 1131 000 411	Brandon Ace Hardware- Air Brad Nailer		139.99		N	
10 1131 000 411	Brandon Ace Hardware- Vinyl Tubing		12.25		N	
10 1111 000 411	Jacki Liester- Elementary Supplies Reimb		55.98		N	
10 2315 000 399	Lynn, Jackson, P.C. - Legal Services		830.87		N	
10 2134 000 319	Carmyn Schrank- Preschool Screening		137.50		N	
22 2710 000 334	Cash- SPED Conference Meal Money		300.00		N	
10 6900 492 334	Cash- JH All-State Band Meal Money		110.00		N	
22 2710 000 315	Cash- Catch the Wave Conf. Registration		10.00		N	
10 6200 484 319	West Central SD- Region 3A GBB Expenses		2,004.91		N	
Vendor ID: GOODLLC		GOODCARE, LLC	PO Number:	Invoice Number: 04052023	Amount: 4,918.58	
Description: March 2023 Occupational/Physical Therapy			Invoice Date: 03/31/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 2171 000 319	Physical Therapy - 12.61 hrs.		1,046.63		N	
22 2172 000 319	Occupational Therapy - 46.65 hrs.		3,871.95		N	
Vendor ID: HERMZAC		HERMANSON, ZACHARY	PO Number:	Invoice Number: 04012023	Amount: 80.00	
Description: BB Video			Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 000 137	BB Video - 4		80.00		N	
Vendor ID: HILLYARD		HILLYARD / SIOUX FALLS	PO Number:	Invoice Number: 605051493	Amount: 63.60	
Description: Motor Filters			Invoice Date: 03/09/2023	Due Date: 04/24/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 411	Motor Filter - 4		63.60		N	
Vendor ID: HILLYARD		HILLYARD / SIOUX FALLS	PO Number:	Invoice Number: 605060982	Amount: 831.92	
Description: Garbage Bags			Invoice Date: 03/21/2023	Due Date: 05/05/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 411	60 Gallon Garbage Bags - 10 Cases		595.70		N	
10 2549 000 411	40-45 Gallon Garbage Bags - 6 Cases		236.22		N	
Vendor ID: HILLYARD		HILLYARD / SIOUX FALLS	PO Number:	Invoice Number: 605072235	Amount: 946.08	
Description: Tissues/Towel Rolls			Invoice Date: 03/31/2023	Due Date: 05/14/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>

10 2549 000 411	Tissues 12/case - 8 Cases	399.04	N
10 2549 000 411	Towel Rolls 6/case - 8 Cases	547.04	N

Vendor ID: HOVEGRA	HOVE, GRACE	PO Number:	Invoice Number: 04012023	Amount:	40.00	
Description: BB Official Book		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6100 485 134	BB Official Book - 1		20.00		N	
10 6200 484 134	BB Official Book - 1		20.00		N	

Vendor ID: INFRDES	INFRASTRUCTURE DESIGN GROUP, INC.	PO Number:	Invoice Number: 22765	Amount:	4,277.50	
Description: Professional Services Through 12/31/2022		Invoice Date: 01/11/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 2549 000 520	Professional Services Through 12/31/2022		4,277.50		N	

Vendor ID: INNOOFF	INNOVATIVE OFFICE SOLUTIONS, LLC	PO Number:	Invoice Number: IN4137131	Amount:	10.70	
Description: Dry Erasers		Invoice Date: 03/24/2023	Due Date: 04/22/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1111 000 411	Dry Erasers - 5		7.70		N	
10 1111 000 411	Shipping Fee		3.00		N	

Vendor ID: INSTAWA	INSTRUMENTALIST AWARDS, LLC	PO Number:	Invoice Number: 2301	Amount:	31.50	
Description: Sousa/Choral Pins		Invoice Date: 03/13/2023	Due Date: 04/12/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 492 411	Sousa Pins - 2		14.00		N	
10 6900 495 411	Choral Pins - 2		14.00		N	
10 6900 495 411	Shipping		1.75		N	
10 6900 492 411	Shipping		1.75		N	

Vendor ID: INTECOR	INTERPRECORPS	PO Number:	Invoice Number: 4159	Amount:	3,553.20	
Description: February 2023 Services		Invoice Date: 03/09/2023	Due Date: 03/31/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319	Interpreter - 2/2/2023 - 1.25 hrs.		52.50		N	
22 1221 000 319	Interpreter - 2/3/2023 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 2/6/2023 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 2/7/2023 - 4.5 hrs.		189.00		N	
22 1221 000 319	Interpreter - 2/8/2023 - 5.5 hrs.		231.00		N	
22 1221 000 319	Interpreter - 2/9/2023 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 2/13/2023 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 2/15/2023 - 3.75 hrs.		157.50		N	

22 1221 000 319	Interpreter - 2/17/2023 - 7.5 hrs.	315.00	N
22 1221 000 319	Interpreter - 2/21/2023 - 7.5 hrs.	315.00	N
22 1221 000 319	Interpreter - 2/24/2023 - 5.5 hrs.	231.00	N
22 1221 000 319	Interpreter - 2/27/2023 - 7.5 hrs.	315.00	N
22 1221 000 319	Travel - 672 Miles	487.20	N

Vendor ID: INTECOR INTERPRECORPS PO Number: Invoice Number: 4161 Amount: 5,527.30

Description: Interpreter - March 2023 Invoice Date: 04/07/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319	Interpreter - 3/1/23 - 6 hrs.		252.00		N	
22 1221 000 319	Interpreter - 3/3/23 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 3/6/23 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 3/7/23 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 3/8/23 - 5.5 hrs.		231.00		N	
22 1221 000 319	Interpreter - 3/9/23 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 3/10/23 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 3/13/23 - 5.5 hrs.		231.00		N	
22 1221 000 319	Interpreter - 3/15/23 - 5.5 hrs.		231.00		N	
22 1221 000 319	Interpreter - 3/20/23 - 7.5 hrs.		315.00		N	
22 1221 000 319	Interpreter - 3/21/23 - 6.75 hrs.		283.50		N	
22 1221 000 319	Interpreter - 3/23/23 - 4.75 hrs.		199.50		N	
22 1221 000 319	Interpreter - 3/24/23 - 7 hrs.		294.00		N	
22 1221 000 319	Interpreter - 3/27/23 - 7.5 hrs.		390.00		N	
22 1221 000 319	Interpreter - 3/30/23 - 7.5 hrs.		390.00		N	
22 1221 000 319	Interpreter - 3/31/23 - 7.5 hrs.		390.00		N	
22 1221 000 319	Interpreter Travel - 1,028 miles		745.30		N	

Vendor ID: ISILLC ISI, LLC PO Number: Invoice Number: 036744 Amount: 330.00

Description: Interpreter - March 2023 Invoice Date: 03/30/2023 Due Date: 04/13/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 1221 000 319	Interpreter - 3/29/23 - 5.5 hrs.		330.00		N	

Vendor ID: JJKELL J.J. KELLER & ASSOCIATES, INC. PO Number: Invoice Number: 9107926448 Amount: 634.16

Description: Federal Postings Invoice Date: 04/03/2023 Due Date: 05/02/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2529 000 411	Federal Postings - 2		634.16		N	

Vendor ID: JWPEPP J.W. PEPPER & SON, INC. PO Number: Invoice Number: 365161067 Amount: 85.97

Description: Choir Downloads Invoice Date: 03/07/2023 Due Date: 04/06/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
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10 6900 495 411	Climb Higherccompaniment MP3 - 1	27.99	N
10 6900 495 411	Streaming Sitcoms Accompaniment MP3 - 1	29.99	N
10 6900 495 411	Walk Through Life Accompaniment MP3 - 1	27.99	N

Vendor ID: JWPEPP	J.W. PEPPER & SON, INC.	PO Number:	Invoice Number: 365231935	Amount: 47.24
Description: Choir Download		Invoice Date: 03/28/2023	Due Date: 04/27/2023	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> 1099 <u>Detail Amount</u>	<u>Asset/Asset Tag</u>
10 6900 495 411	11510562E Fly EPRINT qty: 15		41.25	N
10 6900 495 411	shipping/handling		5.99	N

Vendor ID: JWPEPP	J.W. PEPPER & SON, INC.	PO Number:	Invoice Number: 365244456	Amount: 44.25
Description: Choir Download		Invoice Date: 03/30/2023	Due Date: 04/29/2023	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> 1099 <u>Detail Amount</u>	<u>Asset/Asset Tag</u>
10 6900 495 411	Wynken, Blynken, and Nod SAB P.O.D. - 15		44.25	N

Vendor ID: JOHNGUY	JOHNSON, GUY	PO Number:	Invoice Number: 04032023	Amount: 225.42
Description: Mileage		Invoice Date: 04/03/2023	Due Date: 04/30/2023	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> 1099 <u>Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2321 000 334	Mileage to Infr. DG - 2/27/23 (52)		26.52	N
10 2321 000 334	Mileage to Infr. DG - 3/22/23 (52)		26.52	N
10 2321 000 334	Mileage to NPIP Meeting - 3/15/23 (280)		142.80	N
10 2321 000 334	Mileage to Metro Sup. Meeting 3/31 (58)		29.58	N

Vendor ID: JUHL DAN	JUHL, DANIKA	PO Number:	Invoice Number: 04012023	Amount: 80.00
Description: BB Video		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> 1099 <u>Detail Amount</u>	<u>Asset/Asset Tag</u>
10 6900 000 137	BB Video - 4		80.00	N

Vendor ID: KARP GER	KARPEN, GERALD	PO Number:	Invoice Number: 03212023	Amount: 200.00
Description: Opt Out Election Worker - March 21, 2023		Invoice Date: 03/21/2023	Due Date: 04/15/2023	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> 1099 <u>Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2314 000 399	Opt Out Election Worker - March 21, 2023		200.00	N

Vendor ID: LASTIMP	LASTING IMPRESSIONS UNLIMITED, INC.	PO Number:	Invoice Number: 13936	Amount: 90.00
Description: Basketball Awards - Plaques		Invoice Date: 03/22/2023	Due Date: 04/15/2023	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> 1099 <u>Detail Amount</u>	<u>Asset/Asset Tag</u>
10 6100 485 411	Basketball Awards - Plaques - 3		39.00	N
10 6200 484 411	Basketball Awards - Plaques - 3		39.00	N
10 6200 484 411	Shipping & Handling		6.00	N

10 6100 485 411	Shipping & Handling	6.00	N				
Vendor ID: LUNCSOL	LUNCHTIME SOLUTIONS, INC.	PO Number:	Invoice Number: INV-34967	Amount:	30.58		
Description: Science Fair		Invoice Date: 02/06/2023	Due Date: 03/08/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
51 2562 000 411	Science Fair Volunteer Lunches		30.58		N		
Vendor ID: LUNCSOL	LUNCHTIME SOLUTIONS, INC.	PO Number:	Invoice Number: INV-35081	Amount:	57.83		
Description: Smallwares		Invoice Date: 02/28/2023	Due Date: 03/30/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
51 2562 000 411	Smallwares		57.83		N		
Vendor ID: LUVEARE	LUVERNE AREA CHAMBER	PO Number:	Invoice Number: 09302023	Amount:	75.00		
Description: 2023 Parade Entry Fee		Invoice Date: 03/28/2023	Due Date: 08/31/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 6900 492 315	2023 Parade Entry Fee		75.00		N		
Vendor ID: MARTTON	MARTENS, TONY	PO Number:	Invoice Number: 04012023	Amount:	60.00		
Description: Wrestling Clock/Scoreboard		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 6900 486 134	Wrestling Clock/Scoreboard - 3		60.00		N		
Vendor ID: MENASFE	MENARDS - SIOUX FALLS EAST	PO Number:	Invoice Number: 93051-2	Amount:	75.18		
Description: Classroom/Shop Supplies		Invoice Date: 03/07/2023	Due Date: 03/31/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 1131 000 411	Classroom/Shop Supplies		75.18		N		
Vendor ID: MENASFE	MENARDS - SIOUX FALLS EAST	PO Number:	Invoice Number: 93381	Amount:	115.94		
Description: Cleaning/Maintenance Supplies		Invoice Date: 03/13/2023	Due Date: 04/12/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2549 000 411	Cleaning/Maintenance Supplies		115.94		N		
Vendor ID: NASSP	NASSP	PO Number:	Invoice Number: 9001676690	Amount:	385.00		
Description: FY 2024 NHS Affiliation		Invoice Date: 04/03/2023	Due Date: 04/30/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 2410 000 640	FY 2024 NHS Affiliation - 7/2023-6/2024		385.00		N		
Vendor ID: NORDAUT	NORDSTROM'S AUTOMOTIVE, INC.	PO Number:	Invoice Number: 1931528	Amount:	40.00		

Description: Cruise Control Module	Invoice Date: 03/07/2023	Due Date: 04/06/2023	Status: A	1099 Amount: 0.00
Sequence: 1 Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2559 000 411	Cruise Control Module - Green Suburban		40.00	N
Vendor ID: NORTSTA NORTHERN STATE UNIVERSITY	PO Number:	Invoice Number: 44896	Amount:	87.81
Description: Spring 2023 Digital Textbooks	Invoice Date: 03/10/2023	Due Date: 04/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1 Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 000 423	Spring 2023 Digital Textbooks - 3		87.81	N
Vendor ID: PALIOIL PALISADES OIL & PROPANE, INC.	PO Number:	Invoice Number: 5571-1	Amount:	9.36
Description: Diesel Fuel	Invoice Date: 03/09/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1 Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2559 000 413	Diesel Fuel - 3.776 Gallons		9.36	N
Vendor ID: PALIOIL PALISADES OIL & PROPANE, INC.	PO Number:	Invoice Number: 58555	Amount:	100.00
Description: Tires	Invoice Date: 03/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1 Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2559 000 411	Tires - 2		70.00	N
10 2559 000 323	Mount & Balance - 2		30.00	N
Vendor ID: PALIOIL PALISADES OIL & PROPANE, INC.	PO Number:	Invoice Number: 58666	Amount:	659.41
Description: 10% Ethanol Gas	Invoice Date: 03/07/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1 Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2559 000 413	10% Ethanol Gas - 235.2 Gallons		588.16	N
10 2559 000 413	Federal Lust Tax		0.24	N
10 2559 000 413	Federal Oil Spill Tax (Gas)		0.45	N
10 2559 000 413	SD Environmental Fee		4.70	N
10 2559 000 413	SD Gas Tax		65.86	N
Vendor ID: PALIOIL PALISADES OIL & PROPANE, INC.	PO Number:	Invoice Number: 62355	Amount:	882.64
Description: Propane - Bus #2	Invoice Date: 03/31/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00
Sequence: 1 Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2559 000 413	Propane - 2/27/23 - 65.5 Gallons		150.58	N
10 2559 000 413	Propane - 3/3/23 - 56.4 Gallons		129.66	N
10 2559 000 413	Propane - 3/10/23 - 60.8 Gallons		139.78	N
10 2559 000 413	Propane - 3/20/23 - 65 Gallons		149.44	N
10 2559 000 413	Propane - 3/23/23 - 36.4 Gallons		83.68	N
10 2559 000 413	Propane - 3/28/23 - 11 Gallons		25.29	N

10 2559 000 413 Propane - 3/29/23 - 58.1 Gallons 133.57 N
10 2559 000 413 SD Highway Propane Tax 70.64 N

Vendor ID: PALIOIL PALISADES OIL & PROPANE, INC. PO Number: Invoice Number: 62356 Amount: 782.44

Description: Propane - Bus #6 Invoice Date: 03/31/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2559 000 413	Propane - 3/1/23 - 51.6 Gallons		118.63		N	
10 2559 000 413	Propane - 3/6/23 - 54.8 Gallons		125.99		N	
10 2559 000 413	Propane - 3/10/23 - 49 Gallons		112.65		N	
10 2559 000 413	Propane - 3/15/23 - 50.7 Gallons		116.56		N	
10 2559 000 413	Propane - 3/21/23 - 50.8 Gallons		116.79		N	
10 2559 000 413	Propane - 3/29/23 - 56.2 Gallons		129.20		N	
10 2559 000 413	SD Highway Propane Tax		62.62		N	

Vendor ID: PALIOIL PALISADES OIL & PROPANE, INC. PO Number: Invoice Number: 838-1R Amount: (105.95)

Description: Pop - CREDIT Invoice Date: 03/31/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2529 000 411	Mt. Dew - 2		(12.58)		N	
10 2529 000 411	Diet Coke - 4		(5.59)		N	
10 2529 000 411	Dr. Pepper - 1		(6.29)		N	
10 2529 000 411	Cstore Sales Taxable - 5		(44.95)		N	
10 2529 000 411	Cstore Sales Taxable - 5		(34.95)		N	
10 2529 000 411	Cstore Sales Tax		(1.59)		N	

Vendor ID: PALIOIL PALISADES OIL & PROPANE, INC. PO Number: Invoice Number: 838-2 Amount: 104.36

Description: Pop Invoice Date: 03/31/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2529 000 411	Mt. Dew - 2		12.58		N	
10 2529 000 411	Diet Coke - 1		5.59		N	
10 2529 000 411	Dr. Pepper - 1		6.29		N	
10 2529 000 411	Cstore No Tax - 5		44.95		N	
10 2529 000 411	Cstore No Tax - 5		34.95		N	

Vendor ID: PEASBRA PEASLEY, BRAIDEN PO Number: Invoice Number: 04012023 Amount: 80.00

Description: BB Video Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 000 137	BB Video - 4		80.00		N	

Vendor ID: PIERMOR PIERRET, MORGAN PO Number: Invoice Number: 04012023 Amount: 180.00

Description: Wrestling Clock/Scoreboard/TW Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 486 134	Wrestling Clock/Scoreboard/TW - 9		180.00		N	
Vendor ID: PIERWAY	PIERRET, WAYNE	PO Number:	Invoice Number: 04012023	Amount:	180.00	
Description: Trackwrestling		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 6900 486 319	Trackwrestling - 9		180.00		N	
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2706336	Amount:	131.90	
Description: Band Music		Invoice Date: 02/01/2023	Due Date: 03/31/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 6900 492 411	Remo Black Max 14" Batter - 2		131.90		N	
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2710110	Amount:	(30.00)	
Description: Credit Invoice		Invoice Date: 02/07/2023	Due Date: 03/31/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 6900 492 411	Credit Invoice		(30.00)		N	
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2712846	Amount:	46.00	
Description: Instrument Repair		Invoice Date: 03/10/2023	Due Date: 04/14/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 6900 492 319	Clarinet Repair Srl AK20808043		45.00		N	Final
10 6900 492 319	Spring Part		1.00		N	Final
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2715592	Amount:	(60.00)	
Description: Credit Invoice		Invoice Date: 02/20/2023	Due Date: 03/31/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 6900 495 411	Credit Invoice		(60.00)		N	
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2715629	Amount:	17.98	
Description: Middle School Band Supplies		Invoice Date: 02/20/2023	Due Date: 04/14/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 1121 492 411	Solo Part Alto Sax- Contest		7.99		N	Final
10 1121 492 411	Piano Accomp for Alto Sax		9.99		N	Final
Vendor ID: POPPMUS	POPPLERS MUSIC, INC.	PO Number:	Invoice Number: 2716975	Amount:	25.00	
Description: Choir Music		Invoice Date: 02/24/2023	Due Date: 03/31/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 495 411	Dies Irae (Day of Wrath) - SAB - 10		25.00		N	
Vendor ID: POPPMUS POPPLERS MUSIC, INC. PO Number: Invoice Number: 2722448 Amount: 65.00						
Description: MS Band Music Invoice Date: 03/10/2023 Due Date: 04/14/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1121 492 411	In the Hall of the Mountain King Music		65.00		N	Final
Vendor ID: POPPMUS POPPLERS MUSIC, INC. PO Number: Invoice Number: 2723665 Amount: 75.00						
Description: HS Band Music Invoice Date: 03/14/2023 Due Date: 04/14/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 492 411	Wishing Well Concert Band		75.00		N	Final
Vendor ID: POPPMUS POPPLERS MUSIC, INC. PO Number: Invoice Number: 2724010 Amount: 16.00						
Description: MS Band Music Invoice Date: 03/15/2023 Due Date: 04/14/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1121 492 411	But For the Love of Ireland qty: 2		16.00		N	Final
Vendor ID: PRAILAK PRAIRIE LAKES EDUCATIONAL COOPERATIVE PO Number: Invoice Number: 23069 Amount: 2,992.96						
Description: March 2023 Services Invoice Date: 03/31/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 2142 000 313	Psychologists		2,091.87		N	
22 2710 000 313	Director		461.09		N	
22 1221 000 319	Renaee Christensen - ADOS Testing March 6		440.00		N	
Vendor ID: ROBECAM ROBERTS, CAMERON PO Number: Invoice Number: 04012023 Amount: 20.00						
Description: BB Video Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 000 137	BB Video - 1		20.00		N	
Vendor ID: ROTOROO ROTO-ROOTER SIOUX FALLS PO Number: Invoice Number: 63309010 Amount: 300.00						
Description: Cleaning of Lavatory Sink to Main Line Invoice Date: 03/28/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 323	Cleaning of Lavatory Sink to Main Line		170.00		N	
10 2549 000 323	Second Drain		80.00		N	
10 2549 000 323	Mileage		50.00		N	
Vendor ID: ROZEMARK ROZEBOOM, MARK PO Number: Invoice Number: 04012023 Amount: 180.00						
Description: Trackwrestling Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 486 319	Trackwrestling - 9		180.00		N	
Vendor ID: SANFOCC	SANFORD HEALTH OCCUPATIONAL MEDICINE	PO Number:	Invoice Number: 715002	Amount:	143.00	
Description: DOT Exams		Invoice Date: 03/31/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 2559 000 319	DOT Exams - 2		143.00		N	
Vendor ID: SARARUT	SARAR, RUTH	PO Number:	Invoice Number: 03212023	Amount:	200.00	
Description: Opt Out Election Worker - March 21, 2023		Invoice Date: 03/21/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 200.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 2314 000 399	Opt Out Election Worker - March 21, 2023		200.00	200.00	N	
Vendor ID: SAVVLEA	SAVVAS LEARNING COMPANY, LLC	PO Number:	Invoice Number: 4026777008-2	Amount:	1,200.00	
Description: HS Math Teacher Edition Books		Invoice Date: 09/26/2022	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
21 1131 000 421	Envision AGA Common Core Algebra 2		575.50		N	
21 1131 000 421	Envision AGA Common Core Geometry		575.50		N	
21 1131 000 421	Shipping/Handling		49.00		N	
Vendor ID: SASD	SCHOOL ADMINISTRATORS OF SOUTH DAKOTA	PO Number:	Invoice Number: 03212023	Amount:	732.00	
Description: 2023-2024 Membership - Chris M.		Invoice Date: 03/21/2023	Due Date: 05/30/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 2410 000 640	2023-2024 Membership - Chris M.		732.00		N	
Vendor ID: SASD	SCHOOL ADMINISTRATORS OF SOUTH DAKOTA	PO Number:	Invoice Number: 03222023	Amount:	698.00	
Description: 2023-2024 Membership - Jacob S.		Invoice Date: 03/22/2023	Due Date: 05/30/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 2529 000 640	2023-2024 Membership - Jacob S.		698.00		N	
Vendor ID: SASD	SCHOOL ADMINISTRATORS OF SOUTH DAKOTA	PO Number:	Invoice Number: 03292023	Amount:	801.00	
Description: 2023-2024 Membership - Katie H.		Invoice Date: 03/29/2023	Due Date: 05/30/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
10 2411 000 640	2023-2024 Membership - Katie H.		801.00		N	
Vendor ID: SCHWJAC	SCHWEITZER, JACOB	PO Number:	Invoice Number: 03222023	Amount:	47.53	
Description: Mileage - Pick up/Drop off Election Sup.		Invoice Date: 03/22/2023	Due Date: 04/30/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2314 000 334	Mileage - Minnehaha CC - 93.2 miles		47.53		N	
Vendor ID: SDSUTRA SDSU TRACK & FIELD PO Number: Invoice Number: 04032023-2 Amount: (10.00)						
Description: Indoor Track Meet Entry Fees - 4/3/2023 Invoice Date: 04/03/2023 Due Date: 04/03/2023 Status: P 1099 Amount: 0.00						
Sequence: 1 Check Type: Check Checking Account ID: 2 Check Number: 22627 Check Date: 04/03/2023 CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
71 415 800	Indoor Track Meet Entry Fees - 4/3/2023		(10.00)		N	
Vendor ID: SIOUFALAUT SIOUX FALLS AUTO GLASS PO Number: Invoice Number: 41161 Amount: 104.95						
Description: Rock Chip Repair Invoice Date: 03/08/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2559 000 323	Rock Chip Repair - Bus #1		104.95		N	
Vendor ID: SIOUFALAUT SIOUX FALLS AUTO GLASS PO Number: Invoice Number: 41175 Amount: 104.95						
Description: Rock Chip Repair Invoice Date: 03/09/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2559 000 323	Rock Chip Repair - Bus #3		104.95		N	
Vendor ID: SIOUFALAUT SIOUX FALLS AUTO GLASS PO Number: Invoice Number: 41176 Amount: 89.95						
Description: Rock Chip Repair Invoice Date: 03/09/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2559 000 323	Rock Chip Repair - Dodge Caravan		89.95		N	
Vendor ID: SMITERN SMITH, ERNIE PO Number: Invoice Number: 04012023 Amount: 100.00						
Description: JH BB Official Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 100.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6100 485 319	JH BB Official - 2		50.00	50.00	N	
10 6200 484 319	JH BB Official - 2		50.00	50.00	N	
Vendor ID: SDCA SOUTH DAKOTA COUNSELING ASSOCIATION PO Number: Invoice Number: 4772 Amount: 300.00						
Description: Conference Registration - Marissa W. Invoice Date: 03/10/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2121 000 315	Conference Registration - Marissa W.		300.00		N	
Vendor ID: STEVELE STEVE'S ELECTRIC & PLUMBING, INC. PO Number: Invoice Number: 03242023 Amount: 773.17						
Description: Toilet Repairs/Art Room Faucet Invoice Date: 03/24/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00						
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2549 000 323	Toilet Repairs - Girls' Cafeteria Bath		255.00		N	

10 2549 000 323	Art Room Faucet Repair	518.17	N		
Vendor ID: STOLCUR STOLTENBERG, CURT PO Number: Invoice Number: 04012023 Amount: 540.00					
Description: Basketball Shot Clock Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00					
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:					
<u>Chart of Account Number</u> <u>Detail Description</u> <u>Cost Center ID</u> <u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>					
10 6100 485 134	Basketball Shot Clock - 13	260.00	N		
10 6200 484 134	Basketball Shot Clock - 14	280.00	N		
Vendor ID: STOLKAR STOLTENBERG, KARI PO Number: Invoice Number: 04012023 Amount: 540.00					
Description: Basketball Official Book Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00					
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:					
<u>Chart of Account Number</u> <u>Detail Description</u> <u>Cost Center ID</u> <u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>					
10 6100 485 134	Basketball Official Book - 14	280.00	N		
10 6200 484 134	Basketball Official Book - 13	260.00	N		
Vendor ID: STURAUT STURDEVANT'S AUTO PARTS OF BRANDON PO Number: Invoice Number: 822007310 Amount: 17.39					
Description: Wash Brush Invoice Date: 03/09/2023 Due Date: 04/08/2023 Status: A 1099 Amount: 0.00					
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:					
<u>Chart of Account Number</u> <u>Detail Description</u> <u>Cost Center ID</u> <u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>					
10 2549 000 411	Wash Brush - 1	17.39	N		
Vendor ID: STURAUT STURDEVANT'S AUTO PARTS OF BRANDON PO Number: Invoice Number: 822007603 Amount: 204.28					
Description: Filters/Oil Invoice Date: 03/15/2023 Due Date: 04/14/2023 Status: A 1099 Amount: 0.00					
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:					
<u>Chart of Account Number</u> <u>Detail Description</u> <u>Cost Center ID</u> <u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>					
10 2559 000 411	Air Filter - 1	12.88	N		
10 2559 000 411	Oil Filters - 2	11.46	N		
10 2559 000 411	Oil - 6	179.94	N		
Vendor ID: STURAUT STURDEVANT'S AUTO PARTS OF BRANDON PO Number: Invoice Number: 822007720 Amount: 19.98					
Description: Light Bulbs Invoice Date: 03/17/2023 Due Date: 04/16/2023 Status: A 1099 Amount: 0.00					
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:					
<u>Chart of Account Number</u> <u>Detail Description</u> <u>Cost Center ID</u> <u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>					
10 2559 000 411	Light Bulbs - 4 (Bus #1)	19.98	N		
Vendor ID: STURAUT STURDEVANT'S AUTO PARTS OF BRANDON PO Number: Invoice Number: 822007854 Amount: 64.36					
Description: Air Filter/Windshield Washer Fluid Invoice Date: 03/21/2023 Due Date: 04/20/2023 Status: A 1099 Amount: 0.00					
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:					
<u>Chart of Account Number</u> <u>Detail Description</u> <u>Cost Center ID</u> <u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>					
10 2559 000 411	Air Filter - 2 - Suburban	42.22	N		
10 2559 000 411	Windshield Washer Fluid - 6	22.14	N		
Vendor ID: SWATBRY SWATEK, BRYN PO Number: Invoice Number: 04012023 Amount: 180.00					
Description: Wrestling Brackets/Medals Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00					

Sequence:	Check Type:	Checking Account ID:	Check Number:	Check Date:	CC:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 6900 486 411	Wrestling Brackets/Medals - 9		180.00		N	
Vendor ID: SWATTAY SWATEK, TAYSON		PO Number:	Invoice Number: 04012023	Amount:	180.00	
Description: Trackwrestling		Invoice Date: 04/01/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00	
1						
10 6900 486 319	Trackwrestling - 9		180.00		N	
Vendor ID: TEACSOL TEACHWELL SOLUTIONS		PO Number:	Invoice Number: 7792300092	Amount:	10,540.00	
Description: January 2023 Billing		Invoice Date: 01/31/2023	Due Date: 04/01/2023	Status: A	1099 Amount: 0.00	
1						
22 1223 000 373	23 Academy Regional Day - 80		5,920.00		N	
22 1223 000 373	23 Academy Regional SPED - 20		660.00		N	
22 1223 000 373	23 Academy Regional Foundations - 60		3,960.00		N	
Vendor ID: TEACSOL TEACHWELL SOLUTIONS		PO Number:	Invoice Number: 7792300093	Amount:	9,486.00	
Description: February 2023 Billing		Invoice Date: 02/28/2023	Due Date: 04/29/2023	Status: A	1099 Amount: 0.00	
1						
22 1223 000 373	23 Academy Regional Day - 72		5,328.00		N	
22 1223 000 373	23 Academy Regional SPED - 18		594.00		N	
22 1223 000 373	23 Academy Regional Foundations - 54		3,564.00		N	
Vendor ID: TEACSOL TEACHWELL SOLUTIONS		PO Number:	Invoice Number: 8032300253	Amount:	105.00	
Description: 23 SLP Services		Invoice Date: 02/28/2023	Due Date: 04/29/2023	Status: A	1099 Amount: 0.00	
1						
22 1223 000 373	23 SLP Services - 3		105.00		N	
Vendor ID: TEACSOL TEACHWELL SOLUTIONS		PO Number:	Invoice Number: 8032300254	Amount:	140.00	
Description: 23 SLP Services		Invoice Date: 03/31/2023	Due Date: 05/30/2023	Status: A	1099 Amount: 0.00	
1						
22 1223 000 373	23 SLP Services - 4		140.00		N	
Vendor ID: THERPAI THERAPY PAIGE, LLC		PO Number:	Invoice Number: 001	Amount:	200.00	
Description: Yoga Instruction		Invoice Date: 03/24/2023	Due Date: 04/15/2023	Status: A	1099 Amount: 0.00	
1						
10 2121 000 411	Yoga Instruction - 1		150.00		N	
10 2121 000 411	Travel		50.00		N	

Vendor ID: VANDEXC VANDERSNICK EXCAVATING, LLC PO Number: Invoice Number: 11394 Amount: 885.00
 Description: March 2023 Snow Removal Invoice Date: 04/01/2023 Due Date: 04/15/2023 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date: CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 10 2549 000 325 March 5, 2023 Snow Removal 565.00 N
 10 2549 000 325 March 11, 2023 Snow Removal 320.00 N

Vendor ID: XCELENE XCEL ENERGY PO Number: Invoice Number: 1026856989 Amount: 4,646.14
 Description: 401 Main Ave. Feb-March 2023 Electricity Invoice Date: 03/27/2023 Due Date: 04/17/2023 Status: AP 1099 Amount: 0.00
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 9260 Check Date: 04/17/2023 CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 10 2542 015 321 401 Main Ave. Feb-March 2023 Electricity 4,646.14 N

Vendor ID: XCELENE XCEL ENERGY PO Number: Invoice Number: 1026856990 Amount: 175.68
 Description: 409 1st St. Feb-March 2023 Electricity Invoice Date: 03/27/2023 Due Date: 04/17/2023 Status: AP 1099 Amount: 0.00
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 9260 Check Date: 04/17/2023 CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 10 2542 015 321 409 1st St. Feb-March 2023 Electricity 175.68 N

Vendor ID: XCELENE XCEL ENERGY PO Number: Invoice Number: 1026856991 Amount: 56.16
 Description: 916 Dows St. Feb-March 2023 Electricity Invoice Date: 03/27/2023 Due Date: 04/17/2023 Status: AP 1099 Amount: 0.00
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 9260 Check Date: 04/17/2023 CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 10 2542 015 321 916 Dows St. Feb-March 2023 Electricity 56.16 N

Vendor ID: XCELENE XCEL ENERGY PO Number: Invoice Number: 1026856992 Amount: 412.49
 Description: 700 Nordstrom Ave. Feb-March 2023 Elect. Invoice Date: 03/27/2023 Due Date: 04/17/2023 Status: AP 1099 Amount: 0.00
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 9260 Check Date: 04/17/2023 CC:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 10 2542 015 321 700 Nordstrom Ave. Feb-March 2023 Elect. 412.49 N

Report 1099 Total: 1,345.66 Report Total: 83,435.31

Garretson School District #49-4

Imprest Checks

March 2023

Vendor Name

Vendor Description

Amount

GENERAL FUND

Brandon Ace Hardware

Agriculture Supplies/Class Supplies

\$235.18

Cash

Junior High All-State Band Meal Money

\$110.00

Division of Criminal Investigation

Background Checks

\$129.75

Liester, Jacki

Elementary Class Supplies - Reimbursement

\$55.98

Lynn, Jackson, Shultz & Lebrun, P.C.

Legal Services

\$830.87

Schrank, Carmyn

Preschool Screening

\$137.50

West Central School District #49-7

Region 3A GBB Expenses

\$2,004.91

TOTAL GENERAL FUND

\$3,504.19

SPECIAL EDUCATION FUND

Cash

Catch the Wave Conference Entrance Fees

\$10.00

Cash

Special Ed. Conference Meal Money

\$300.00

TOTAL SPECIAL EDUCATION FUND

\$310.00

TOTAL IMPREST CHECKS

\$3,814.19

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
22593	Check	03/03/2023	BRANACE	BRANDON ACE HARDWARE	50.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
59006/5-2	02/20/2023		Spray Paint for FFA - 1	71 415 701	7.99
59006/5-2	02/20/2023		Shop Vac. for Concessions - 1	71 415 715	42.99
22594	Check	03/03/2023	CASH	CASH	120.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
03032023	03/03/2023		Meal Money - 1 Teacher (Sittig)	71 415 800	44.00
03032023	03/03/2023		Meal Money - 2 Students	71 415 800	66.00
03282023	03/03/2023		Catch the Wave Conference Entrance Fees	71 415 800	10.00
22595	Check	03/03/2023	ETRHELI	ELIZABETH ETRHEIM	11.36
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3237	03/01/2023		Dollar General - Treats for GBB Team	71 415 480	11.36
22596	Check	03/03/2023	FIRSBANCC	FIRST BANK & TRUST	1,084.11
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
02262023-8977-2	02/26/2023		9 Square in the Air - Middle School Game	71 415 706	427.16
02262023-8977-2	02/26/2023		Amazon - Salsa for Concessions	71 415 715	61.30
02262023-9523-2	02/26/2023		Dakota Entertainment - TATU Event 4/21	71 415 709	595.65
22597	Check	03/03/2023	GARRFOO	GARRETSON FOOD CENTER	116.05
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
953872	02/25/2023		Comm. Appreciation Breakfast Supplies	71 415 701	216.05
953872	02/25/2023		Garretson Food Center Donation	71 415 701	(100.00)
22598	Check	03/03/2023	GOVEINN	GOVERNORS INN A TRAVELODGE BY WYNDHAM	300.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10014538140	12/05/2022		State FFA LDEs - Hotel Stay	71 415 701	300.30
22599	Check	03/03/2023	KIENALY	ALYSHA KIENTOPF	249.71
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
02172023	02/17/2023		Aldi - National FFA Week Supplies	71 415 701	10.42
02172023	02/17/2023		Dollar Gen. - National FFA Week Supplies	71 415 701	70.93
02172023	02/17/2023		Dollar Tree - National FFA Week Supplies	71 415 701	40.74
02172023	02/17/2023		TSC - National FFA Week Supplies	71 415 701	56.37
02172023	02/17/2023		Menards - National FFA Week Supplies	71 415 701	71.25
22600	Check	03/03/2023	MENASFE	MENARDS - SIOUX FALLS EAST	92.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
91869	02/17/2023		National FFA Week Supplies	71 415 701	92.28
22601	Check	03/03/2023	WESTCEN	WEST CENTRAL SCHOOL DISTRICT #49-7	2,004.91

Checking Account: 2		2					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
02252023	02/25/2023		Region 3A GBB Semi-final Gate - 2/25/23	71 415 800	1,960.00		
02272023	02/27/2023		Region 3A GBB Expenses	71 415 800	44.91		
Check Number: 22602	Check Type: Check		Check Date: 03/13/2023 Vendor: CASH	CASH	Check Total:	475.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
03072023	03/07/2023		Target Gift Cards - Staff Gifts	71 415 780	175.00		
03132023	03/13/2023		SPED Conference - Meal Money	71 415 800	300.00		
Check Number: 22603	Check Type: Check		Check Date: 03/13/2023 Vendor: NORTPLA	NORTHERN PLAINS INSURANCE POOL	Check Total:	49,995.49	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
02282023	03/06/2023		April 2023 Insurance Billing	71 415 716	49,995.49		
Check Number: 22604	Check Type: Check		Check Date: 03/13/2023 Vendor: STANLIF	STANDARD LIFE INSURANCE COMPANY	Check Total:	311.13	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
02282023	03/06/2023		April 2023 Insurance Billing	71 415 716	311.13		
Check Number: 22605	Check Type: Check		Check Date: 03/13/2023 Vendor: VISISER	VISION SERVICE PLAN	Check Total:	752.16	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
817427029	03/05/2023		April 2023 Insurance Billing	71 415 716	752.16		
Check Number: 22606	Check Type: Check		Check Date: 03/13/2023 Vendor: WYHECHO	WYHE'S CHOICE FUNDRAISING	Check Total:	268.52	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
03012023	03/01/2023		Missed Sales Tax - Invoice #122110258	71 415 701	268.52		
Check Number: 22607	Check Type: Check		Check Date: 03/17/2023 Vendor: AFLAC	AFLAC	Check Total:	1,560.82	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
095641	03/12/2023		March 2023 Insurance Premium Billing	71 415 718	1,560.82		
Check Number: 22608	Check Type: Check		Check Date: 03/17/2023 Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total:	611.36	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
13711526	02/28/2023		Strawberry Nutri Grain Bars 16 ct. - 4	71 415 705	36.32		
13711526	02/28/2023		Cheez-It Crackers 6 3 oz. - 10	71 415 705	76.20		
13711526	02/28/2023		Fruit Gushers Tropical 8 4.25 oz. - 10	71 415 705	153.10		
13711526	02/28/2023		Graham Crackers Cinnamon 100 1.76 oz. -	71 415 705	41.24		
13711526	02/28/2023		Nacho Dorito Chips 64 1.75 oz. - 1	71 415 706	46.46		
13711526	02/28/2023		Delivery Fee	71 415 706	11.75		
13711526	02/28/2023		Cheez-It Cracker Groove White Cheddar- 9	71 415 706	98.46		
13711526	02/28/2023		Goldfish Colors Crackers 300 .75 oz. - 1	71 415 706	75.19		
13711526	02/28/2023		Blueberry Nutri Grain Bars 16 ct. - 4	71 415 706	36.32		
13711526	02/28/2023		Apple Cinn. Nutri Grain Bars 16 ct. - 4	71 415 706	36.32		
Check Number: 22609	Check Type: Check		Check Date: 03/17/2023 Vendor: CHESCOM	CHESTERMAN COMPANY	Check Total:	799.35	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
10966766	02/16/2023		Diet Coke 12 oz. - 1	71 6900 724 690	10.90		

Checking Account: 2 2

10966766	02/16/2023	Coke 12 oz. - 1	71 6900 724 690	10.90
10966766	02/16/2023	Mello Yello 12 oz. - 1	71 6900 724 690	10.90
10966766	02/16/2023	Coke Zero Sugar 12 oz. - 1	71 6900 724 690	10.90
10966766	02/16/2023	Sales Tax	71 6900 724 690	2.83
10966781	02/16/2023	Coke 20 oz. - 1	71 6900 724 690	21.00
10966781	02/16/2023	Coke Cherry Zero 20 oz. - 1	71 6900 724 690	21.00
10966781	02/16/2023	Sales Tax	71 6900 724 690	2.73
10980808	03/09/2023	Diet Coke 20 oz. - 1	71 6900 724 690	21.00
10980808	03/09/2023	Coke 12 oz. - 2	71 6900 724 690	21.80
10980808	03/09/2023	Mello Yello 12 oz. - 1	71 6900 724 690	10.90
10980808	03/09/2023	Sales Tax	71 6900 724 690	3.49
3265214	02/16/2023	Diet Coke 20 oz. - 2	71 415 715	42.00
3265214	02/16/2023	Coke 20 oz. - 5	71 415 715	105.00
3265214	02/16/2023	Pibb Extra 20 oz. - 4	71 415 715	84.00
3265214	02/16/2023	Mello Yello 20 oz. - 4	71 415 715	84.00
3265214	02/16/2023	Pink Lemonade 20 oz. - 4	71 415 715	84.00
3265214	02/16/2023	Dasani Water 20 oz. - 4	71 415 715	84.00
3265214	02/16/2023	Chippewa Spring Water 20 oz. - 4	71 415 715	84.00
3265214	02/16/2023	Fruit Punch Powerade 20 oz. - 4	71 415 715	84.00

Check Number: 22610	Check Type: Check	Check Date: 03/17/2023	Vendor: HORACEMAN1	HORACE MANN COMPANIES	Check Total: 162.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
03132023	03/13/2023		April 2023 Premium Payment	71 415 718	162.20

Check Number: 22611	Check Type: Check	Check Date: 03/17/2023	Vendor: KIENALY	ALYSHA KIENTOPF	Check Total: 108.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1533	02/14/2023		Dollar Gen- Candy for Staff Appreciation	71 415 701	13.31
3535	03/08/2023		Dollar Tree- Floriculture - CDE Supplies	71 415 701	50.59
4927	03/06/2023		Palisades Oil- Pizza for FFA Meeting	71 415 701	44.20

Check Number: 22612	Check Type: Check	Check Date: 03/17/2023	Vendor: LIESJAC	JACKI LIESTER	Check Total: 55.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
02222023	02/22/2023		Amazon - Thermal Laminating Pouches	71 415 800	27.99
12232022	12/23/2022		Amazon - Thermal Laminating Pouches	71 415 800	27.99

Check Number: 22613	Check Type: Check	Check Date: 03/17/2023	Vendor: LYNNJAC	LYNN, JACKSON, SHULTZ & LEBRUN, P.C.	Check Total: 830.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
170262-1-143412-SDK	03/09/2023		Legal Services	71 415 800	830.87

Check Number: 22614	Check Type: Check	Check Date: 03/17/2023	Vendor: SCHRCAM	CARMYN SCHRANK	Check Total: 137.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
03092023	03/09/2023		Preschool Screening - Nursing - 5.5 hrs.	71 415 800	137.50

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
22615	Check	03/24/2023	BRANACE	BRANDON ACE HARDWARE	362.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
59558/5	03/09/2023		Prom Supplies	71 415 724	82.94
59558/5	03/09/2023		Ag. Supplies	71 415 800	82.94
59836/5	03/18/2023		Calculator - 6	71 415 701	16.74
59836/5	03/18/2023		Universal Pure Gold - 2	71 415 724	27.98
59836/5	03/18/2023		Air Brad Nailer	71 415 800	139.99
59836/5	03/18/2023		Vinyl Tubing - 25	71 415 800	12.25
22616	Check	03/24/2023	DELTDEN	DELTA DENTAL OF SD	4,306.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1873798	03/20/2023		April 2023 Insurance Coverage Billing	71 415 716	4,306.04
22617	Check	03/24/2023	FLANFFA	FLANDREAU FFA	235.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
28-16371	03/23/2023		CDE Registration - 3/23/23 - 37 Kids	71 415 701	235.00
22618	Check	03/24/2023	HOWAFFA	HOWARD FFA	323.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
28-16491	04/03/2023		CDE Registration - 4/3/23 - 37 Kids	71 415 701	323.00
22619	Check	03/24/2023	LENNFFA	LENNOX FFA	323.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
28-16418	03/20/2023		CDE Registration - 3/20/23 - 37 Kids	71 415 701	323.00
22620	Check	03/24/2023	SDFFAA	SOUTH DAKOTA FFA ASSOCIATION	30.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7425	02/01/2023		State Leadership CDE Banquet Fee - 2	71 415 701	30.00
22621	Check	03/24/2023	TRIVALFFA	TRI-VALLEY FFA ALUMNI	422.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
28-16035	03/27/2023		CDE Registration - 3/27/23 - 36 Kids	71 415 701	422.00
22622	Check	03/31/2023	DIVOFCRI	DIVISION OF CRIMINAL INVESTIGATION	129.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
03282023	03/28/2023		Background Check - 3	71 415 800	129.75
22623	Check	03/31/2023	GARRFOO	GARRETSON FOOD CENTER	1,388.88
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
02022023	02/02/2023		Hot Dog Buns - 8	71 415 715	15.12
02052023	02/05/2023		Donuts for FCA	71 415 719	15.17
02092023-2	02/09/2023		Hot Dog Buns - 6	71 415 715	9.00
02092023-2	02/09/2023		Slow Cook Liners - 2	71 415 715	6.78
02132023	02/13/2023		FFA Week - Staff Appreciation Items	71 415 701	49.21
02162023-2	02/16/2023		Donuts for FCA	71 415 719	9.17

Checking Account: 2		2					
02202023	02/20/2023		National FFA Week Supplies	71 415 701		96.02	
02242023	02/24/2023		FFA Breakfast	71 415 701		65.03	
04012023	04/01/2023		2023 Prom Catering	71 415 724		1,123.38	
Check Number: 22624	Check Type: Check	Check Date: 03/31/2023	Vendor: JESSMOF	JESSE MOFFITT	Check Total:	1,720.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
04012023	04/01/2023		2023 After Prom Hypnotist	71 415 724	1,720.00		
Check Number: 22625	Check Type: Check	Check Date: 03/31/2023	Vendor: MENASFE	MENARDS - SIOUX FALLS EAST	Check Total:	598.56	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
93051	03/07/2023		FFA Supplies	71 415 701	45.75		
93051	03/07/2023		Prom Supplies	71 415 724	552.81		
Check Number: 22626	Check Type: Check	Check Date: 03/31/2023	Vendor: WOWENT	WOW ENTERTAINMENT	Check Total:	1,025.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
04012023	04/01/2023		Prom DJ - 4/1/2023	71 415 724	1,025.00		

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 70,962.25

Regular; Beginning Month 01/2023; Processing Month 03/2023; Accounts to Include Accounts with Activity; Fund Number 71

Fund: 71 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>		<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 701	FFA	*Previous Balance				10,344.99
71 415 701	FFA		0.00	0.00	(823.85)	
71 415 701	FFA	*Current Activity				(823.85)
		*Ending Balance:	0.00	0.00	(823.85)	9,521.14
71 415 702	FHA	*Previous Balance				96.00
		*Ending Balance:	0.00	0.00	0.00	96.00
71 415 703	HONOR SOCIETY	*Previous Balance				5,804.97
71 415 703	HONOR SOCIETY		0.00	0.00	(2,020.00)	
71 415 703	HONOR SOCIETY	*Current Activity				(2,020.00)
		*Ending Balance:	0.00	0.00	(2,020.00)	3,784.97
71 415 704	LETTERMAN	*Previous Balance				119.58
		*Ending Balance:	0.00	0.00	0.00	119.58
71 415 705	HS STUDENT COUNCIL	*Previous Balance				1,252.75
71 415 705	HS STUDENT COUNCIL		0.00	0.00	(466.44)	
71 415 705	HS STUDENT COUNCIL	*Current Activity				(466.44)
		*Ending Balance:	0.00	0.00	(466.44)	786.31
71 415 706	MS STUDENT COUNCIL	*Previous Balance				1,768.70
71 415 706	MS STUDENT COUNCIL		0.00	0.00	(867.40)	
71 415 706	MS STUDENT COUNCIL	*Current Activity				(867.40)
		*Ending Balance:	0.00	0.00	(867.40)	901.30
71 415 707	ELEMENTARY STUDENT COUNCIL	*Previous Balance				3,355.17
71 415 707	ELEMENTARY STUDENT COUNCIL		0.00	0.00	(525.00)	
71 415 707	ELEMENTARY STUDENT COUNCIL	*Current Activity				(525.00)
		*Ending Balance:	0.00	0.00	(525.00)	2,830.17
71 415 708	CHEERLEADERS	*Previous Balance				756.15
		*Ending Balance:	0.00	0.00	0.00	756.15
71 415 709	TATU	*Previous Balance				5,224.91
71 415 709	TATU		0.00	0.00	333.13	
71 415 709	TATU	*Current Activity				333.13
		*Ending Balance:	0.00	0.00	333.13	5,558.04
71 415 710	ART CLUB	*Previous Balance				8,442.68
71 415 710	ART CLUB		0.00	0.00	600.00	
71 415 710	ART CLUB	*Current Activity				600.00
		*Ending Balance:	0.00	0.00	600.00	9,042.68
71 415 711	SWAT	*Previous Balance				(236.56)

Regular; Beginning Month 01/2023; Processing Month 03/2023; Accounts to Include Accounts with Activity; Fund Number 71

Fund: 71 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>		<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 711	SWAT		0.00	0.00	2,000.00	
71 1790 724	EMPLOYEES POP MACHINE REVENUE		0.00	269.00	0.00	
71 6900 724 690	EMPLOYEE POP MACHINES		216.30	0.00	0.00	
71 415 711	SWAT	*Current Activity				2,052.70
		*Ending Balance:	216.30	269.00	2,000.00	1,816.14
71 415 712	CLEARING	*Previous Balance				523.46
		*Ending Balance:	0.00	0.00	0.00	523.46
71 415 713	NATIONAL HONOR SOCIETY	*Previous Balance				583.75
		*Ending Balance:	0.00	0.00	0.00	583.75
71 415 714	ORAL INTERP.	*Previous Balance				869.22
		*Ending Balance:	0.00	0.00	0.00	869.22
71 415 715	CONCESSIONS	*Previous Balance				21,101.46
71 415 715	CONCESSIONS		0.00	0.00	1,311.35	
71 415 715	CONCESSIONS	*Current Activity				1,311.35
		*Ending Balance:	0.00	0.00	1,311.35	22,412.81
71 415 716	INSURANCE CLEARING	*Previous Balance				74,392.95
71 415 716	INSURANCE CLEARING		0.00	0.00	5,143.22	
71 415 716	INSURANCE CLEARING	*Current Activity				5,143.22
		*Ending Balance:	0.00	0.00	5,143.22	79,536.17
71 415 717	LIBRARY	*Previous Balance				1,044.47
71 415 717	LIBRARY		0.00	0.00	39.99	
71 415 717	LIBRARY	*Current Activity				39.99
		*Ending Balance:	0.00	0.00	39.99	1,084.46
71 415 718	FLEX ACCOUNTS	*Previous Balance				(85,887.14)
71 415 718	FLEX ACCOUNTS		0.00	0.00	(1,680.99)	
71 415 718	FLEX ACCOUNTS	*Current Activity				(1,680.99)
		*Ending Balance:	0.00	0.00	(1,680.99)	(87,568.13)
71 415 720	CLASS OF 2020	*Previous Balance				(4,124.45)
		*Ending Balance:	0.00	0.00	0.00	(4,124.45)
71 415 721	CLASS OF 2021	*Previous Balance				(595.15)
		*Ending Balance:	0.00	0.00	0.00	(595.15)
71 415 722	CLASS OF 2022	*Previous Balance				213.17
		*Ending Balance:	0.00	0.00	0.00	213.17
71 415 723	CLASS OF 2023	*Previous Balance				762.29

Regular; Beginning Month 01/2023; Processing Month 03/2023; Accounts to Include Accounts with Activity; Fund Number 71

Fund: 71 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 723	CLASS OF 2023	0.00	0.00	(1,502.40)	
71 415 723	CLASS OF 2023				(1,502.40)
	*Current Activity				
	*Ending Balance:	0.00	0.00	(1,502.40)	(740.11)
71 415 724	CLASS OF 2024				5,610.31
71 415 724	CLASS OF 2024	0.00	0.00	(2,195.86)	
71 415 724	CLASS OF 2024				(2,195.86)
	*Current Activity				
	*Ending Balance:	0.00	0.00	(2,195.86)	3,414.45
71 415 725	CLASS OF 2025				1,435.29
71 415 725	CLASS OF 2025	0.00	0.00	735.10	
71 415 725	CLASS OF 2025				735.10
	*Current Activity				
	*Ending Balance:	0.00	0.00	735.10	2,170.39
71 415 726	CLASS OF 2026				1,371.28
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	1,371.28
71 415 727	CLASS OF 2027				963.69
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	963.69
71 415 728	CLASS OF 2028				1,058.23
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	1,058.23
71 415 729	CLASS OF 2029				1,047.76
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	1,047.76
71 415 730	CLASS OF 2030				1,042.58
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	1,042.58
71 415 731	CLASS OF 2031				1,026.67
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	1,026.67
71 704 701	IMPREST ACCOUNT				1,591.90
71 704 701	IMPREST ACCOUNT	0.00	0.00	0.00	
71 1790 701	IMPREST ACCOUNT REVENUE	0.00	380.00	0.00	
71 704 701	IMPREST ACCOUNT				380.00
	*Current Activity				
	*Ending Balance:	0.00	380.00	0.00	1,971.90
71 704 745	IPAD/TECH DAMAGE				4,795.00
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	4,795.00
	Fund Total: 71	216.30	649.00	80.85	66,269.63

Summary Expenditure Report by Function
Regular; Processing Month 03/2023

Account Number	Account Description	Revised Budget	Expended During Month	To Date	Unencumbered Balance	% Of Budget Spent
10	GENERAL FUND					
1111	ELEMENTARY PROGRAMS-REGULAR	\$986,329.56	\$84,850.30	\$616,178.53	\$365,504.57	62.94
1121	MIDDLE SCHOOL PROGRAMS	\$448,249.98	\$22,959.35	\$167,337.77	\$277,678.46	38.05
1131	SECONDARY PROGRAMS-REGULAR	\$717,643.26	\$57,409.49	\$416,011.85	\$295,907.76	58.77
1273	TITLE I GRANTS	\$106,764.96	\$3,953.32	\$27,673.26	\$79,091.70	25.92
1299	GARRETSON ACADEMY	\$40,871.82	\$2,643.58	\$30,755.89	\$10,115.93	75.25
2115	DRUG AND ALCOHOL SERVICES	\$3,250.00	\$768.00	\$4,608.00	(\$1,358.00)	141.78
2121	MS/HS COUNSELING SERVICES	\$110,973.15	\$15,720.24	\$98,374.81	\$12,330.64	88.89
2122	ELEM. COUNSELING SERVICES	\$110,973.16	\$6,290.14	\$44,242.24	\$66,730.92	39.87
2134	NURSE SERVICES	\$20,959.00	\$1,369.98	\$12,022.89	\$8,241.59	60.68
2213	INST STAFF TRAINING (IN-SERV)	\$825.00	\$0.00	\$0.00	\$825.00	0.00
2214	1003 Title	\$0.00	\$0.00	\$7,554.10	(\$8,046.20)	0.00
2222	LIBRARY SERVICES	\$45,965.19	\$3,166.87	\$26,623.08	\$18,338.39	60.10
2227	TECHNOLOGY COORDINATOR	\$119,358.40	\$6,749.34	\$74,233.45	\$37,370.95	68.69
2311	BOARD OF EDUCATION	\$5,987.26	\$0.00	\$2,331.91	\$3,655.35	38.95
2314	ELECTION SERVICE	\$1,140.00	\$567.78	\$567.78	\$572.22	49.81
2315	LEGAL SERVICE	\$30,000.00	\$0.00	\$2,113.50	\$27,886.50	7.05
2317	AUDIT SERVICE	\$15,900.00	\$0.00	\$8,355.96	\$7,544.04	52.55
2319	OTHER BOARD OF ED SERVICES	\$5,900.00	\$0.00	\$3,015.88	\$2,884.12	51.12
2321	OFFICE OF THE SUPERINT SERV	\$160,499.71	\$14,472.21	\$121,806.84	\$38,692.87	75.89
2410	MS/HS PRINCIPAL'S OFFICE	\$123,861.05	\$10,366.08	\$84,041.24	\$39,819.81	67.85
2411	ELEMENTARY PRINCIPAL'S OFFICE	\$112,465.55	\$9,415.65	\$82,693.21	\$29,772.34	73.53
2490	OTHER SUPPORT SERVICES-SCH ADM	\$650.00	\$143.43	\$353.77	\$296.23	54.43
2529	FISCAL SERVICES	\$167,990.82	\$12,961.54	\$109,260.39	\$57,529.96	65.75
2542	BLDG/GROUNDS - UTILITIES	\$173,040.00	\$18,212.51	\$113,474.93	\$59,565.07	65.58
2549	OPERATION & PLANT MAINTENANCE	\$487,229.50	\$27,535.49	\$276,244.51	\$205,637.49	57.79
2559	OTHER PUPIL TRANSPORTATION	\$222,757.44	\$16,984.53	\$137,399.05	\$85,736.84	61.51
2642	CRIMINAL BACKGROUND CHECKS	\$540.00	\$0.00	\$562.25	(\$22.25)	104.12
4191	ESSER III	\$0.00	\$0.00	\$3,721.70	(\$3,721.70)	0.00
6100	MALE ACTIVITIES	\$13,700.00	\$6,978.93	\$38,668.68	(\$32,250.81)	335.41
6200	FEMALE ACTIVITIES	\$21,210.00	\$4,748.72	\$41,392.36	(\$28,363.39)	233.73
6500	TRANSPORTATION	\$8,850.00	\$723.30	\$8,620.17	\$229.83	97.40
6900	COMBINED ACTIVITIES	\$242,350.86	\$15,499.38	\$78,538.34	\$152,297.22	37.16
7000	CONTINGENCIES	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00
8110	OPERATING TRANSFERS OUT	\$41,500.00	\$0.00	\$0.00	\$41,500.00	0.00
10	GENERAL FUND	\$4,572,735.67	\$344,490.16	\$2,638,778.34	\$1,876,993.45	58.95

Summary Expenditure Report by Function
Regular; Processing Month 03/2023

Account Number	Account Description	Revised Budget	Expended During Month	To Date	Unencumbered Balance	% Of Budget Spent
21	CAPTIAL OUTLAY FUND					
1111	ELEMENTARY PROGRAMS-REGULAR	\$48,600.00	\$288.63	\$8,625.18	\$38,637.62	20.50
1121	MIDDLE SCHOOL PROGRAMS	\$36,100.00	\$288.62	\$42,942.40	(\$6,842.40)	118.95
1131	SECONDARY PROGRAMS-REGULAR	\$14,200.00	\$288.62	\$5,690.63	\$8,497.87	40.16
1221	STUDENTS MILD TO MODERATE DISABILITY	\$750.00	\$0.00	\$0.00	\$750.00	0.00
1299	GARRETSON ACADEMY	\$1,650.00	\$0.00	\$978.00	\$672.00	59.27
2227	TECHNOLOGY COORDINATOR	\$30,500.00	\$0.00	\$76,515.97	(\$46,015.97)	250.87
2321	OFFICE OF THE SUPERINT SERV	\$750.00	\$0.00	\$0.00	\$750.00	0.00
2410	MS/HS PRINCIPAL'S OFFICE	\$750.00	\$0.00	\$0.00	\$750.00	0.00
2411	ELEMENTARY PRINCIPAL'S OFFICE	\$750.00	\$0.00	\$0.00	\$750.00	0.00
2529	FISCAL SERVICES	\$8,600.00	\$507.45	\$5,994.73	\$2,605.27	69.71
2535	CONSTRUCTION AND IMPROVEMENTS	\$909,650.00	\$0.00	\$0.00	\$909,650.00	0.00
2549	OPERATION & PLANT MAINTENANCE	\$37,000.00	\$6,279.90	\$101,684.79	(\$64,684.79)	274.82
2559	OTHER PUPIL TRANSPORTATION	\$34,750.00	\$0.00	\$2,223.16	\$32,526.84	6.40
5000	DEBT SERVICE	\$357,225.00	\$0.00	\$9,375.00	\$347,850.00	2.62
6100	MALE ACTIVITIES	\$0.00	\$0.00	\$7,345.90	(\$11,952.90)	0.00
6200	FEMALE ACTIVITIES	\$0.00	\$0.00	\$3,232.60	(\$3,232.60)	0.00
6900	COMBINED ACTIVITIES	\$42,800.00	\$1,037.00	\$3,442.75	\$39,357.25	8.04
8110	OPERATING TRANSFERS OUT	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.00
21	CAPTIAL OUTLAY FUND	\$1,649,075.00	\$8,690.22	\$268,051.11	\$1,375,068.19	16.62

Summary Expenditure Report by Function
Regular; Processing Month 03/2023

Account Number	Account Description	Revised Budget	Expended During Month	To Date	Unencumbered Balance	% Of Budget Spent
22	SPECIAL EDUCATION FUND					
1221	STUDENTS MILD TO MODERATE DISABILITY	\$425,267.36	\$46,541.19	\$344,835.12	\$75,519.78	82.24
1223	DAY PROGRAMS	\$139,750.00	\$5,155.60	\$72,257.34	\$67,492.66	51.70
1226	EARLY CHILDHOOD PROGRAM	\$44,070.11	\$3,343.07	\$23,814.75	\$20,255.36	54.04
2134	NURSE SERVICES	\$20,000.00	\$0.00	\$3,337.75	\$16,662.25	16.69
2142	PSYCHOLOGICAL TESTING SERVICES	\$25,000.00	\$2,084.94	\$19,158.36	\$5,841.64	76.63
2152	SPEECH PATHOLOGY SERVICES	\$89,800.39	\$4,887.58	\$37,670.81	\$52,129.58	41.95
2171	OCCUPATIONAL THERAPY	\$19,000.00	\$864.03	\$6,733.79	\$12,266.21	35.44
2172	OCCUPATIONAL THERAPY	\$39,000.00	\$3,065.19	\$18,179.49	\$20,820.51	46.61
2710	SPECIAL ED DIRECTOR	\$53,867.46	\$4,202.79	\$40,340.03	\$13,527.43	74.89
2736	MULTIPLE DISABILITY TRANSP	\$16,416.63	\$364.16	\$3,959.00	\$12,457.63	24.12
22	SPECIAL EDUCATION FUND	\$872,171.95	\$70,508.55	\$570,286.44	\$296,973.05	65.95

Summary Expenditure Report by Function
 Regular; Processing Month 03/2023

Account Number	Account Description	Revised Budget	Expended During Month	To Date	Unencumbered Balance	% Of Budget Spent
51	FOOD SERVICE FUND					
2562	FOOD SERVICE	\$326,200.00	\$26,877.58	\$184,512.50	\$141,118.70	56.74
51	FOOD SERVICE FUND	\$326,200.00	\$26,877.58	\$184,512.50	\$141,118.70	56.74

Summary Expenditure Report by Function
Regular; Processing Month 03/2023

Account Number	Account Description	Revised Budget	Expended During Month	To Date	Unencumbered Balance	% Of Budget Spent
53	DRIVERS ED					
1132	DRIVERS EDUCATION	\$10,981.48	\$0.00	\$817.96	\$10,163.52	7.45
53	DRIVERS ED	\$10,981.48	\$0.00	\$817.96	\$10,163.52	7.45

Summary Expenditure Report by Function

Regular; Processing Month 03/2023

Account Number	Account Description	Revised Budget	Expended During Month	To Date	Unencumbered Balance	% Of Budget Spent
54	PRESCHOOL					
1141	REGULAR PRESCHOOL	\$105,212.58	\$8,416.01	\$60,671.91	\$44,540.67	57.67
54	PRESCHOOL	\$105,212.58	\$8,416.01	\$60,671.91	\$44,540.67	57.67

Summary Expenditure Report by Function
 Regular; Processing Month 03/2023

Account Number	Account Description	Revised Budget	Expended During Month	To Date	Unencumbered Balance	% Of Budget Spent
71	STUDENT ACTIVITY					
6900	COMBINED ACTIVITIES	\$0.00	\$148.35	\$165.15	(\$302.41)	0.00
71	STUDENT ACTIVITY	\$0.00	\$148.35	\$165.15	(\$302.41)	0.00

	Garretson School District No. 49-4					
	Payroll Report					
	Fiscal Year 2022-2023					
Code		<i>December 2022</i>	<i>January 2023</i>	<i>February 2023</i>	<i>March 2023</i>	<i>July 2022 - March 2023</i>
	GENERAL FUND					
10-1111-000-111	Elementary Instruction - Certified	\$71,927.30	\$72,371.74	\$72,038.34	\$72,038.34	\$505,266.74
10-1111-000-119	Elementary Instruction - Other Compensation					\$6,616.02
10-1111-000-120	Elementary Instruction - Substitutes	\$1,819.29	\$209.92	\$2,658.96	\$2,519.03	\$14,526.39
10-1111-000-142	Elementary Instruction - Sick Leave Payback					\$0.00
10-1111-009-111	Elementary Instruction - Class Size Reduction	\$5,667.36	\$6,217.36	\$5,667.36	\$5,667.36	\$40,221.52
10-1111-011-111	Elementary Instruction - G5 Certified	\$4,612.58	\$4,862.58	\$4,612.58	\$4,612.58	\$32,538.06
10-1121-000-111	Middle School Instruction - Certified	\$21,938.65	\$22,183.08	\$22,049.68	\$22,049.68	\$155,106.95
10-1121-000-119	Middle School Instruction - Other Compensation	\$161.46		\$145.49		\$306.95
10-1121-000-120	Middle School Instruction - Substitutes	\$979.62		\$1,609.38	\$909.67	\$5,807.77
10-1121-000-142	Middle School Instruction - Sick Leave Payback					\$0.00
10-1131-000-111	Secondary Instruction - Certified	\$51,335.89	\$51,824.84	\$51,558.03	\$51,558.02	\$361,022.00
10-1131-000-114	Secondary Instruction - Classified	\$2,983.99	\$2,262.93	\$3,609.62	\$3,549.52	\$24,623.72
10-1131-000-119	Secondary Instruction - Other Compensation	\$1,149.32	\$834.74	\$1,116.62	\$857.46	\$6,462.36
10-1131-000-120	Secondary Instruction - Substitutes	\$1,987.22	\$699.73	\$1,119.58	\$1,049.58	\$8,993.54
10-1131-000-130	Secondary Instruction - Overtime					\$0.00
10-1131-000-142	Secondary Instruction - Sick Leave Payback					\$0.00
10-1273-000-111	Title I A - Instruction - Certified - Non-Federal	\$2,156.36	\$2,156.36	\$2,156.36	\$2,156.36	\$15,094.53
10-1273-000-119	Title I A - Other Compensation					\$0.00
10-1273-000-120	Title I A - Substitutes					\$0.00
10-1273-006-111	Title I A - Instruction - Certified - Federal	\$1,796.96	\$1,796.96	\$1,796.96	\$1,796.96	\$12,578.73
10-1273-006-112	Title I A - Instructional Aides					\$0.00
10-1299-000-111	Garretson Academy - Certified Instructor					\$0.00
10-1299-000-112	Garretson Academy - Educational Supervisor	\$2,540.73	\$1,361.06	\$3,138.63	\$2,643.58	\$19,314.89
10-1299-000-119	Garretson Academy - Other Compensation					\$0.00
10-1299-000-120	Garretson Academy - Substitutes					\$0.00
10-2121-000-111	Middle School/Secondary Instruction Guidance - Certified	\$10,394.38	\$10,394.38	\$10,394.38	\$10,394.38	\$72,760.66
10-2121-000-119	Middle School/Secondary Instruction Guidance - Other Compensation	\$511.52	\$511.52	\$511.52	\$2,511.52	\$5,580.64
10-2122-000-111	Elementary Instruction Guidance - Certified	\$6,030.98	\$6,030.98	\$6,030.98	\$6,030.98	\$42,194.39
10-2122-000-119	Elementary Instruction - Other Compensation	\$259.16	\$259.16	\$259.15	\$259.16	\$1,813.85
10-2134-000-319	School Nurse - Professional Services	\$1,204.70	\$831.15	\$1,385.36	\$1,064.50	\$10,086.85
10-2212-000-119	Instruction & Curriculum Development - Other Compensation					\$0.00
10-2212-000-120	Instruction & Curriculum Development - Substitutes					\$0.00
10-2213-000-119	Instructional Staff Training - Other Compensation					\$0.00
10-2213-000-120	Instructional Staff Training - Substitutes					\$0.00
10-2213-009-119	Instructional Staff Training - Other Compensation - Grant					\$0.00
10-2213-009-120	Instructional Staff Training - Substitutes					\$0.00
10-2214-012-119	Title 1003 Staff Training - Other Compensation					\$0.00
10-2214-012-120	Title 1003 Staff Training - Substitutes					\$0.00
10-2222-000-112	Library - Educational Assistants	\$2,740.42	\$2,027.69	\$3,578.61	\$3,166.87	\$22,613.37
10-2222-000-120	Library - Substitutes					\$0.00
10-2227-000-111	Technology - Certified	\$6,749.34	\$6,749.34	\$6,749.34	\$6,749.34	\$61,073.54
10-2227-000-119	Technology - Other Compensation					\$700.00
10-2311-000-113	Board of Education - Salaries	\$1,033.44				\$1,033.44
10-2314-000-399	School Board/Opt Out Election - Election Board				\$400.00	\$400.00
10-2321-000-113	Office of the Superintendent - Certified	\$12,036.66	\$12,036.66	\$12,036.66	\$12,036.66	\$108,331.14
10-2321-000-119	Office of the Superintendent - Other Compensation	\$573.10	\$573.10	\$573.10	\$573.10	\$5,857.98
10-2321-000-220	Office of the Superintendent - Retirement					\$0.00
10-2410-000-113	Office of the Principal - Middle/High School - Certified	\$7,878.08	\$7,878.08	\$7,878.08	\$7,878.08	\$63,026.56
10-2410-000-114	Office of the Principal - Middle/High School - Classified	\$2,054.42	\$1,516.56	\$2,543.71	\$2,110.22	\$17,044.36
10-2410-000-119	Office of the Principal - Middle/High School - Other Compensation					\$700.00
10-2410-000-120	Office of the Principal - Middle/High School - Substitutes					\$0.00
10-2410-000-130	Office of the Principal - Middle/High School - Overtime	\$14.02		\$57.64	\$7.28	\$642.59
10-2410-000-142	Office of the Principal - Middle/High School - Sick Leave Payback					\$0.00
10-2410-000-399	Office of the Principal - Middle/High School - Contracted Services					\$0.00
10-2411-000-113	Office of the Principal - Elementary School - Certified	\$7,107.62	\$7,107.62	\$7,107.62	\$7,107.62	\$60,775.59
10-2411-000-114	Office of the Principal - Elementary School - Classified	\$2,054.41	\$1,516.57	\$2,543.71	\$2,110.25	\$17,044.38
10-2411-000-119	Office of the Principal - Elementary School - Other Compensation					\$700.00
10-2411-000-120	Office of the Principal - Elementary School - Substitutes					\$0.00
10-2411-000-130	Office of the Principal - Elementary School - Overtime	\$14.01		\$57.72	\$7.28	\$642.73
10-2529-000-113	Business Manager	\$7,200.52	\$7,200.52	\$7,200.52	\$7,200.52	\$64,804.68

10-2529-000-114	Business Office - Classified	\$3,141.46	\$2,444.68	\$4,198.26	\$3,380.24	\$27,653.69
10-2529-000-119	Business Office - Other Compensation					\$700.00
10-2529-000-130	Business Office - Overtime		\$64.03		\$84.61	\$363.69
10-2549-000-114	Operation and Maintenance - Classified	\$19,080.96	\$17,623.35	\$19,903.42	\$18,655.87	\$160,013.21
10-2549-000-120	Operation and Maintenance - Temporary				\$68.86	\$12,934.75
10-2549-000-130	Operation and Maintenance - Overtime	\$889.48	\$528.37	\$418.24	\$784.31	\$4,945.82
10-2549-000-323	Operation and Maintenance - Repairs & Maintenance					\$1,316.00
10-2559-000-114	Transportation - Classified	\$11,979.95	\$9,288.72	\$12,787.30	\$11,753.02	\$96,400.97
10-2559-000-120	Transportation - Temporary					\$0.00
10-404	Contracts Payable					\$249,240.82
10-457	Benefits Payable					\$63,588.74
10-6100-***-111	Male Co-Curricular - Certified	\$4,905.90	\$368.52	\$368.52	\$4,905.89	\$24,917.45
10-6100-000-114	Male Co-Curricular - Classified					\$0.00
10-6100-***-119	Male Co-Curricular - Other Compensation					\$0.00
10-6100-000-120	Male Co-Curricular - Temporary					\$0.00
10-6100-***-319	Male Co-Curricular - Officials and Professional & Tech.	\$70.00	\$70.00	\$140.00		\$505.00
10-6200-***-111	Female Co-Curricular - Certified	\$2,351.14	\$2,351.14	\$2,351.14	\$2,351.14	\$24,206.05
10-6200-000-114	Female Co-Curricular - Classified					\$0.00
10-6200-***-119	Female Co-Curricular - Other Compensation					\$0.00
10-6200-000-120	Female Co-Curricular - Temporary					\$0.00
10-6200-***-319	Female Co-Curricular - Officials and Professional & Tech.	\$70.00	\$70.00	\$70.00	\$100.00	\$1,770.00
10-6500-000-114	Transportation - Co-Curricular Activities	\$305.75	\$1,537.67	\$2,605.00	\$723.30	\$8,620.17
10-6900-000-111	Assistant Athletic Director - Certified	\$573.21	\$573.22	\$573.22	\$573.22	\$4,012.53
10-6900-***-111	Combined Co-Curricular - Certified	\$7,747.55	\$5,188.02	\$5,188.03	\$7,747.58	\$41,435.23
10-6900-000-114	Combined Co-Curricular - Classified	\$45.84	\$45.84	\$45.84	\$45.84	\$320.88
10-6900-000-13*	Official Book/Ticket Selling/Clock & Scoreboard/Etc.					\$2,220.00
10-6900-490-114	JR Class/Conc. - Classified Wages	\$1,728.51				\$1,728.51
	Total General Fund	\$291,803.26	\$271,568.19	\$290,834.66	\$292,189.78	\$2,493,200.41
	SPECIAL EDUCATION FUND					
22-1221-000-111	Special Education Instructional Services - Certified	\$8,164.13	\$8,164.12	\$8,164.12	\$8,164.13	\$57,148.86
22-1221-000-112	Special Education Instructional Services - Classified	\$25,111.73	\$17,147.19	\$32,356.03	\$25,772.40	\$195,728.94
22-1221-000-119	Special Education Instructional Services - Other Compensation					\$0.00
22-1221-000-120	Special Education Instructional Services - Substitutes	\$139.95	\$139.94	\$209.91	\$699.72	\$4,688.17
22-1221-000-130	Special Education Instructional Services - Overtime	\$21.35	\$10.60	\$279.74	\$35.91	\$725.45
22-1221-611-111	Special Education Instructional Services - Certified Federal	\$7,225.00	\$7,225.00	\$7,225.00	\$7,225.00	\$50,273.16
22-1221-611-112	Special Education Instructional Services - Educational Assistants					\$0.00
22-1221-611-120	Special Education Instructional Services - Substitutes	\$489.82		\$139.95	\$279.89	\$1,959.25
22-1226-000-111	Early Childhood Instructional Services - Certified	\$2,630.38	\$2,630.38	\$2,630.38	\$2,630.38	\$18,475.22
22-1226-000-112	Early Childhood Instructional Services - Educational Assistants	\$299.41	\$245.35	\$437.40	\$360.71	\$2,735.72
22-1226-000-119	Early Childhood Instructional Services - Other Compensation					\$0.00
22-1226-000-120	Early Childhood Instructional Services - Substitutes					\$139.95
22-1226-619-111	Early Childhood Instructional Services - Certified Federal	\$351.98	\$351.98	\$351.98	\$351.98	\$2,463.86
22-1227-000-111	Birth to Three Services - Certified					\$0.00
22-2152-000-111	Speech Therapy Services - Certified	\$4,887.58	\$4,887.58	\$4,887.58	\$4,887.58	\$34,213.06
22-2152-000-119	Speech Therapy Services - Other Compensation					\$0.00
22-2710-000-113	Special Education Admin. - Director	\$3,721.72	\$3,721.72	\$3,721.72	\$3,721.72	\$33,583.31
22-2710-000-119	Special Education Admin. - Other Compensation					\$700.00
22-2736-000-114	Special Education - Transportation	\$395.82	\$116.11	\$696.63	\$364.16	\$3,959.00
22-404	Contracts Payable					\$31,437.81
22-457	Benefits Payable					\$8,704.18
	Total Special Education Fund	\$53,438.87	\$44,639.97	\$61,100.44	\$54,493.58	\$446,935.94
	DRIVER'S EDUCATION FUND					
53-1132-000-114	Driver's Education - Salaries					\$0.00
	Total Driver's Education Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	PRESCHOOL FUND					
54-1141-000-111	Preschool Instructional Services - Certified	\$4,843.92	\$4,843.92	\$4,843.92	\$4,843.92	\$34,470.48
54-1141-000-112	Preschool Instructional Services - Educational Assistants	\$3,378.29	\$2,208.02	\$4,147.60	\$3,572.09	\$26,052.31
54-1141-000-114	Preschool Instructional Services - Classified					\$0.00
54-1141-000-119	Preschool Instructional Services - Other Compensation					\$0.00
54-1141-000-130	Preschool Instructional Services - Overtime					\$0.00
54-404	Contracts Payable					\$7,071.55
54-457	Benefits Payable					\$2,128.04
	Total Preschool Fund	\$8,222.21	\$7,051.94	\$8,991.52	\$8,416.01	\$69,722.38
	GRAND TOTAL	\$353,464.34	\$323,260.10	\$360,926.62	\$355,099.37	\$3,009,858.73

General Fund - Gross Salaries	\$235,473.76	\$216,140.36	\$234,040.81	\$235,633.10		\$2,012,991.96
General Fund - Social Security/Medicare	\$16,693.39	\$15,135.16	\$16,454.09	\$16,436.74		\$141,289.11
General Fund - SD Retirement	\$12,946.01	\$12,515.13	\$13,105.94	\$12,886.12		\$112,522.97
General Fund - Group Insurance	\$26,690.10	\$27,777.54	\$27,233.82	\$27,233.82		\$226,396.37
Total General Fund	\$291,803.26	\$271,568.19	\$290,834.66	\$292,189.78		\$2,493,200.41
Special Education Fund - Gross Salaries	\$39,936.32	\$31,294.94	\$45,911.05	\$40,065.56		\$336,901.36
Special Education Fund - Social Security/Medicare	\$2,672.51	\$2,068.34	\$3,101.54	\$2,694.34		\$22,925.54
Special Education Fund - SD Retirement	\$2,319.93	\$1,848.35	\$2,663.46	\$2,305.34		\$19,352.54
Special Education Fund - Group Insurance	\$8,510.11	\$9,428.34	\$9,424.39	\$9,428.34		\$67,756.50
Total Special Education Fund	\$53,438.87	\$44,639.97	\$61,100.44	\$54,493.58		\$446,935.94
Driver's Education Fund - Gross Salaries						\$0.00
Driver's Education Fund - Social Security/Medicare						\$0.00
Total Driver's Education Fund	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Preschool Fund - Gross Salaries	\$5,993.91	\$4,978.98	\$6,682.14	\$6,195.18		\$51,780.30
Preschool Fund - Social Security/Medicare	\$422.73	\$345.18	\$475.46	\$438.22		\$3,648.99
Preschool Fund - SD Retirement	\$359.64	\$298.74	\$400.93	\$353.57		\$3,040.15
Preschool Fund - Group Insurance	\$1,445.93	\$1,429.04	\$1,432.99	\$1,429.04		\$11,252.94
Total Preschool Fund	\$8,222.21	\$7,051.94	\$8,991.52	\$8,416.01		\$69,722.38
GRAND TOTAL	\$353,464.34	\$323,260.10	\$360,926.62	\$355,099.37		\$3,009,858.73

Batch Description: March 2023 General Fund Account Bank Recon. Processing Month: 03/2023
Checking Account: 1 1

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	03/31/2023	2,163,733.76

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
50226	DEFENSE SOAP, LLC	02/14/2022	101.75
50434	PRAIRIE REPORTING	04/11/2022	300.00
50935	LUNCHTIME SOLUTIONS, INC.	11/14/2022	32,474.87
50951	CHARLI PETERSON	11/14/2022	10.00
50957	MACI ROTERT	11/14/2022	10.00
51104	CELEBRATION OF MUSIC FESTIVAL	02/13/2023	210.00
51165	ARYNZI RABB	03/15/2023	120.05
51185	CARROLL INSTITUTE	03/13/2023	768.00
51226	TAD HEITKAMP	03/30/2023	2,395.37
51227	DAVE VANDER GRIFT	03/30/2023	591.03
51228	ACCOUNTS MANAGEMENT, INC.	03/30/2023	222.25
51229	AMERICAN FUNDS SERVICE CO.	03/30/2023	110.00
51230	AMERICAN GENERAL LIFE INSURANCE	03/30/2023	100.00
51233	HORACE MANN	03/30/2023	305.00
51234	HORACE MANN	03/30/2023	400.00
51236	SOUTH DAKOTA SUPPLEMENTAL RETIREMENT PLAN	03/30/2023	50.00
	Total:		<u>38,168.32</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Annual Report Adj.	06/30/2021	(2,819.66)
	CD Interest Earned	06/20/2022	11.59
	Total:		<u>(2,808.07)</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
2,163,733.76	(40,976.39)	2,122,757.37	2,122,757.37	0.00

Cleared Automatic Payment Total:	63,118.41
Cleared Checks Total:	169,073.37
Cleared Direct Deposit Total:	(228,704.38)
Cleared Void Total:	
Cleared Cash Receipt Total:	421,016.99
Cleared Manual Journal Entries Total:	(255.83)
Cleared Sales Journal Total:	

Batch Description: March 2023 Custodial Fund Account Bank Recon. Processing Month: 03/2023
Checking Account: 2 2

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	03/31/2023	75,462.77

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
22192	JAYDA SNEDEKER	04/20/2022	50.00
22526	CHAD LARSON	01/23/2023	160.44
22560	AL HANSEN	02/10/2023	134.36
22588	AL HANSEN	02/24/2023	109.36
22600	MENARDS - SIOUX FALLS EAST	03/03/2023	92.28
22618	HOWARD FFA	03/24/2023	323.00
22619	LENNOX FFA	03/24/2023	323.00
22621	TRI-VALLEY FFA ALUMNI	03/24/2023	422.00
22622	DIVISION OF CRIMINAL INVESTIGATION	03/31/2023	129.75
22623	GARRETSON FOOD CENTER	03/31/2023	1,388.88
22624	JESSE MOFFITT ENTERTAINMENT	03/31/2023	1,720.00
22625	MENARDS - SIOUX FALLS EAST	03/31/2023	598.56
22626	WOW ENTERTAINMENT	03/31/2023	1,025.00
Total:			6,476.63

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	W/O Flex ACH	06/30/2021	65.00
	W/O Outstanding Dep.	06/30/2021	(474.60)
	Credit Memo - Credit #CM112518	04/25/2022	34.65
	Cash	06/30/2021	22,150.00
	05/19/2022 WW Credit Memo - #CM114542	05/19/2022	59.00
	CD Interest Earned	06/20/2022	25.33
	CD Interest Earned	06/20/2022	1.05
	CD Interest Earned	06/20/2022	16.17
	CD Interest Earned	06/20/2022	16.12
	CD Interest Earned	06/20/2022	1.03
	CD Interest Earned	06/20/2022	1.04
	CD Interest Earned	06/20/2022	16.21
	CD Interest Earned	06/22/2022	25.19
	CD Interest Earned	06/22/2022	4.26
	CD Interest Earned	06/20/2022	2.50
	CD Interest Earned	06/20/2022	1.00
Total:			21,943.95

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
75,462.77	15,467.32	90,930.09	90,930.09	0.00

Cleared Automatic Payment Total:
 Cleared Checks Total: 73,474.16
 Cleared Direct Deposit Total:
 Cleared Void Total:
 Cleared Cash Receipt Total: 72,838.96
 Cleared Manual Journal Entries Total: (1,497.98)
 Cleared Sales Journal Total:





First Bank & Trust
 PO Box 5057
 Brookings, SD 57006
 MEMBER FDIC

Account #	Statement Date	Page
*****0057	3/31/2023	1 of 16

*****EXCLUDE-General
 9642 1.5370 EX 0.000 27 1 2309

GARRETSON SCHOOL
 GENERAL FUND
 PO BOX C
 GARRETSON SD 57030-0381

 **CUSTOMER SERVICE**
 Toll-Free: 800.843.1552
 **WWW.BANKEASY.COM**

CHECKING ACCOUNT

Account Title: GARRETSON SCHOOL
 GENERAL FUND

INTEREST CHECKING		NUMBER OF ENCLOSURES	90
ACCOUNT NUMBER	ENDING 0057	Statement Dates	3/01/23 thru 4/02/23
PREVIOUS BALANCE	112,066.52	DAYS IN THE STATEMENT PERIOD	33
63 DEPOSITS	449,111.89	AVERAGE LEDGER BALANCE	88,701.43
79 CHECKS/DEBITS	403,691.51	AVERAGE COLLECTED BAL	88,701.43
SERVICE CHARGE	.00	Interest Earned	20.05
INTEREST PAID	20.05	Annual Percentage Yield Earned	0.25
NEW BALANCE	157,506.95	2023 Interest Paid	62.63

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total NSF Returned Item Fees	\$.00	\$.00

DEPOSITS

DATE	DESCRIPTION	AMOUNT
3/01	8662240369 MerchPayout SV9T 1043575881 23/03/01 TRACE# -242071759195618	159.14
3/02	8662240369 MerchPayout SV9T 1043575881 23/03/02 TRACE# -242071750046596	14.48
3/02	8662240369 MerchPayout SV9T 1043575881 23/03/02	962.35



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

Account #	Statement Date	Page
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DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-13-23
CURRENCY: 1800
COIN: 10
CHECKS: 24000
TOTAL ITEMS: 253.10
TOTAL AMOUNT: \$253.10
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$253.10 Date: 3/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-20-23
CURRENCY: 2000
COIN: 75
CHECKS: 2000
TOTAL ITEMS: 220.75
TOTAL AMOUNT: \$220.75
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$220.75 Date: 3/21/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-21-23
CURRENCY: 89.00
COIN: 75
CHECKS: 426.00
TOTAL ITEMS: 509.75
TOTAL AMOUNT: \$509.75
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$509.75 Date: 3/21/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-24-23
CURRENCY: 139.00
COIN: 25
CHECKS: 340.00
TOTAL ITEMS: 489.25
TOTAL AMOUNT: \$489.25
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$489.25 Date: 3/24/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-23-23
CURRENCY: 1800
COIN: 75
CHECKS: 5000
TOTAL ITEMS: 687.6
TOTAL AMOUNT: \$687.6
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$687.6 Date: 3/24/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 2-22-23
CURRENCY: 1100
COIN: 25
CHECKS: 4000
TOTAL ITEMS: 471.25
TOTAL AMOUNT: \$471.25
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$471.25 Date: 3/24/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-27-23
CURRENCY: 13400
COIN: 75
CHECKS: 9000
TOTAL ITEMS: 224.75
TOTAL AMOUNT: \$224.75
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$224.75 Date: 3/28/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-15-23
CURRENCY: 0900
COIN: 50
CHECKS: 4000
TOTAL ITEMS: 567.50
TOTAL AMOUNT: \$567.50
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$567.50 Date: 3/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-10-23
CURRENCY: 24000
COIN: 75
CHECKS: 2000
TOTAL ITEMS: 467.75
TOTAL AMOUNT: \$467.75
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$467.75 Date: 3/10/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-9-23
CURRENCY: 7300
COIN: 75
CHECKS: 25000
TOTAL ITEMS: 323.75
TOTAL AMOUNT: \$323.75
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$323.75 Date: 3/10/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3/8/23
CURRENCY: 5000
COIN: 50000
CHECKS: 50000
TOTAL ITEMS: 600.00
TOTAL AMOUNT: \$600.00
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$600.00 Date: 3/10/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57006
DATE: 3-6-23
CURRENCY: 20300
COIN: 100
CHECKS: 4800
TOTAL ITEMS: 692.00
TOTAL AMOUNT: \$692.00
PLEASE DEPOSIT ALL ITEMS AND PROPERLY ENDORSED

Check: 0 Amount: \$692.00 Date: 3/7/2023 Deposit



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

Account #	Statement Date	Page
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DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 3-7-23
CURRENCY: 1150.00
CHECKS: 4700.00
TOTAL DEPOSIT: 5850.00
TOTAL CHECKS: 585.85
TOTAL DEPOSIT: 585.85

Check: 0 Amount: \$585.85 Date: 3/7/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 3-5-23
CURRENCY: 180.00
CHECKS: 10.00
TOTAL DEPOSIT: 200.00
TOTAL CHECKS: 339.10
TOTAL DEPOSIT: 339.10

Check: 0 Amount: \$339.10 Date: 3/7/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 2-27-23
CURRENCY: 49.00
CHECKS: 1300.00
TOTAL DEPOSIT: 1349.00
TOTAL CHECKS: 199.50
TOTAL DEPOSIT: 199.50

Check: 0 Amount: \$199.50 Date: 3/3/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 2-28-23
CURRENCY: 14.00
CHECKS: 510.04
TOTAL DEPOSIT: 524.04
TOTAL CHECKS: 524.00
TOTAL DEPOSIT: 524.00

Check: 0 Amount: \$524.00 Date: 3/3/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 3-1-23
CURRENCY: 61.00
CHECKS: 2000.00
TOTAL DEPOSIT: 2061.00
TOTAL CHECKS: 261.50
TOTAL DEPOSIT: 261.50

Check: 0 Amount: \$261.50 Date: 3/3/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 3-2-23
CURRENCY: 400.00
CHECKS: 1735.00
TOTAL DEPOSIT: 2135.00
TOTAL CHECKS: 1223.50
TOTAL DEPOSIT: 1223.50

Check: 0 Amount: \$1,223.50 Date: 3/3/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 3-14-23
CURRENCY: 180.00
CHECKS: 223.00
TOTAL DEPOSIT: 403.00
TOTAL CHECKS: 411.70
TOTAL DEPOSIT: 411.70

Check: 0 Amount: \$411.70 Date: 3/15/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSO SCHOOL DISTRICT
DATE: 3-28-23
CURRENCY: 200.00
CHECKS: 400.00
TOTAL DEPOSIT: 600.00
TOTAL CHECKS: 428.00
TOTAL DEPOSIT: 428.00

Check: 0 Amount: \$428.00 Date: 3/28/2023 Deposit

GARRETSO SCHOOL DISTRICT NO. 49-4
MONTANA COUNTY STATE OF SOUTH DAKOTA
GARRETSO SCHOOL DISTRICT NO. 49-4
DATE: 3/15/2023
AMOUNT: 150.00
PAY TO THE ORDER OF: [Signature]

Check: 51109 Amount: \$150.00 Date: 3/15/2023 51109

GARRETSO SCHOOL DISTRICT NO. 49-4
MONTANA COUNTY STATE OF SOUTH DAKOTA
GARRETSO SCHOOL DISTRICT NO. 49-4
DATE: 3/6/2023
AMOUNT: 3490.98
PAY TO THE ORDER OF: [Signature]

Check: 51117 Amount: \$3,490.98 Date: 3/6/2023 51117

GARRETSO SCHOOL DISTRICT NO. 49-4
MONTANA COUNTY STATE OF SOUTH DAKOTA
GARRETSO SCHOOL DISTRICT NO. 49-4
DATE: 3/9/2023
AMOUNT: 200.00
PAY TO THE ORDER OF: [Signature]

Check: 51135 Amount: \$200.00 Date: 3/9/2023 51135

GARRETSO SCHOOL DISTRICT NO. 49-4
MONTANA COUNTY STATE OF SOUTH DAKOTA
GARRETSO SCHOOL DISTRICT NO. 49-4
DATE: 3/1/2023
AMOUNT: 891.07
PAY TO THE ORDER OF: [Signature]

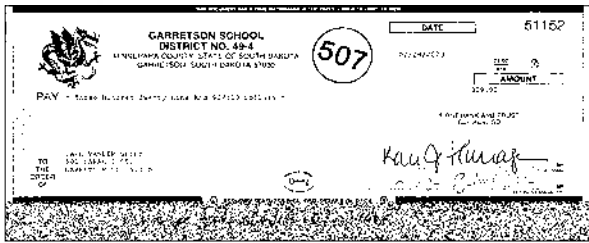
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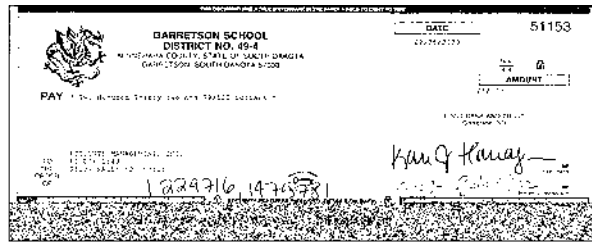
First Bank & Trust
PO Box 5057
Brookings, SD 57006

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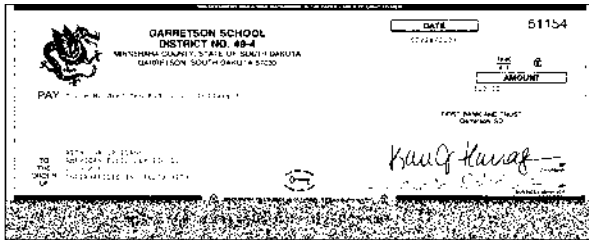
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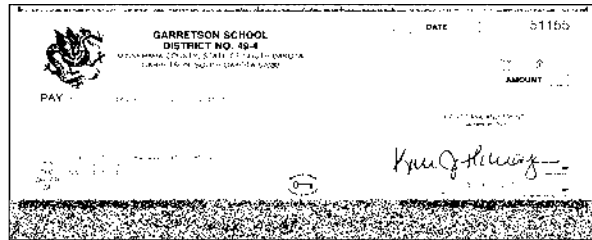
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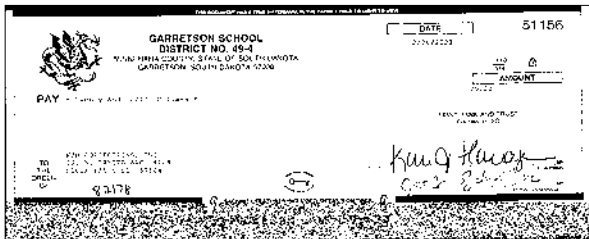
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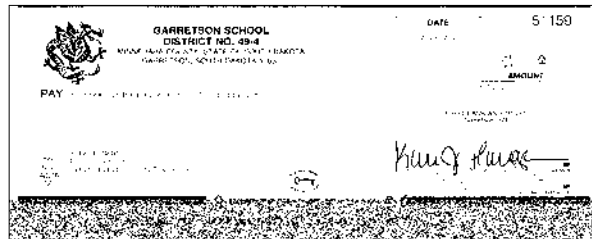
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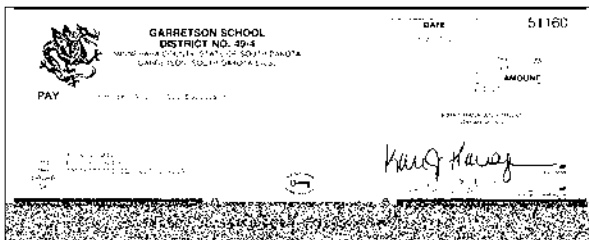
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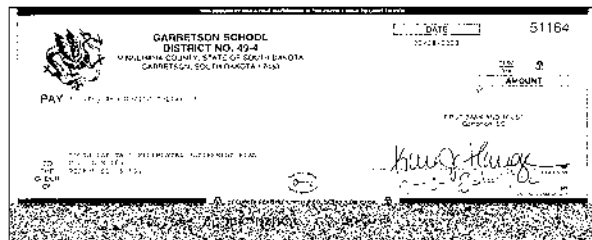
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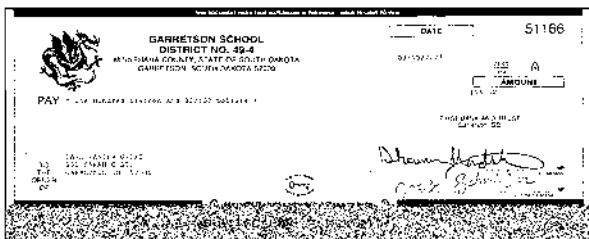
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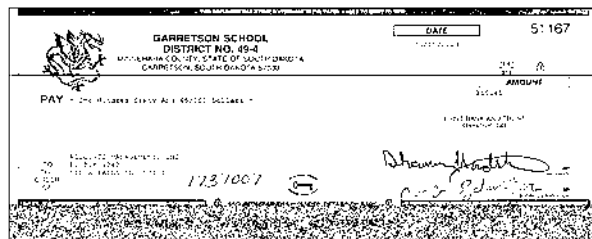
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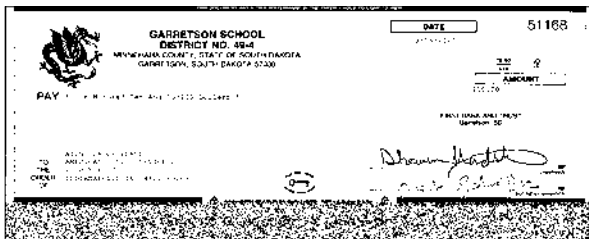
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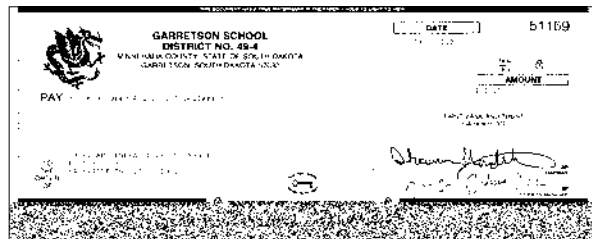
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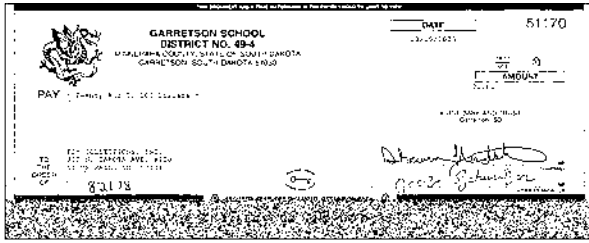


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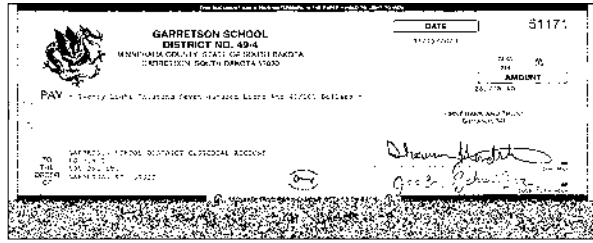


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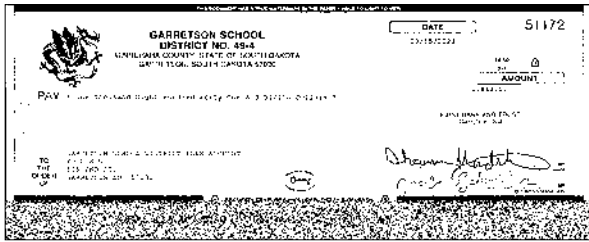
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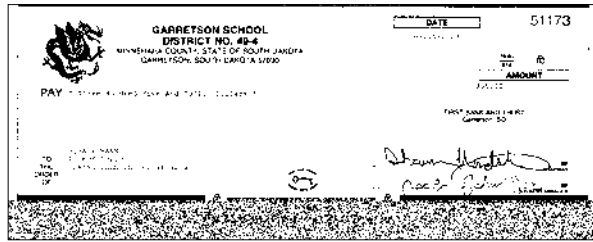
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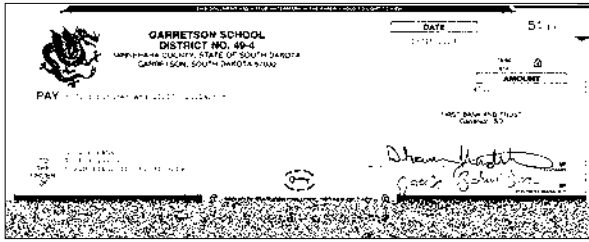
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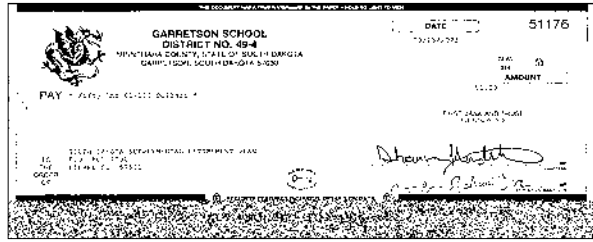
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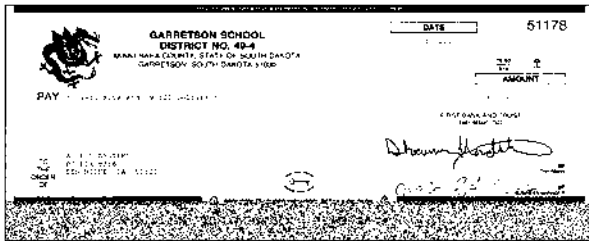
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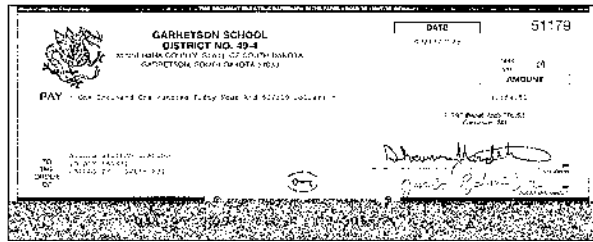
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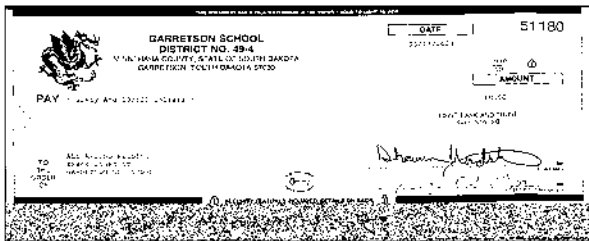
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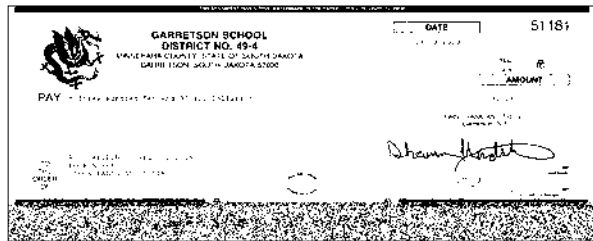
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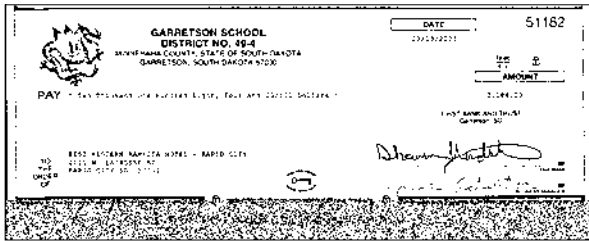
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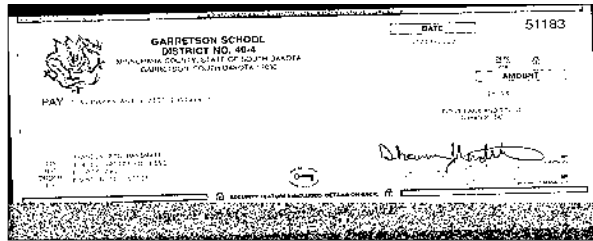
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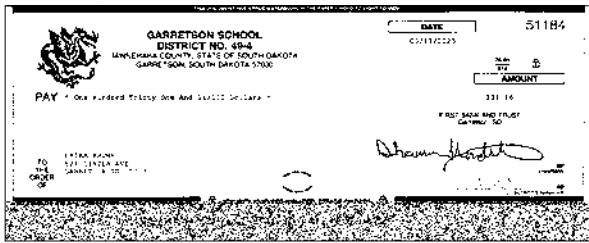
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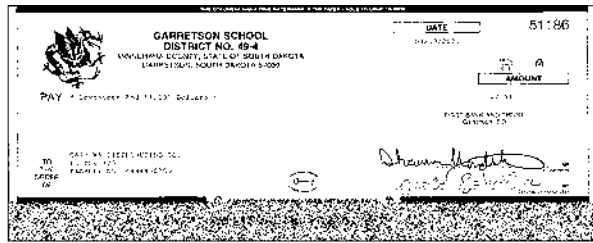
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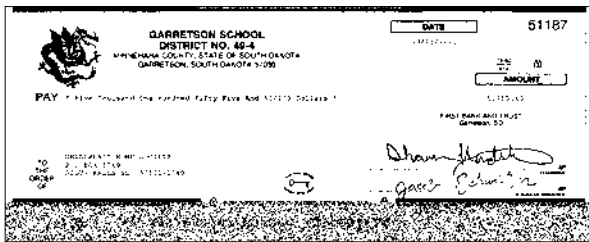
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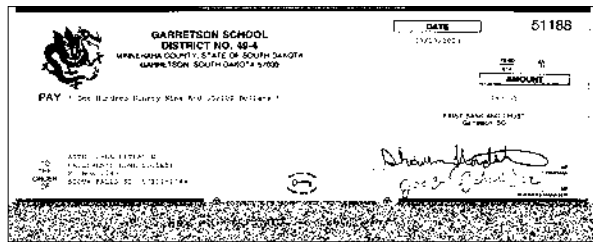
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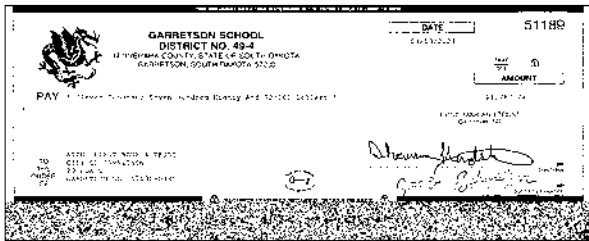
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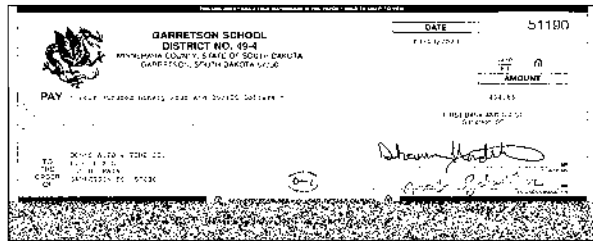
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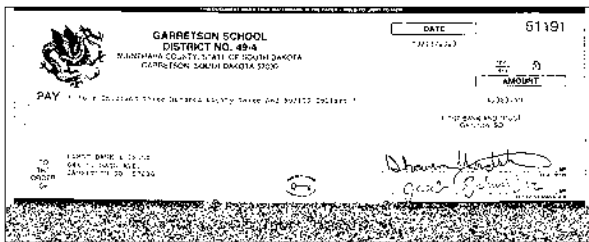
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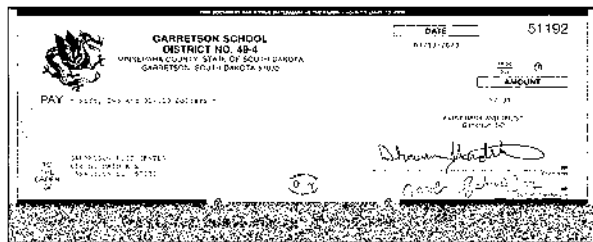
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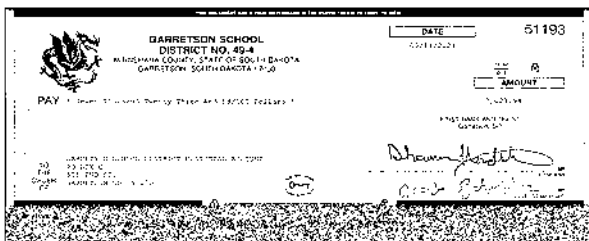
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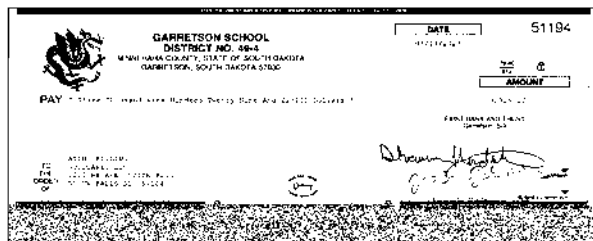
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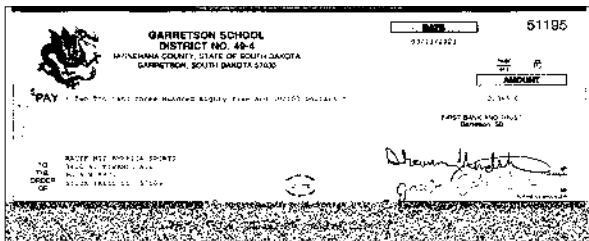
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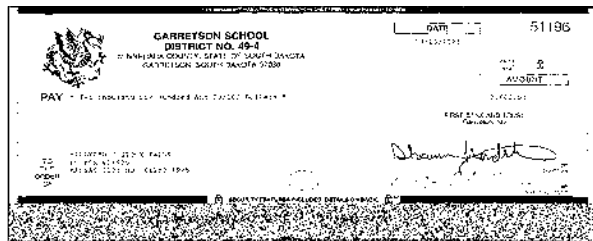
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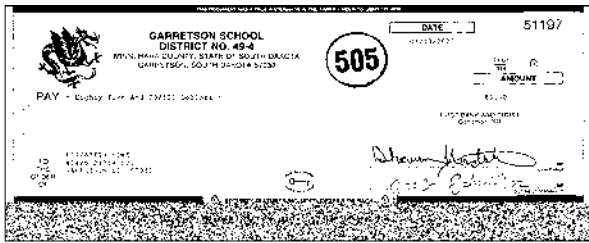
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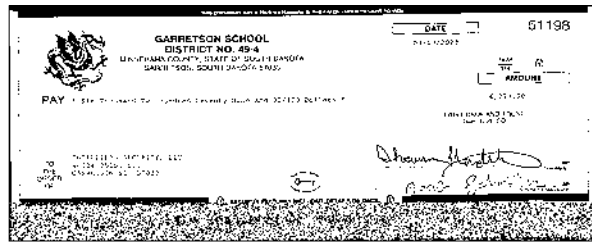
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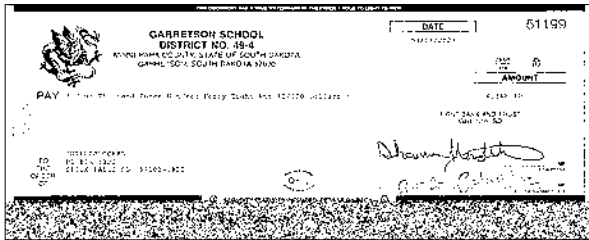
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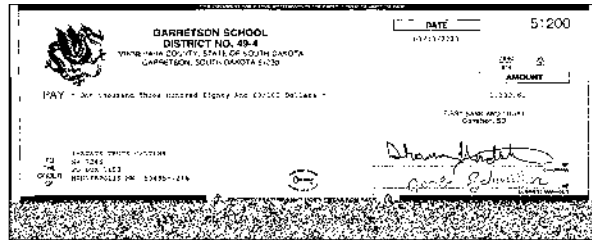
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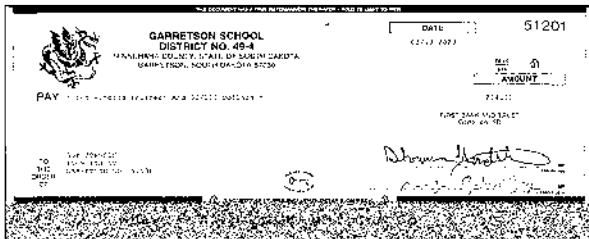
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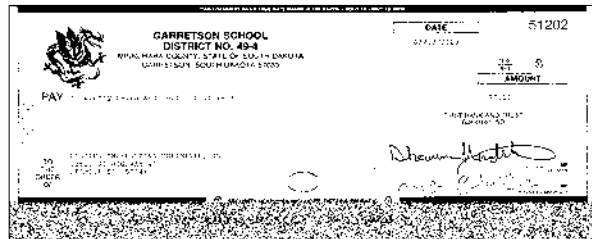
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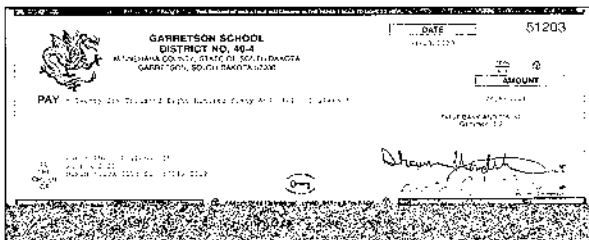
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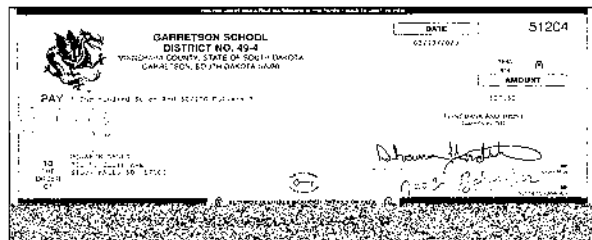
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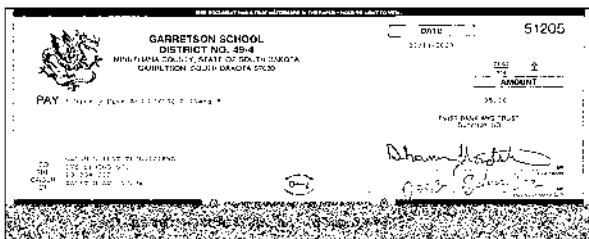
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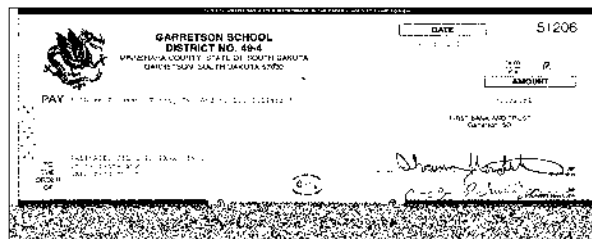
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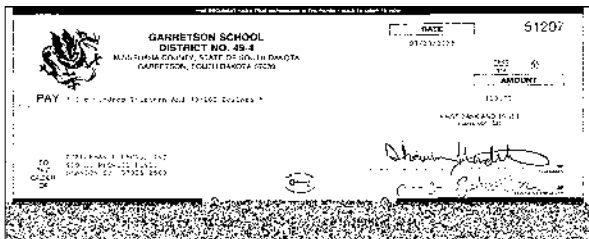
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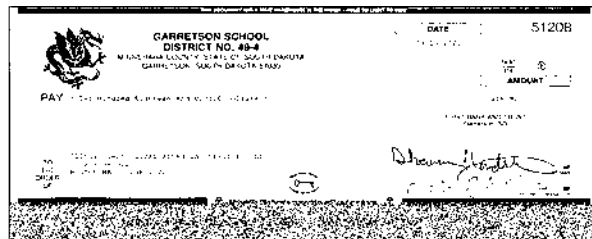
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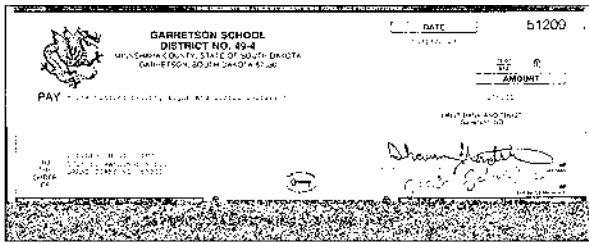
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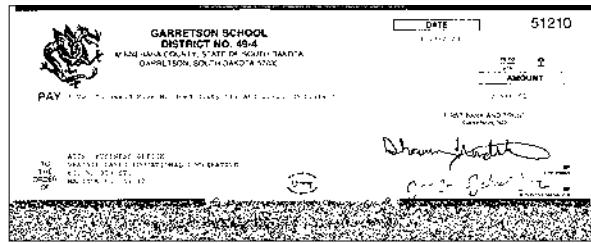
First Bank & Trust
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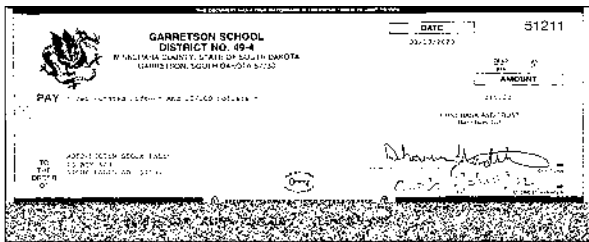
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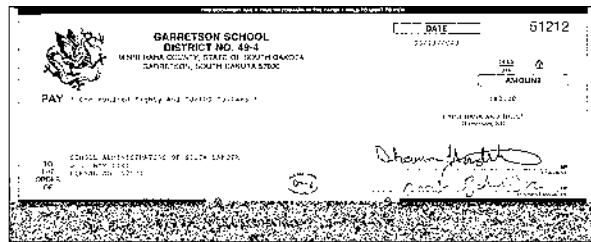
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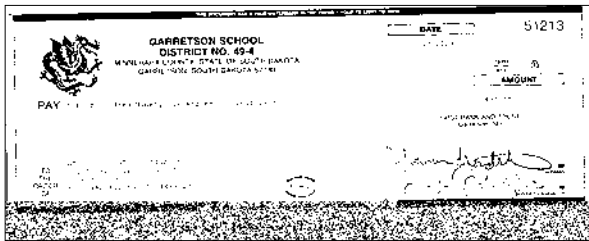
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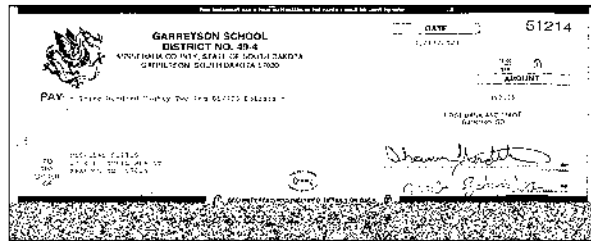
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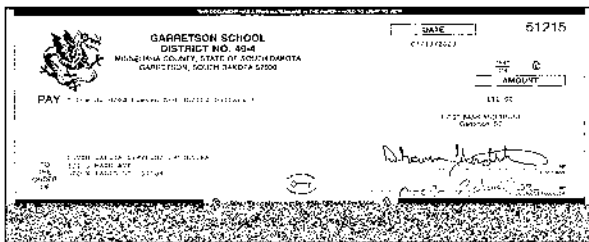
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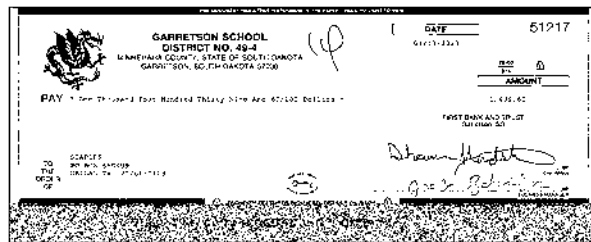
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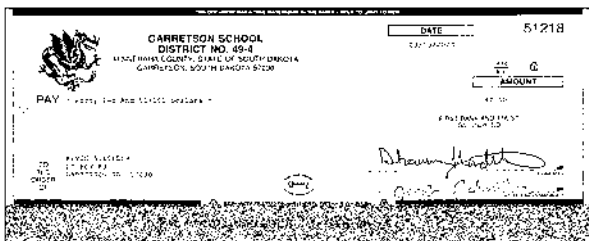
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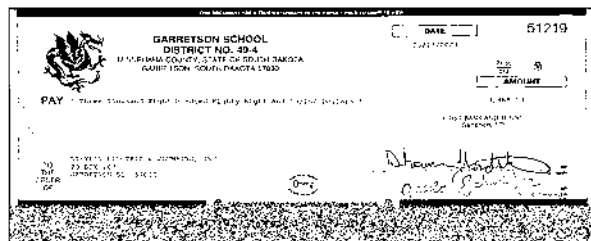
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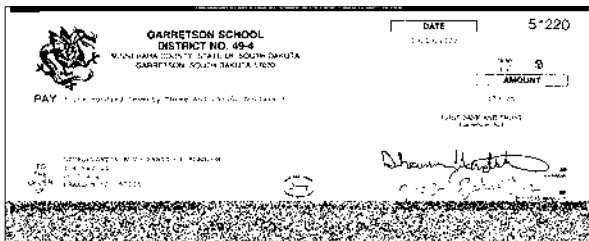
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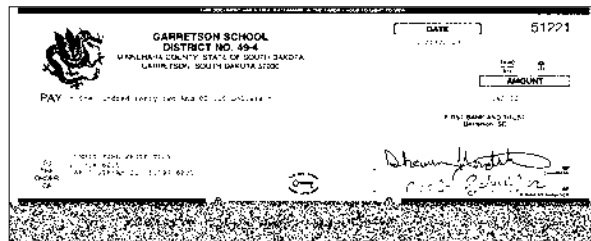
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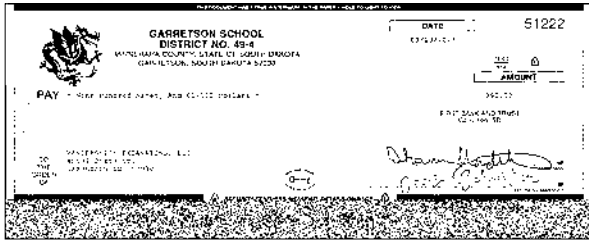
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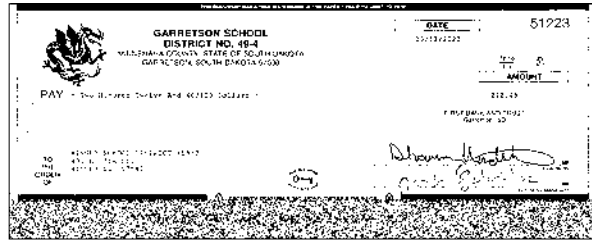
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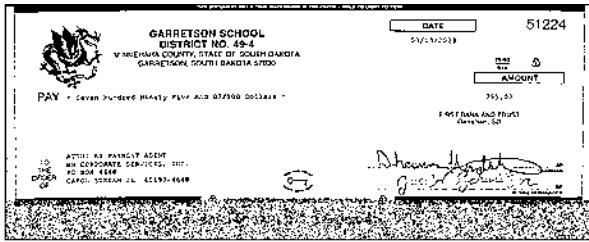
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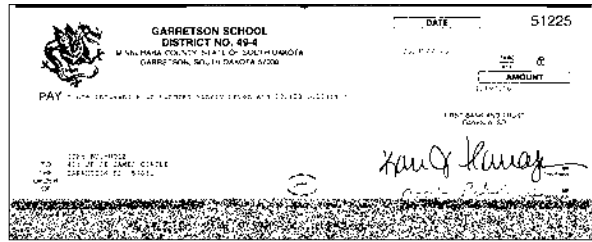
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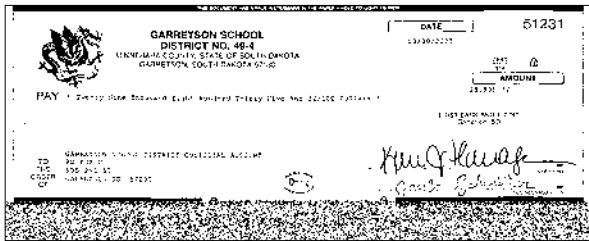
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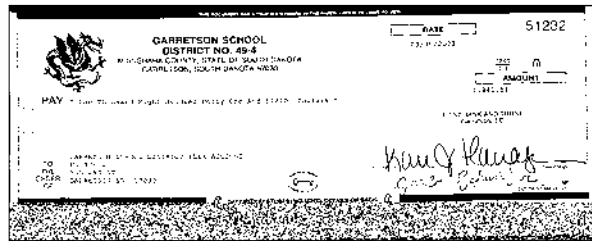
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Check: 51225 Amount: \$1,497.10 Date: 3/30/2023 51225



Check: 51231 Amount: \$29,835.32 Date: 3/30/2023 51231



Check: 51232 Amount: \$1,841.51 Date: 3/30/2023 51232

FOR A CHANGE OF NAME OR ADDRESS, PLEASE COMPLETE THIS FORM, CUT AT DOTTED LINE, & RETURN TO BANK.

Name _____
 Address _____
 City _____ State _____ Zip _____
 Social Security Number _____ Phone Number _____ Date _____

HOW TO BALANCE YOUR ACCOUNT

1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on this statement.
2. Mark (✓) your register after each check listed on front of the statement.
3. Check off deposits shown on the statement against those shown in your check register.
4. Complete the form at the right.
5. The final "balance" in the form at the right should agree with your check register balance. If it does not, read "Hints for Finding Differences" below.

HINTS FOR FINDING DIFFERENCES

- Recheck all additions and subtractions or corrections.
- Verify the carryover balance from page to page in your check register.
- Make sure you have subtracted any service or miscellaneous charge(s) from your check register balance.
- For information or help on electronic transactions, call 800.843.1552.

INFORMATION REGARDING YOUR DEPOSIT ACCOUNT

FOR CONSUMER ACCOUNTS AND TRANSACTIONS ONLY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

If you think your statement or receipt is incorrect, or if you need more information about a transfer on the statement or receipt, call or write us at the phone number or address on page 1 of this statement as soon as possible. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than ten business days to do this, we will credit your account the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

INFORMATION ON YOUR OVERDRAFT PROTECTION PLAN

FOR CONSUMER ACCOUNTS ONLY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILLING STATEMENT

If you think your statement is incorrect, or if you need more information about a transaction on your billing statement, write us on a separate sheet at the address shown on your billing statement as soon as possible. We must hear from you no later than 60 days after we sent you the first billing statement on which the error or problem appeared. You can call us, but doing so will not preserve your rights.

In your letter, please include the following information:

- Your name and account number
- The dollar amount of the suspected error
- Describe the error and explain, if you can, why you believe there is an error

If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your billing statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

COMPUTATION OF INTEREST CHARGE

Interest charges begin to accrue immediately upon each advance made under the line of credit agreement. The interest charge on your account is calculated by multiplying the balance subject to interest rate by the annual percentage rate and dividing that by 365 then multiplying that by the number of days in the billing cycle. (To determine the balance subject to interest rate on which each daily interest charge is computed, we take the beginning balance on your account each day, add any new purchases/advances, and subtract any payments, credits, and unpaid interest charges.)

NEW BALANCE		
TRANSFER AMOUNT FROM PAGE 1.		\$
ADD	DEPOSIT(S) MADE SINCE ENDING DATE ON STATEMENT	
SUBTOTAL		\$
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS		
NUMBER	AMOUNT	
TOTAL OF CHECKS NOT LISTED		\$
SUBTRACT "TOTAL OF CHECKS NOT LISTED" FROM "SUBTOTAL" ABOVE.		BALANCE \$
This should agree with your check register balance.		





First Bank & Trust
 PO Box 5057
 Brookings, SD 57006
 MEMBER FDIC

Account #	Statement Date	Page
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*****EXCLUDE-General
 9643 0.7500 EX 0.000 27 1 2310

GARRETSON SCHOOL
 DISTRICT TRANSFER
 PO BOX C
 GARRETSON SD 57030-0381

 **CUSTOMER SERVICE**
 Toll-Free: 800.843.1552
 **WWW.BANKEASY.COM**

CHECKING ACCOUNT

Account Title: GARRETSON SCHOOL
 DISTRICT TRANSFER

INTEREST CHECKING		NUMBER OF ENCLOSURES	8
ACCOUNT NUMBER	ENDING 0131	Statement Dates	3/01/23 thru 4/02/23
PREVIOUS BALANCE	2,091,802.24	DAYS IN THE STATEMENT PERIOD	33
11 DEPOSITS	205,413.43	AVERAGE LEDGER BALANCE	2,086,594.41
7 CHECKS/DEBITS	291,460.48	AVERAGE COLLECTED BAL	2,086,594.41
SERVICE CHARGE	.00	Interest Earned	471.62
INTEREST PAID	471.62	Annual Percentage Yield Earned	0.25
NEW BALANCE	2,006,226.81	2023 Interest Paid	1,363.95

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total NSF Returned Item Fees	\$.00	\$.00

DEPOSITS

DATE	DESCRIPTION	AMOUNT
3/07	Deposit	265.00
3/10	HCCLAIMPMT SD MMIS 9083010000 23/03/10 TRACE# -091408590086953 TRN*1*515103083239299*14660003 64\	274.26
3/10	Deposit	1,898.00
3/14	Deposit	1,631.74



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

Account #	Statement Date	Page
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DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

DATE: 3/30/2023

AMOUNT: 11400.00

TOTAL DEPOSIT: 11400.00

Check: 0 Amount: \$1,140.00 Date: 3/30/2023 Deposit

DEPOSIT TICKET
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

DATE: 3/30/2023

AMOUNT: 95.00

TOTAL DEPOSIT: 95.00

Check: 0 Amount: \$95.00 Date: 3/30/2023 Deposit

FIRST BANK & TRUST
CHECKING DEPOSIT

DATE: MAR 22 2023

NAME: Garretson School

AMOUNT: \$ 146091.98

MINNEHAKA CO. TREAS.

Check: 0 Amount: \$146,091.98 Date: 3/22/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

DATE: 3/21/2023

AMOUNT: 570.00

TOTAL DEPOSIT: 570.00

Check: 0 Amount: \$570.00 Date: 3/21/2023 Deposit

DEPOSIT TICKET
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

DATE: 3/14/2023

AMOUNT: 15904.64

TOTAL DEPOSIT: 15904.64

Check: 0 Amount: \$15,904.64 Date: 3/14/2023 Deposit

DEPOSIT TICKET
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

DATE: 3/14/2023

AMOUNT: 1631.74

TOTAL DEPOSIT: 1631.74

Check: 0 Amount: \$1,631.74 Date: 3/14/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

DATE: 3/10/2023

AMOUNT: 1898.00

TOTAL DEPOSIT: 1898.00

Check: 0 Amount: \$1,898.00 Date: 3/10/2023 Deposit

DEPOSIT TICKET
GARRETSON SCHOOL DISTRICT
TRANSFER ACCOUNT

DATE: 3/7/2023

AMOUNT: 265.00

TOTAL DEPOSIT: 265.00

Check: 0 Amount: \$265.00 Date: 3/7/2023 Deposit

FOR A CHANGE OF NAME OR ADDRESS, PLEASE COMPLETE THIS FORM, CUT AT DOTTED LINE, & RETURN TO BANK.

Name _____
Address _____
City _____ State _____ Zip _____
Social Security Number _____ Phone Number _____ Date _____



HOW TO BALANCE YOUR ACCOUNT

1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on this statement.
2. Mark (✓) your register after each check listed on front of the statement.
3. Check off deposits shown on the statement against those shown in your check register.
4. Complete the form at the right.
5. The final "balance" in the form at the right should agree with your check register balance. If it does not, read "Hints for Finding Differences" below.

HINTS FOR FINDING DIFFERENCES

- Recheck all additions and subtractions or corrections.
- Verify the carryover balance from page to page in your check register.
- Make sure you have subtracted any service or miscellaneous charge(s) from your check register balance.
- For information or help on electronic transactions, call 800.843.1552.

INFORMATION REGARDING YOUR DEPOSIT ACCOUNT

FOR CONSUMER ACCOUNTS AND TRANSACTIONS ONLY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

If you think your statement or receipt is incorrect, or if you need more information about a transfer on the statement or receipt, call or write us at the phone number or address on page 1 of this statement as soon as possible. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than ten business days to do this, we will credit your account the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

INFORMATION ON YOUR OVERDRAFT PROTECTION PLAN

FOR CONSUMER ACCOUNTS ONLY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILLING STATEMENT

If you think your statement is incorrect, or if you need more information about a transaction on your billing statement, write us on a separate sheet at the address shown on your billing statement as soon as possible. We must hear from you no later than 60 days after we sent you the first billing statement on which the error or problem appeared. You can call us, but doing so will not preserve your rights.

In your letter, please include the following information:

- Your name and account number
- The dollar amount of the suspected error
- Describe the error and explain, if you can, why you believe there is an error

If you need more information, describe the item you are unsure about.

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COMPUTATION OF INTEREST CHARGE

Interest charges begin to accrue immediately upon each advance made under the line of credit agreement. The interest charge on your account is calculated by multiplying the balance subject to interest rate by the annual percentage rate and dividing that by 365 then multiplying that by the number of days in the billing cycle. (To determine the balance subject to interest rate on which each daily interest charge is computed, we take the beginning balance on your account each day, add any new purchases/advances, and subtract any payments, credits, and unpaid interest charges.)

NEW BALANCE		
TRANSFER AMOUNT FROM PAGE 1.		\$
ADD	DEPOSIT(S)	
	MADE SINCE	
	ENDING DATE	
	ON STATEMENT	
SUBTOTAL		\$
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS		
NUMBER	AMOUNT	
TOTAL OF CHECKS NOT LISTED		\$
SUBTRACT "TOTAL OF CHECKS NOT LISTED" FROM "SUBTOTAL" ABOVE.		
BALANCE		\$
This should agree with your check register balance.		



First Bank & Trust
 PO Box 5057
 Brookings, SD 57006

MEMBER FDIC

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*****EXCLUDE-General
 9644 1.0640 EX 0.000 27 1 2311

GARRETSON SCHOOL
 CUSTODIAL ACCOUNT
 PO BOX C
 GARRETSON SD 57030-0381



CUSTOMER SERVICE
 Toll-Free: 800.843.1552



WWW.BANKEASY.COM

CHECKING ACCOUNT

Account Title: GARRETSON SCHOOL
 CUSTODIAL ACCOUNT

FREE CHECKING		NUMBER OF ENCLOSURES	51
ACCOUNT NUMBER	ENDING 0444	Statement Dates	3/01/23 thru 4/02/23
PREVIOUS BALANCE	77,595.95	DAYS IN THE STATEMENT PERIOD	33
9 DEPOSITS	72,838.96	AVERAGE LEDGER BALANCE	80,740.57
58 CHECKS/DEBITS	74,972.14	AVERAGE COLLECTED BAL	80,740.57
SERVICE CHARGE	.00		
INTEREST PAID	.00		
NEW BALANCE	75,462.77		

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total NSF Returned Item Fees	\$.00	\$.00

DEPOSITS

DATE	DESCRIPTION	AMOUNT
3/03	Deposit	380.00
3/07	Deposit	1,515.25
3/10	Deposit	50.00
3/10	Deposit	125.00
3/14	Deposit	37,573.89
3/21	Deposit	82.00
3/28	Deposit	600.00
3/30	Deposit	835.99



First Bank & Trust
PO Box 5057
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GARRETSON SCHOOL
CUSTODIAL ACCOUNT
PO BOX C
GARRETSON SD 57030-0381

FREE CHECKING ENDING 0444 (Continued)

DEPOSITS

DATE	DESCRIPTION	AMOUNT
3/30	Deposit	31,676.83

WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
3/03	RECEIVABLE WAGWORKS FSA 1943351864 23/03/03 TRACE# -122000498946831	49.69-
3/06	RECEIVABLE WAGWORKS FSA 1943351864 23/03/06 TRACE# -122000490310874	296.20-
3/07	RECEIVABLE WAGWORKS FSA 1943351864 23/03/07 TRACE# -122000492353624	30.00-
3/07	SAW PMT Horace Mann 2370726637 23/03/07 TRACE# -021000024489684	185.74-
3/08	HealthEqui HEALTHEQUITY INC 1522383166 23/03/08 TRACE# -091000015083555	14.00-
3/09	RECEIVABLE WAGWORKS FSA 1943351864 23/03/09 TRACE# -122000494746198	191.25-
3/10	AR PAYMENT Horace Mann Serv 3370972590 23/03/10 TRACE# -021000021624863	51.75-
3/14	RECEIVABLE WAGWORKS FSA 1943351864 23/03/14 TRACE# -122000498471187	25.00-
3/14	RECEIVABLE WAGWORKS FSA 1943351864 23/03/14 TRACE# -122000498468573	100.00-
3/21	RECEIVABLE WAGWORKS FSA 1943351864 23/03/21 TRACE# -122000495375185	225.00-
3/22	RECEIVABLE WAGWORKS FSA 1943351864 23/03/22	25.00-



First Bank & Trust
PO Box 5057
Brookings, SD 57006

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DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/3/23
AMOUNT: 380 00
TOTAL ITEMS: 1
TOTAL AMOUNT: 380 00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$380.00 Date: 3/3/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/7/23
AMOUNT: 1515 25
TOTAL ITEMS: 1
TOTAL AMOUNT: 1515 25
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$1,515.25 Date: 3/7/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/10/23
AMOUNT: 125 00
TOTAL ITEMS: 1
TOTAL AMOUNT: 125 00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$125.00 Date: 3/10/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/10/23
AMOUNT: 50 00
TOTAL ITEMS: 1
TOTAL AMOUNT: 50 00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$50.00 Date: 3/10/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/14/2023
AMOUNT: 37573 89
TOTAL ITEMS: 1
TOTAL AMOUNT: 37573 89
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$37,573.89 Date: 3/14/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/21/23
AMOUNT: 82 00
TOTAL ITEMS: 1
TOTAL AMOUNT: 82 00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$82.00 Date: 3/21/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/28/23
AMOUNT: 600 00
TOTAL ITEMS: 1
TOTAL AMOUNT: 600 00
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$600.00 Date: 3/28/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/30/23
AMOUNT: 31676 83
TOTAL ITEMS: 1
TOTAL AMOUNT: 31676 83
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$31,676.83 Date: 3/30/2023 Deposit

DEPOSIT TICKET
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/30/2023
AMOUNT: 835 99
TOTAL ITEMS: 1
TOTAL AMOUNT: 835 99
GARRETSON SCHOOL DISTRICT
STUDENT ACTIVITY ASSOCIATION

Check: 0 Amount: \$835.99 Date: 3/30/2023 Deposit

GARRETSON SCHOOL DISTRICT NO. 49-4
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/6/2023
AMOUNT: 90 00
FIRST BANK & TRUST
GARRETSON, SD
STUDENT ACTIVITY ASSOCIATION

Check: 22494 Amount: \$90.00 Date: 3/6/2023 22494

GARRETSON SCHOOL DISTRICT NO. 49-4
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/10/2023
AMOUNT: 300 00
FIRST BANK & TRUST
GARRETSON, SD
STUDENT ACTIVITY ASSOCIATION

Check: 22518 Amount: \$300.00 Date: 3/10/2023 22518

GARRETSON SCHOOL DISTRICT NO. 49-4
FIRST BANK & TRUST
GARRETSON, SD 57030
DATE: 3/21/2023
AMOUNT: 120 44
FIRST BANK & TRUST
GARRETSON, SD
STUDENT ACTIVITY ASSOCIATION

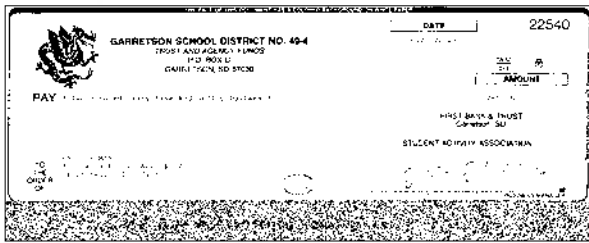
Check: 22538 Amount: \$120.44 Date: 3/21/2023 22538



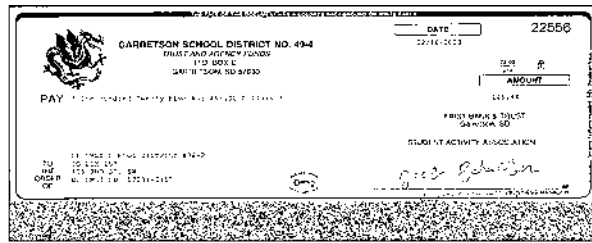
First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

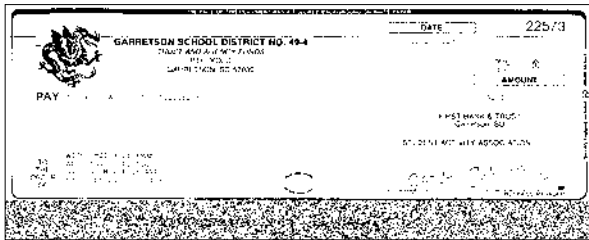
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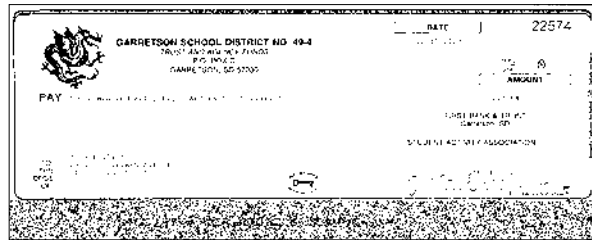
Check: 22540 Amount: \$265.36 Date: 3/15/2023 22540



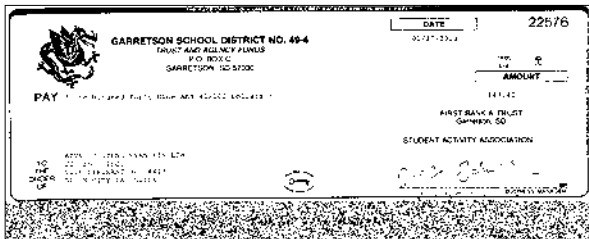
Check: 22556 Amount: \$125.44 Date: 3/1/2023 22556



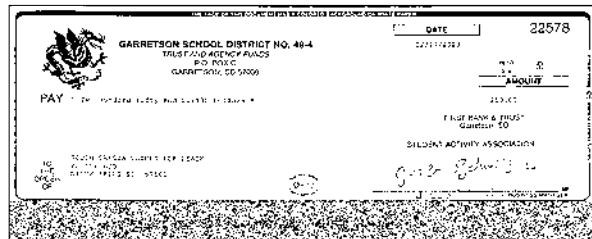
Check: 22573 Amount: \$90.00 Date: 3/16/2023 22573



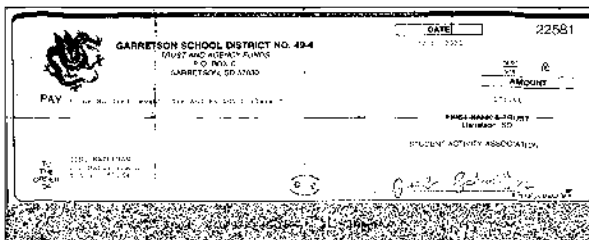
Check: 22574 Amount: \$158.64 Date: 3/7/2023 22574



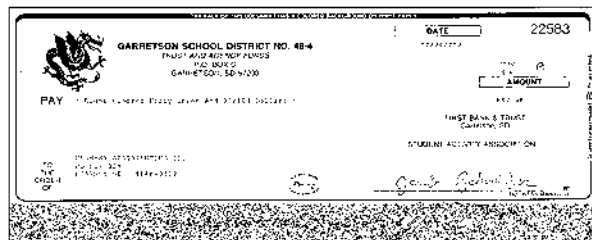
Check: 22576 Amount: \$149.40 Date: 3/1/2023 22576



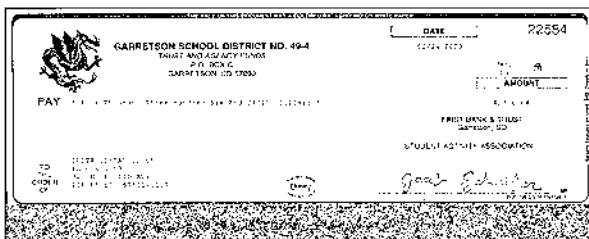
Check: 22578 Amount: \$250.00 Date: 3/2/2023 22578



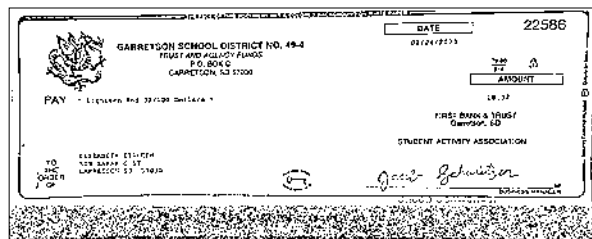
Check: 22581 Amount: \$176.88 Date: 3/2/2023 22581



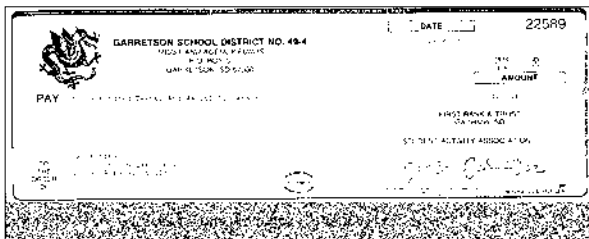
Check: 22583 Amount: \$847.98 Date: 3/1/2023 22583



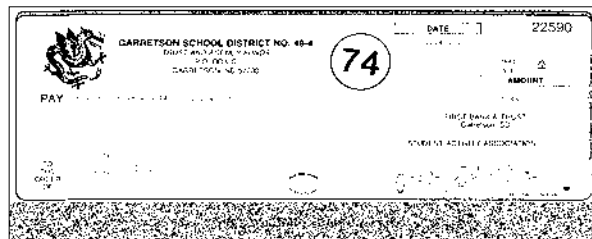
Check: 22584 Amount: \$4,306.04 Date: 3/1/2023 22584



Check: 22586 Amount: \$18.32 Date: 3/7/2023 22586



Check: 22589 Amount: \$120.44 Date: 3/3/2023 22589



Check: 22590 Amount: \$95.44 Date: 3/21/2023 22590



First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

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GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/06/2023 22591

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$8.00

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: ELSTARITH STANBEN
1650 GREEN ST.
LAKOTA, SD 57030

Check: 22591 Amount: \$8.00 Date: 3/6/2023 22591

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/01/2023 22592

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$1,412.00

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22592 Amount: \$1,412.00 Date: 3/1/2023 22592

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/22/2023 22593

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$50.98

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22593 Amount: \$50.98 Date: 3/22/2023 22593

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/07/2023 22594

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$120.00

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22594 Amount: \$120.00 Date: 3/7/2023 22594

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/08/2023 22595

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$11.36

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: ELSTARITH STANBEN
1650 GREEN ST.
LAKOTA, SD 57030

Check: 22595 Amount: \$11.36 Date: 3/8/2023 22595

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/14/2023 22596

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$1,084.11

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22596 Amount: \$1,084.11 Date: 3/14/2023 22596

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/15/2023 22597

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$116.05

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22597 Amount: \$116.05 Date: 3/15/2023 22597

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/10/2023 22598

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$300.30

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22598 Amount: \$300.30 Date: 3/10/2023 22598

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/06/2023 22599

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$249.71

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22599 Amount: \$249.71 Date: 3/6/2023 22599

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/09/2023 22601

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$2,004.91

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22601 Amount: \$2,004.91 Date: 3/9/2023 22601

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/13/2023 22602

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$475.00

FIRST BANK & TRUST
GARRETSON, SD

TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22602 Amount: \$475.00 Date: 3/13/2023 22602

GARRETSON SCHOOL DISTRICT NO. 49-4
TRUST AND AGENCY FUNDS
P.O. BOX C
GARRETSON, SD 57030

DATE: 3/27/2023 22603

PAY TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

AMOUNT: \$49,995.49

FIRST BANK & TRUST
GARRETSON, SD

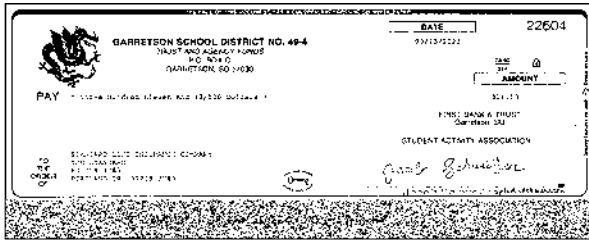
TO THE ORDER OF: STUDENT ACTIVITY ASSOCIATION

Check: 22603 Amount: \$49,995.49 Date: 3/27/2023 22603

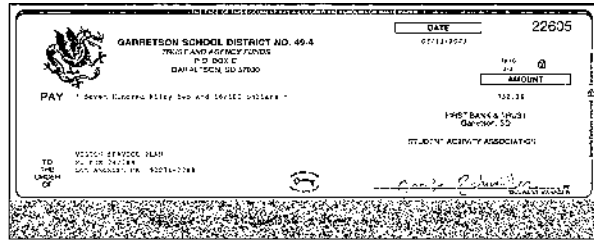


First Bank & Trust
 PO Box 5057
 Brookings, SD 57006
 MEMBER FDIC

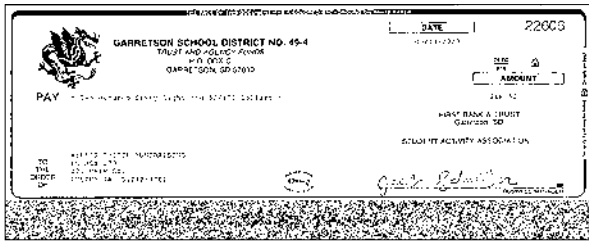
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*****0444	3/31/2023	7 of 9



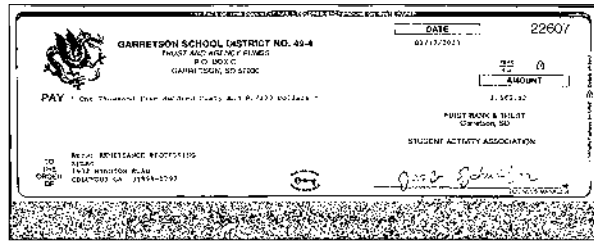
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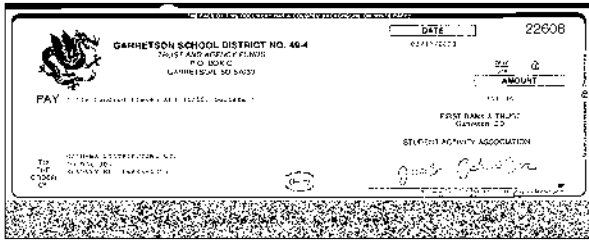
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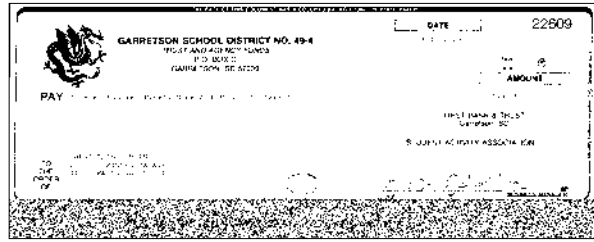
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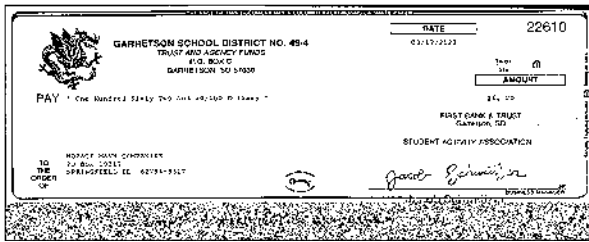
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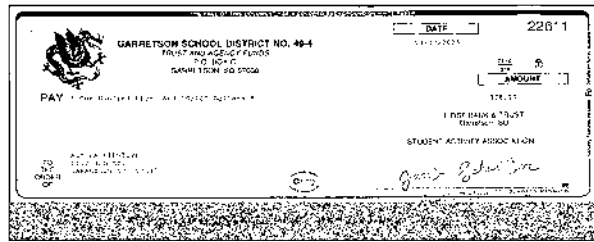
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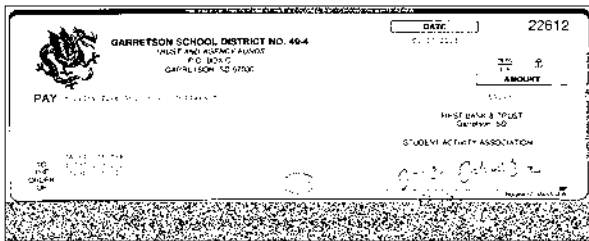
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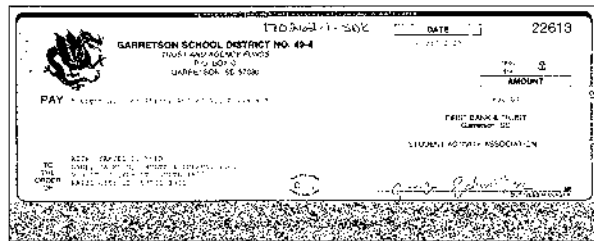
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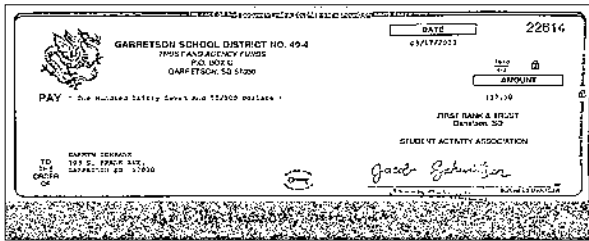
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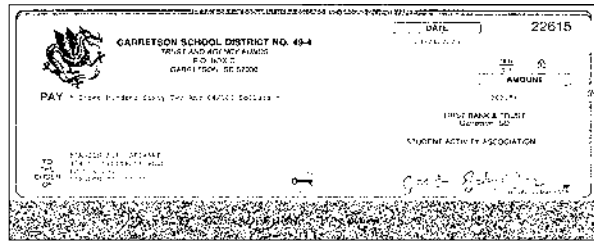
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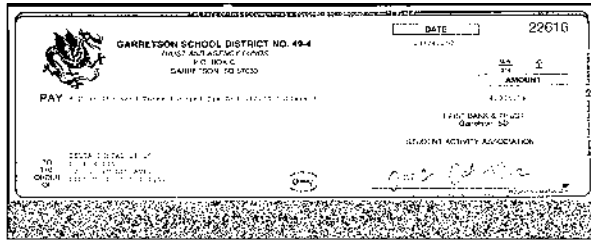
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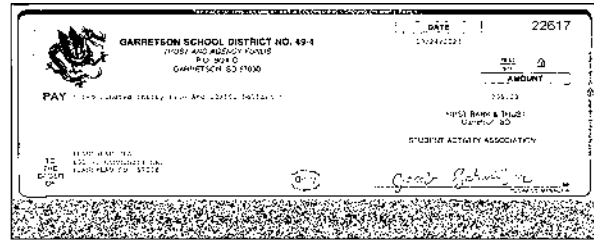
First Bank & Trust
PO Box 5057
Brookings, SD 57006

MEMBER FDIC

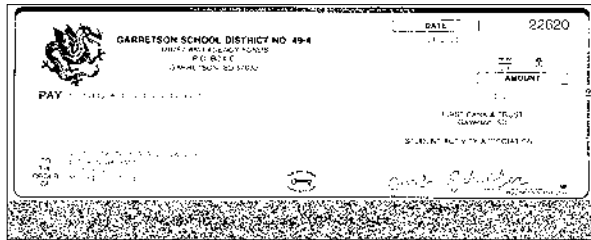
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*****0444	3/31/2023	8 of 9



Check: 22616 Amount: \$4,306.04 Date: 3/28/2023 22616



Check: 22617 Amount: \$235.00 Date: 3/31/2023 22617



Check: 22620 Amount: \$30.00 Date: 3/31/2023 22620

FOR A CHANGE OF NAME OR ADDRESS, PLEASE COMPLETE THIS FORM, CUT AT DOTTED LINE, & RETURN TO BANK.

Name _____
 Address _____
 City _____ State _____ Zip _____
 Social Security Number _____ Phone Number _____ Date _____



HOW TO BALANCE YOUR ACCOUNT

1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on this statement.
2. Mark (✓) your register after each check listed on front of the statement.
3. Check off deposits shown on the statement against those shown in your check register.
4. Complete the form at the right.
5. The final "balance" in the form at the right should agree with your check register balance. If it does not, read "Hints for Finding Differences" below.

HINTS FOR FINDING DIFFERENCES

- Recheck all additions and subtractions or corrections.
- Verify the carryover balance from page to page in your check register.
- Make sure you have subtracted any service or miscellaneous charge(s) from your check register balance.
- For information or help on electronic transactions, call 800.843.1552.

INFORMATION REGARDING YOUR DEPOSIT ACCOUNT

FOR CONSUMER ACCOUNTS AND TRANSACTIONS ONLY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

If you think your statement or receipt is incorrect, or if you need more information about a transfer on the statement or receipt, call or write us at the phone number or address on page 1 of this statement as soon as possible. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than ten business days to do this, we will credit your account the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

INFORMATION ON YOUR OVERDRAFT PROTECTION PLAN

FOR CONSUMER ACCOUNTS ONLY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILLING STATEMENT

If you think your statement is incorrect, or if you need more information about a transaction on your billing statement, write us on a separate sheet at the address shown on your billing statement as soon as possible. We must hear from you no later than 60 days after we sent you the first billing statement on which the error or problem appeared. You can call us, but doing so will not preserve your rights.

In your letter, please include the following information:

- Your name and account number
- The dollar amount of the suspected error
- Describe the error and explain, if you can, why you believe there is an error

If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your billing statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

COMPUTATION OF INTEREST CHARGE

Interest charges begin to accrue immediately upon each advance made under the line of credit agreement. The interest charge on your account is calculated by multiplying the balance subject to interest rate by the annual percentage rate and dividing that by 365 then multiplying that by the number of days in the billing cycle. (To determine the balance subject to interest rate on which each daily interest charge is computed, we take the beginning balance on your account each day, add any new purchases/advances, and subtract any payments, credits, and unpaid interest charges.)

NEW BALANCE		\$
TRANSFER AMOUNT FROM PAGE 1.		
ADD	DEPOSIT(S) MADE SINCE ENDING DATE ON STATEMENT	
SUBTOTAL		\$
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS		
NUMBER	AMOUNT	
TOTAL OF CHECKS NOT LISTED		\$
SUBTRACT "TOTAL OF CHECKS NOT LISTED" FROM "SUBTOTAL" ABOVE. BALANCE		\$
This should agree with your check register balance.		

Garretson School District Calendar 2023-2024 Draft

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7** New Staff Day
- 18** All Staff Inservice/Work Day
- 21-22** Teacher Inservice
- 21** Open House for PK-12 @ 6:00-7:30
- 23** First Day of School - Dismiss @ 1:30
- 29** Picture Day

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 20** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 1-2** Winter Break
- 3** School Resumes
- 15** No School ~ Staff Inservice

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 20** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 4** No School ~ Labor Day
- 4** Coronation
- 8** Homecoming

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 19** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 7** Parent/Teacher Conf. 2:00-6:00
- 14** Parent/Teacher Conf. 4:00-6:00
- 16** No School ~ Staff Inservice
- 19** No School ~ Presidents' Day

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 19** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 6** No School ~ Staff Inservice
- 9** No School ~ Native American Day
- 17** End of First Nine Weeks
- 18** Parent/Teacher Conf. 2:00-6:00
- 25** Parent/Teacher Conf. 4:00-6:00
- 27** No School

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 18** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 7-8** No School ~ Spring Break
- 14** End of Third Nine Weeks
- 29** No School ~ Good Friday

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 19** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 22-24** No School ~ Thanksgiving Break

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 21** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 1** No School ~ Easter Monday
- 6** Prom (tentative)

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 15** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 20** Regular Dismissal Time
- 21** End of First Semester/1:30 Dismissal
- 22-29** No School ~ Winter Break

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 13** 1:30 Dismissal - Each Wednesday for Student Support Teams
- 17** Last Day of School (Tentative)
- 18** Graduation @ 1:00
- 20** Staff Inservice
- 27** Memorial Day ~ No School

Make Up Days: May 20, 21, 22, 23, 24, 28, 29, 30, 31, June 3

Garretson School District 49-4
Executive Summary
ASL Interpreter position

Purpose:

To provide information regarding a potential job description and position in the Garretson School District..

Explanation:

Contact: Guy Johnson
Phone: 594-3451

For the past year, we have contracted services for an American Sign Language Interpreter / tutor. At present, the interpreter is not a district employee. We believe that it would better serve the needs of the student and the district if this service were provided by a district employee. Typically, interpreters start at an hourly wage between 28 and 30 dollars per hour. Potential job description is as follows:

Title: American Sign Language Interpreter / Tutor

Qualifications: Registered and certified in the State of SD and holding a level III SD certificate, level III NAD certificate, RID certificate, NIC, an individual certified by the department using the EDIPA assessment score of 3.5 or higher, or a SD provisional certificate.

Reports to: Special Education Director, Receives guidance from classroom and special education teachers

Essential functions:

1. Interpret oral communication into sign language and signed communication into spoken English in general education classes.
2. Facilitate communication among students who require the service, the classroom teacher and other personnel in the district.
3. Provide direct tutorial assistance in areas of academic support.
4. Convey the content of the message clearly and accurately according to the receptive language level of the student.
5. Adhere to the rules of confidentiality required of all school staff. Maintain professional standards as defined in the Code of Ethics of the national Registry of Interpreters for the Deaf.
6. Participate in educational team activities either in person or via a report. Activities may include tea meeting, individualized educational program (IEP) conference, multidisciplinary team meetings and/or informal staff meetings. Input from the interpreter is valuable information in regards to communication strategies and progress related to the child's use of the interpreter.

7. Assist in communication throughout the school day as stated in the IEP.
8. Preview materials, conference with teachers, record data in logs, research signs, etc.
9. The above list is not exhaustive and may be supplemented as necessary with duties as assigned by the administration.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up or down steps, write, and speak. The employee may occasionally be required to lift objects up to 35 pounds. The employee may be required to reach, stoop, push, pull and turn. The employee will be subject to non-climate-controlled areas of the schoolhouse as well as exposure to the outside environment. The employee may experience hazardous driving and walking conditions, stairs, exposure to communicable diseases and other environmental conditions.

Recommendation:

Action to authorize the district to create this position, develop a job description and hire for the upcoming school year.

**NORTHERN PLAINS INSURANCE POOL
JOINT POWERS AGREEMENT**

Effective April 1, 2017
Amended March 21, 2018
Amended March 15, 2023

Prepared by:
Hitesman & Wold, P.A.
12900 - 63rd Avenue North
Maple Grove, MN 55369
Tele. 763-503-6620

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INTRODUCTION

This Agreement, made by and among South Dakota School Districts (collectively referred to as "Members") is effective as of April 1, 2017.

WHEREAS, [Section 1-24-3](#) of South Dakota Codified Law provides that any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of §§ [1-24-2](#) to [1-24-9](#); and

WHEREAS, a "public agency" as defined by [South Dakota Codified Law 1-24-1\(2\)](#) is any county, municipality, township, school district, consumers power district or drainage district of the State of South Dakota; any agency of South Dakota state government or of the United States; any political subdivision of the State of South Dakota; any political subdivision of another adjacent state; and any Indian tribe; and,

WHEREAS, pursuant to [South Dakota Codified Law 13-10-3](#), any school board may enter into group life and group health insurance contracts, Including contracts for dental and vision insurance provided by private carriers, or may self-insure, for the protection and benefit of its employees, the immediate families of such employees, and former employees who have retired, and may pay any part or all of the necessary premiums therefor; and

WHEREAS, pursuant to [South Dakota Codified Law 8-2-16](#), a township may enroll in any group health insurance plan, group life insurance plan, or group disability income insurance plan permitted by law to be offered in the State of South Dakota for township officers and any employee of the township who is employed for a minimum of one thousand forty hours per year by the township. A township may only pay the premiums or any portion thereof for the insurance programs allowed by this section for such employee; and

WHEREAS, the Members are included within the definition of "public agency" for purposes of [Section 1-24-1 of the South Dakota Codified Law](#); and

WHEREAS, other entities meeting the definition of "public agency" for purposes of [Section 1-24-1 of the South Dakota Codified Law](#) non-school Public Agencies may apply to become Members subject to authority and limitations under applicable law; and

WHEREAS, [Section 1-24-2 of the South Dakota Codified Law](#) provides that any power or powers, privileges, or authority exercised or capable of exercise by a public agency of the State of South Dakota may be exercised and enjoyed jointly with any public agency of any other state or of the United States to the extent that the laws of such other state or of the United States permit such joint exercise or enjoyment. Any agency of South Dakota state government when acting jointly with any public agency may exercise and enjoy all of the powers, privileges, and authority conferred by South Dakota Codified Law §§ [1-24-2](#) to [1-24-9](#), inclusive upon a public agency; and

WHEREAS, pursuant to [South Dakota Codified Law 1-24-3](#), any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of §§ [1-24-2](#) to [1-24-9](#); and

WHEREAS, Under [South Dakota Codified Law 1-24-11](#), a pool arrangement is any joint power agreement, pool, consortium, or other arrangement or collection of public agencies, whether or not formed pursuant to [South Dakota Codified Law Chapter 1-24](#) and whether or not a separate legal entity, by which one or more public agencies have provided for the payment of claims, liabilities, or other expenses or otherwise provided for or obtained coverage for property, personal injury, and workers compensation claims or group life, health or accident coverage; and

WHEREAS, the Members have jointly established in full force and effect certain self-insurance arrangements to provide certain employee health benefits, including medical benefits, and those arrangements constitute a self-insurance pool under South Dakota law, including [Chapter 1-24](#) as amended of the South Dakota Codified Laws (the Joint Powers Act); and

WHEREAS, the Members may, in the future, wish to jointly provide other employee benefits, permitted under applicable law, to their employees; and

WHEREAS, [South Dakota Codified Law 1-24-3](#) allows any two or more public agencies to enter into agreements with one another for joint or cooperative action pursuant to the provisions of South Dakota Codified Laws §§ [1-24-2](#) to [1-24-9](#); and

WHEREAS, the Members establish and authorize the Board, the Executive Board, and the Executive Committee to collectively act as a joint board for the purpose of exercising certain powers as set forth in this Agreement.

Now, therefore, each Member in exchange for the mutual covenants, promises and obligations contained herein, promises and agrees as follows:

ARTICLE I. ESTABLISHMENT AND PURPOSE

- 1.01** The purpose of the Joint Powers Entity is to cooperatively maintain and administer the Plan(s) and the Pool.
- 1.02** The Joint Powers Entity shall be governed and operated in accordance with this Agreement, including a three level structure consisting of the Board, the Executive Board, and the Executive Committee.
- 1.03** The purpose of the Pool is to provide for the reciprocal assumption of risk among the Members with respect to the provision of health benefits to each Member's eligible current and former employees and their qualified dependents, as determined under the applicable Plan(s).
- 1.04** This document is intended to constitute a joint powers agreement, in accordance with [South Dakota Codified Law Chapter 1-24](#), et. seq.
- 1.05** This document, combined with the Bylaws, is intended to satisfy the requirements of [South Dakota Codified Law Section 1-24-4](#).
- 1.06** This Trust is not an OPEB trust. An OPEB trust is one established and funded for the purpose of accumulating funds to pay "other postemployment benefits" (as that term is defined in Statement No. 45 of the Governmental Accounting Standards Board (GASB)).
- 1.07** It is the Members' intent to comply with applicable legal requirements pertaining to joint self-insurance pools, joint powers arrangements, joint power entities, and with all other applicable state and federal laws.
- 1.08** Unless specifically designated otherwise, references to any state or federal statute or regulations, including South Dakota, shall include any amendments thereto.

ARTICLE II. DEFINITIONS

In addition to the terms defined elsewhere in the Agreement, each of the following terms shall have the meaning set forth below:

- 2.01 AGREEMENT** – This Joint Powers Agreement, as may be amended from time to time.
- 2.02 BENEFICIARY** – A person designated by a Participant, or by the terms of a Plan, who is or may become entitled to a benefit under that Plan.
- 2.03 BOARD (BOARD OF TRUSTEES)** – The Board (also known as the Board of Trustees) is the governing body of the Joint Powers Entity, the Pool, and the Trust, established pursuant to Article III of this Agreement. The Board acts as a joint board authorized to exercise certain powers of the Members, as permitted by South Dakota Law and as set forth in this Agreement.
- 2.04 BYLAWS** – A separate document, adopted by the Board, addressing specifics regarding the purpose, governance, and administration of the Joint Powers Entity.
- 2.05 CHAIRPERSON** – Representative who serves as the Chairperson of the Board having been elected by the Board in accordance with Article III of this Agreement, or having assumed the role in accordance with Article V of this Agreement.
- 2.06 EXECUTIVE BOARD** – The Executive Board is the subset of the Board established pursuant to Article IV of this Agreement.
- 2.07 EXECUTIVE COMMITTEE** – The Executive Committee is part of the Executive Board established pursuant to Article V of this Agreement.
- 2.08 FISCAL AGENT** – The person(s) or entity(ies) appointed pursuant to Section 3.04(b) who shall perform those duties set forth in Article VII.
- 2.09 FISCAL YEAR** – The twelve (12) month period, commencing on each July 1, on which the Joint Powers Entity's books and records are maintained.
- 2.10 INCLUDING** – Including, but not limited to.
- 2.11 INVESTMENT POLICY** – The policy established by the Board in compliance with the provisions of [South Dakota Codified Law 1-24-15](#); and [South Dakota Codified Law Chapter 4-5](#) et. seq., governing investment of the assets of the Trust.
- 2.12 JOINT POWERS ENTITY** – The entity jointly created by the Members and reflected in this Agreement.
- 2.13 MEMBERS** – Unless one or more of them have ceased to be Member pursuant to Article XVII or Article XVIII the Members as listed in the attached Exhibit A and any other governmental entity, permitted by law, who subsequently becomes a Member under Article XX.
- 2.14 PARTICIPANT** – Any employee or former employee of a Member, or eligible Beneficiary, who is or may become eligible to receive a benefit of any type from a Plan.
- 2.15 PLAN(S)** – One or more benefit plans (1) jointly sponsored and maintained by the Members, pursuant to the provisions of this Agreement, (2) authorized by South Dakota law and able to be provided jointly by South Dakota governmental entities, and (3) that provide benefits for a Member's employees, former employees, Including retirees, and persons covered through them

(e.g., dependents) in accordance with the terms and conditions of such benefit plan(s), Including eligibility. The Plans are identified in Appendix B. A Plan may be part of the Pool.

- 2.16 POOL** – The joint pool created by the Members under South Dakota Law, known now as the Northern Plains Insurance Pool, through which certain Plans are funded and operated. The Pool is a collective group of Members in a given Plan. Absent an agreement expressly to the contrary, a separate Pool shall exist for each such Plan and a separate contract shall exist between the Service Company and the Pool for the rendering of services or benefits for which such Pool is formed.
- 2.17 QUORUM** – A quorum is the required percentage of possible persons entitled to vote for a meeting to be held and business conducted. A Quorum is present when a majority (more than fifty (50%) percent) of the persons entitled to vote are physically present at a duly called meeting.
- 2.18 REPRESENTATIVE** – Each Member’s designated individual to serve and act on behalf of the Member on the Board. The Representative shall be a person designated by the governing body of the Member. “Representative” also includes the alternate Representative as described in Section 3.03
- 2.19 RESERVES** – Amount established through an excess of contributions over expenses and established to pay run-off claims and/or reduce the volatility of claim fluctuations.
- 2.20 SECRETARY** - Representative who serves as the Secretary of the Board having been elected by the Board in accordance with Article V of this Agreement, or having assumed the role in accordance with Article V of this Agreement
- 2.21 SERVICE COMPANY** – The person(s) or entity(ies) appointed pursuant to Section 3.04(b) who shall: (1) be the principal manager(s) of the Pool, (2) supervise and control the day to day operations of the Pool, (3) carry out the purpose of the Pool as directed by this Agreement and as may be directed from time to time by the Board, and (4) perform those duties set forth in Article VII.
- 2.22 TREASURER** -Representative who serves as the Treasurer of the Board having been elected by the Board in accordance with Article V of this Agreement, or having assumed the role in accordance with Article V of this Agreement
- 2.23 TRUST** – A trust established and funded pursuant to Article VIII for the purposes of: (1) paying the administrative expenses of, and the benefits provided under, the Plan(s); (2) purchasing stop loss insurance; and (3) paying any other expenditures authorized by the terms of this Agreement.
- 2.24 VICE-CHAIRPERSON** - Representative who serves as the Vice-Chairperson of the Board having been elected by the Board in accordance with Article V of this Agreement, or having assumed the role in accordance with Article V of this Agreement

**ARTICLE III.
THE BOARD**

- 3.01** The Joint Powers Entity shall be operated and managed by the Board pursuant to the terms of this Agreement. The Board shall consist of one Representative from each Member.
- 3.02** A Representative's term on the Board shall be established by the Member appointing the Representative. The Member shall notify the Board immediately upon designation of a Representative.
- 3.03** Each Member shall appoint an alternate to serve with full rights and responsibilities of the Representative if the Representative is unable to serve. The Member shall notify the Board immediately upon designation of an alternate.
- 3.04** The Board shall have the authority and duty to accomplish the purposes set forth in the Introduction and Article I and, in furtherance of such authority and duty, shall:
- (a) Maximize the value of the Members' and Pool's benefit dollars;
 - (b) Select, enter into a contract with, and/ or hire one or more service providers, Including Service Companies, Fiscal Agents, agents, independent contractors, attorneys, auditors, and such other persons as may be necessary to administer and accomplish the purpose(s) of the Joint Powers Entity; provided, however, that the Board shall not have the authority to enter into any collective bargaining agreement on behalf of the Members with employees of the Members;
 - (c) Approve the compensation for all such service providers;
 - (d) Appoint committees and Representatives to serve on them, Including the Executive Board;
 - (e) Elect officers and remove officers;
 - (f) Determine and delegate Board duties to appointed committees, Including the Executive Board;
 - (g) Carry out education and other programs relating to health, accident and other claims management and reductions;
 - (h) Direct the collection and payment of funds to be used for the administration of, and the provision of benefits under, the Plan(s);
 - (i) Invest funds in accordance with the Investment Policy;
 - (j) Select one or more depositories for the funds of the Joint Powers Entity in compliance with the provisions of South Dakota Law;
 - (k) Cause to be purchased stop loss coverage, in compliance with applicable law and other types of insurance reviewed and selected by the Board;
 - (l) Review and approve the annual budget of the Joint Powers Entity and periodic reports of the financial affairs of the Joint Powers Entity;

- (m) Approve and submit to each Member annually an audited report of the financial affairs of the Pool, made by a certified public accountant within one hundred eighty (180) days from the end of each Fiscal Year in accordance with generally accepted government auditing standards;
- (n) Ensure the Pool complies with the reporting requirements contained as governed by South Dakota Law;
- (o) Change, amend or modify the Plan(s);
- (p) Cause to be purchased fidelity bonds if required by law or otherwise determined to be appropriate by the Board;
- (q) Establish and recommend monthly and supplementary contributions to the Trust;
- (r) Perform any responsibilities assigned to it under the Plan(s);
- (s) In accordance with the provisions of Article XVII, recommend to the Members the expulsion of any individual Member from the Pool for failure to perform its obligations under this Agreement;
- (t) Carry out such other activities as are necessarily implied or required to carry out the purposes of the Joint Powers Entity specified in Article I or the specific activities enumerated in this Article III; and
- (u) Establish Bylaws.

- 3.05** As appropriate, for the purpose of conducting day to day business of the Board, the Board may designate one or more designees to act on its behalf. Such designees may include one of the Members, a Representative, or an outside third party service vendor. Such designation shall be made by the Board in writing, Including the parameters of the designation, and action taken by a designee must be on behalf of the Board, reflecting Board decisions and authority.
- 3.06** The Board may, but is not required to, appoint one or more advisory committees. The purpose of any such committee may include, without limitation, the receipt and processing of information relating to group employee benefits, and the future direction of such benefits as well as other programs and services. The Board shall consider, but is not required to adopt, advisory committee recommendations and proposals.
- 3.07** The Board, with due consideration given to recommendations submitted by any advisory committee that may be established, shall, unless otherwise expressly agreed, retain final authority in all matters relative to this Agreement.
- 3.08** Persons serving on the Board may receive compensation approved by the Board to the extent permitted by, and in accordance with, applicable State law. Reasonable expense associated with serving on the Board, Including travel expenses, may be reimbursed subject to Board approval.
- 3.09** Regular meetings of the Board shall be held as often as necessary to carry out the purposes of the Joint Powers Entity, but no less than four (4) meetings shall be held in each Fiscal Year. Meetings of the Executive Board may satisfy up to three (3) of these meetings.
- 3.10** The time, date and location of regular meetings of the Board shall be determined by the Board. The four (4) required regular meetings shall be scheduled at the beginning of each Fiscal Year. Additional meetings may be set as needed.

- 3.11** Special meetings of the Board shall be called by the Chairperson on his or her own initiative, or by written demand of at least thirty percent (30%) of the Members upon delivery of such written demand to the Secretary.
- 3.12** Each Member shall be entitled to one (1) vote on the Board through its Representative. No proxy votes or absentee votes shall be permitted. Meetings and voting shall be conducted in accordance with Article VI and Article XI.

**ARTICLE IV.
THE EXECUTIVE BOARD**

- 4.01** The purposes of the Executive Board are to operate on behalf of the Board in between Board meetings, prepare recommendations for the Board to consider at Board meetings, engage in strategic and long term planning, recommendation of an annual budget to the Board, regularly review the financial status of the Joint Powers Entity (Including the Pool), identify public policy positions (Including lobbying efforts), and perform other duties delegated to it by the Board or through the Bylaws.
- 4.02** Except as specifically identified in Article XI, the Executive Board shall have all powers and authority of the Board to be exercised between the Board meetings. In addition, the Executive Board shall be responsible for any duties, responsibilities, etc. delegated to it by the Board, Including duties, responsibilities, etc. provided in the Bylaws.
- 4.03** The Executive Board consists of the officers of the Board and any additional members to the Executive Board as determined necessary by the Board or reflected in the Bylaws. Consideration shall be paid to the diversity of Members, Including position of Representatives.
- 4.04** The Board shall elect members of the Executive Board, other than officers, for the coming Fiscal Year at the last regular meeting scheduled during the current Fiscal Year.
- 4.05** A member of the Executive Board, other than an officer, serves until the earlier of (1) the expiration of his or her term as a member of the Executive Board, (2) the resignation of the member of the Executive Board, (3) the removal of the member of the Executive Board by the Board, and (4) the date upon which the member of the Executive Board ceases to be a Representative.
- 4.06** A member of the Executive Board must be a Representative at all times.
- 4.07** Should a vacancy occur with respect to the Executive Board, other than an officer, the remaining members of the Executive Board shall select a Representative to fill the vacancy through the end of that position's term.
- 4.08** Meetings of the Executive Board shall occur at regular intervals between the Board meetings. The time, date, and location of the meetings shall be scheduled at the beginning of each Fiscal Year. Meetings may be cancelled by the Chairperson if there is no business to conduct. Additional meetings may be added by the Chairperson if needed to conduct business.
- 4.09** All meetings and voting shall be conducted in accordance with Article VI of this Agreement.
- 4.10** Each member of the Executive Board shall be entitled to one (1) vote. No proxy votes or absentee votes shall be permitted. Meetings and voting shall be conducted in accordance with Article VI and Article XI of this Agreement.

**ARTICLE V.
THE EXECUTIVE COMMITTEE**

- 5.01** The purpose of the Executive Committee is to guide and facilitate the Board and the Executive Board in fulfilling their objectives.
- 5.02** The Executive Committee shall act as the liaison between outside entities, including a Service Company, a Financial Advisor, banking organization, insurance carrier, etc., and the Joint Powers Entity.
- 5.03** The Executive Committee shall have all powers and authority of the Executive Board to be exercised between the Executive Board meetings. In addition, the Executive Committee shall be responsible for any duties, responsibilities, etc. delegated to it by the Board or the Executive Board, including duties, responsibilities, etc. provided in the Bylaws.
- 5.04** In times of emergency, as determined by the Executive Committee, the Executive Committee shall take such action as reasonably necessary to protect the Joint Powers Entity (including the Pool).
- 5.05** The Executive Committee consists of the officers of the Executive Board. Officers of the Executive Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer and Secretary. Each officer's responsibilities shall be described in the Bylaws. The Board shall elect officers for the coming Fiscal Year at the last regular meeting scheduled during the current Fiscal Year. Officers shall be elected to serve for a term of one year. The Board may from time to time establish other offices and may elect a Representative to serve in any of such established other offices.
- 5.06** A member of the Executive Committee serves until the earlier of (1) the expiration of his or her term as a member of the Executive Committee, (2) the resignation of the member of the Executive Committee, (3) the removal of the member of the Executive Committee by the Board, and (4) the date upon which the member of the Executive Committee ceases to be a Representative.
- 5.07** A member of the Executive Committee must be a Representative at all times.
- 5.08** Should a vacancy occur with respect to the Executive Committee, the remaining members of the Executive Board shall select a Representative to fill the vacancy through the end of that position's term.
- 5.09** Meetings of the Executive Committee shall occur at regular intervals. The time, date, and location of the meetings shall be scheduled at the beginning of each Fiscal Year. Meetings may be cancelled by the Chairperson if there is no business to conduct. Additional meetings may be added by the Chairperson if needed to conduct business.
- 5.10** All meetings and voting shall be conducted in accordance with Article VI of this Agreement.
- 5.11** Each officer shall be entitled to one (1) vote. No proxy votes or absentee votes shall be permitted. Meetings and voting shall be conducted in accordance with Article VI and Article XI of this Agreement.

**ARTICLE VI.
MEETINGS**

- 6.01** All meetings of the Joint Powers Entity, Including the Board, the Executive Board, the Executive Committee, and any other committees, shall be conducted in the manner required by applicable law, Including applicable [South Dakota Codified Law Chapter 1-25](#), Meetings of Public Agencies. Pursuant to [South Dakota Codified Law Section 1-25-1.1](#), all public bodies, except that state and each state board, commission, or department as provided in [§ 1-25-1.3](#) shall provide public notices, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any meeting, by posting a copy of the notice, visible to the public, at the principle office of the public body holding the meeting, The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body's website upon dissemination of the notice, if such a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each public body shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. The Chairperson shall cause to be published any schedule or notice of meetings of the Board as required by law.
- 6.02** Written notice of regular or special meetings shall be given by the Chairperson, or other officer, to each Representative within the time frames dictated by [South Dakota Codified Law Section 1-25-1.1](#). An agenda specifying the subject of any special meeting shall accompany such notice. Business conducted at special meetings shall be limited to those items specified in the agenda.
- 6.03** No proxy votes or absentee votes shall be permitted.
- 6.04** The Board may establish policies governing its own conduct and procedures, and the conduct and procedures of any committees, Including the Executive Board, Executive Committee, and any other committees, consistent with the Agreement.
- 6.05** Summary minutes of all meetings shall be made available to the Representative of each Member.

**ARTICLE VII.
SERVICE COMPANY AND FISCAL AGENT**

- 7.01** The Board shall contract with one or more Service Companies and one or more Fiscal Agents.
- 7.02** The Board shall select each Service Company and Fiscal Agent in the manner specified in the Bylaws.
- 7.03** The Board shall review the performance of each Service Company, Fiscal Agent and other service providers on an annual basis and conduct a market search for such providers on an as needed basis.
- 7.04** The services to be provided and compensation of the Service Company and the Fiscal Agent shall be negotiated and approved by the Board and shall be payable pursuant to the services agreement between the Joint Powers Entity and the Service Company or Fiscal Agent.
- 7.05** Subject to the oversight of the Board, each Service Company shall be the principle operating manager of the Plan(s) and the Pool and shall supervise and control day-to-day operations of the Plan and the Pool and carry out the purposes of the Plans and the Pool as directed by the Board. The services to be provided by the Service Company shall be determined by the Board and reflected in a service agreement between the Joint Powers Entity and the Service Company.
- 7.06** The Service Company shall have expertise in, and be appropriately qualified to provide services for, the coverages provided through the Pool.
- 7.07** Subject to the oversight of the Board, the Fiscal Agent shall invest the Trust's assets in accordance with the Investment Policy and provide other financial and/or accounting services as determined by the Board and reflected in a service agreement between the Joint Powers Entity and the Fiscal Agent.
- 7.08** The Fiscal Agent shall have expertise in, and be appropriately qualified to provide services to the Pool and the Joint Powers Entity.
- 7.09** In the absence of a Service Company and/or Fiscal Agent, or upon a breach of a services agreement, the Chairperson shall make interim arrangements necessary to continue the operations of the Joint Powers Entity (Including the Pool).

**ARTICLE VIII.
TRUST**

- 8.01** There shall be established a Trust (under Section 115 of the Internal Revenue Code) for the purpose of holding the assets of the Plan(s) and the Pool. Such Trust may also be used for the purpose of holding the assets of a Plan not part of the Pool. The Trust shall be divided into sub-accounts, one for each Plan funded through the Trust. Additional subdivisions of the sub-accounts may be established and maintained at the discretion of the Board.
- 8.02** Contributions to the Trust, and Reserves therein, shall be determined and administered in accordance with the following:
- (a) Prior to the beginning of each Fiscal Year and considering the recommendations of the Service Company or other service provider, the Board, in accordance with Article XI, shall approve (1) an expense budget for each Plan for the coming Fiscal Year, and (2) the monthly contribution amounts for each Member for the Fiscal Year. Contribution amounts for each Member shall be determined in accordance with the Bylaws.
 - (b) The Board shall determine the amount necessary to establish Reserves for the given Fiscal Year for each Plan that is part of the Pool. This Reserves calculation is conducted with respect to each Fiscal Year. Calculations regarding Reserves shall be determined in accordance with the Bylaws.
 - (c) Reserves are carried forward each Fiscal Year. Reserves remain unallocated and shall be available to pay benefits and administrative expenses of the applicable Plan funding through the Trust, Including the Pool, as a whole. Notwithstanding the foregoing, if allowed by South Dakota Law, the Board may declare a dividend from the Reserves as described in the Bylaws.
 - (d) With respect to Articles XVII and XVIII, a Member participating in the Pool shall have a calculated share of Reserves accumulated during the Member's participation in the particular Plan funded through the Trust, Including the Pool. Calculation of a Member's share of Reserves shall be determined in accordance with the Bylaws.
 - (e) If, during any Fiscal Year, the Board determines that the funds available in any account or sub-account of the Trust may be insufficient to meet a Plan's current or anticipated future claims or administrative expenses, the Board may require a supplementary contribution from the Members. The total supplementary contribution shall be allocated among the entities that are/were Members during the Fiscal Year on a pro-rata basis as determined by the Board.
- 8.03** Each Member is jointly liable for the liabilities and expenses of the Pool, Including liabilities and expenses incurred during runoff of the Pool prior to final dissolution.

**ARTICLE IX.
PLAN(S) OF BENEFITS**

- 9.01** The current Plan(s) at any time are identified in Appendix B.
- 9.02** The Board may, from time to time, amend or terminate a Plan, or adopt new or additional Plan(s).
- 9.03** Any employee or collective bargaining notification regarding the Plan(s) shall be the responsibility of the Member.
- 9.04** In accordance with [South Dakota Codified Law Chapter 1-24](#) a Plan may be self-insured. A self-insurance Pool made available by the Board shall be a pool established and operated by the Board, or by the Board and one or more other joint powers governing boards governed by [South Dakota Codified Law Chapter 1-24](#).
- 9.05** Any Plan amendment, when approved by the Board, shall result in a re-determination, made on an actuarial basis, of the contributions due to the Trust. The Board shall determine the amount of the increased or reduced payment required in light of the amendment.
- 9.06** A Member's participation in the Plan(s), including adding and dropping participation in a Plan and the required level of participation (if any), shall be governed by the Bylaws.

**ARTICLE X.
STOP LOSS INSURANCE**

- 10.01** The Board shall cause to be purchased stop loss insurance to the extent required by applicable law.
- 10.02** Membership in the Joint Powers Entity shall not preclude any Member from purchasing any insurance coverage above those amounts purchased by the Joint Powers Entity. The Joint Powers Entity shall, when requested, provide any information needed by the Member to obtain quotes for any such insurance coverage.

**ARTICLE XI.
MATTERS REQUIRING APPROVAL**

- 11.01** The Members shall act on matters requiring approval of the Members by resolution of their governing bodies. The following matters require approval of seventy-five percent (75%), rounded up if a fraction, of all Members:
- (a) Amendments to this Agreement;
 - (b) Merger of the Pool with another Pool;
 - (c) Termination of the Pool; and
 - (d) Items referred by the Board in accordance with this Agreement.
- 11.02** The Board shall act on matters requiring approval of the Board by vote of the Representatives. A Quorum shall be required to hold a Board meeting. Except as otherwise provided in this Section

11.02 and 11.03, the Board may act by majority (more than fifty (50%) percent) vote of the Representatives present at a duly called Board meeting. Notwithstanding the foregoing, unless specifically provided elsewhere in this Agreement, the following matters require approval of a majority (more than fifty (50%) percent) of all Representatives (regardless of the number present at the Board meeting):

- (a) Approval of annual budget of the Joint Powers Entity, Including the pool;
- (b) Approval of any Plan amendments;
- (c) Approval of the reduction to or addition of any Plan(s);
- (d) Amendments to the Bylaws; and
- (e) Expulsion of a Member (pursuant to Article XVII).

11.03 The Executive Board, the Executive Committee, and any other committee established by the Board shall act on matters requiring approval by a vote of its members. A Quorum shall be required to hold a meeting. Action shall require approval of a majority (more than fifty (50%) percent) of the members present at a duly called meeting.

11.04 Where specific provisions of this Agreement require a unanimous vote by the Board, but a unanimous vote cannot be obtained, the Board may refer the matter to the Members for determination under Section 11.01 of this Agreement.

ARTICLE XII. OBLIGATIONS OF MEMBERS

12.01 The governmental entities have entered into this arrangement to provide, on a joint basis, the benefits described in the Plan(s). In order for the purposes of the joint powers arrangement to be realized, each Member needs to be actively engaged in the management and decision making of the Board with respect to the Joint Powers Entity. The obligations of each Member include the following:

- (a) To appropriate or budget for and, where necessary, to levy for, and pay promptly all monthly and supplementary or other contributions to the Trust within thirty (30) days from notice and in such amounts as are established within the scope of this Agreement;
- (b) To promptly select a Representative to serve on the Board;
- (c) To fully cooperate with the Service Company, the Fiscal Agent, the Joint Powers Entity's attorneys and auditors and any agent, employee, officer or independent contractor of the Joint Powers Entity in any matter relating to the purpose and powers of the Joint Powers Entity, Including furnishing all reasonably necessary Participant data directly to the Board or its designee;
- (d) To review all proposed changes to a Plan prior to the Board's final vote on such changes;
- (e) To promptly notify all of the Member's Plan Participants of the withdrawal or expulsion of such Member from the Joint Powers Entity;

- (f) To promptly act on all matters requiring approval of the Member's governing body and to not withhold such approval unreasonably or arbitrarily; and
- (g) To take such other actions as may be required by the Bylaws.

12.02 The Joint Powers Entity is not capable, or otherwise authorized, to act on behalf of a Member with respect to each Member's collective bargaining obligations. Each Member shall be solely responsible for the collective bargaining of benefits to the full extent required by applicable law, and for providing any notices regarding collectively bargained benefits, including the obligation to notify certain union officials regarding the adoption of a self-insured health benefit plan.

12.03 At the discretion of the Board, non-performance of Member obligations, whether in whole or in part, may be the basis for a recommendation to expel pursuant to Article XVII.

ARTICLE XIII. LIABILITY OF MEMBERS

13.01 Except as described in Section 8.06, and unless required otherwise by applicable State law, a Member is not liable for the acts or omissions of another Member.

ARTICLE XIV. LIABILITY OF REPRESENTATIVES

14.01 The Representatives shall discharge their duties solely in the interest of the Plan participants entitled to benefits under any Plan, and:

- (a) For the exclusive purpose of:
 - 1) providing benefits to Participants entitled to benefits under the Plan(s); and
 - 2) defraying reasonable expense of administering the Plan(s) and Trust, including the Pool.
- (b) With the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.
- (c) In accordance with the documents and instruments governing the Plan(s) and Trust, including the Pool, insofar as such documents and instruments are consistent with the law.

14.02 To the fullest extent permitted by applicable law, the Representatives shall not be liable for any mistake in judgment or other action made, taken or omitted by them in good faith; nor for any action made, taken or omitted by any agent, employee or independent contractor selected with reasonable care, nor for loss incurred through investment of Joint Powers Entity funds, or failure to invest. No Representative shall be liable for any action taken or omitted by any other Representative. No Representative shall be required to give a bond or other security to guarantee the faithful performance of his/her duties hereunder except as required by this Agreement or by law. The assets of the Trust shall be used to defend and hold harmless any Representative for actions taken by the Board, including the Executive Board, Executive Committee, and other appointed committees, if performed by the Representative within the scope of his authority. The Joint Powers Entity shall purchase, if required by applicable law, insurance providing fiduciary liability coverage for Representatives.

**ARTICLE XV.
STANDARDS OF FINANCIAL INTEGRITY AND LOSS EXPERIENCE**

15.01 The Board shall establish standards of financial integrity and loss experience applicable to participation in the Joint Powers Entity (Including the Pool), which shall be described in the Bylaws.

**ARTICLE XVI.
CONTRACTUAL OBLIGATION**

16.01 The obligations and responsibilities of the Members set forth in this Agreement, Including the obligation to take no action inconsistent with this Agreement, as originally written or validly amended, shall remain a continuing obligation and responsibility of each Member. This Agreement may be enforced in law or equity either by the Joint Powers Entity itself or by any Member. The consideration for the duties imposed upon the Members by this Agreement is based upon the mutual promises and agreements of the Members set forth herein and the advantages gained by the Members through reduced administrative costs for the processing of employee benefits. Except to the extent of the limited financial contributions to the Joint Powers Entity each Member has agreed to make, no Member agrees by this Agreement to be responsible for any claims of any kind against any other Member. The Members intend in the creation of the Joint Powers Entity to establish an organization for joint administration of employee benefits within the scope set forth in this Agreement only and do not intend to create between the Members any relationship of partnership, surety, indemnification or liability for the debts of or claims against another.

**ARTICLE XVII.
EXPULSION OF A MEMBER**

17.01 The Board shall, on at least an annual basis, compare the status and experience of each Member with the Joint Powers Entity's criteria for expulsion as described in the Bylaws.

17.02 Following reasonable efforts to informally resolve a situation, a Member may be expelled from the Joint Powers Entity for failing to perform or fulfill the responsibilities assigned to Members under the Agreement or for any other action or failure to act determined by the Board to be detrimental to the interests of the Joint Powers Entity, Including the Member's failure to satisfy the standards of financial integrity and loss experience described in Article XV.

17.03 Following reasonable attempts, as described in the Bylaws, to resolve the situation, the Board shall vote on the Member's expulsion. It takes a seventy-five (75%) percent vote of the Board to expel a Member.

17.04 After expulsion, the former Member shall continue to be fully liable for (a) any payment due to the Trust with respect to the period prior to the date of expulsion, (b) any other unfulfilled obligation arising at any time attributable to the period prior to the date of expulsion, and (c) any other unfulfilled obligation as if it was still a Member of the Joint Powers Entity. Unless the Bylaws provide otherwise, a Member that is expelled is not entitled to a share of the Reserves.

17.05 The Joint Powers Entity shall have no obligation with respect to expenses incurred under a Plan by a Participant or Beneficiary covered through an expelled Member after the effective date of such expulsion. No claim under a Plan by a Participant or Beneficiary covered through an expelled Member for an expense that was incurred before the effective date of expulsion shall be paid if not presented to the Plan, or its designated agent, within one hundred twenty (120) days after the effective date of expulsion (i.e., any such claim will not be paid by the Plan). Except as provided

below, the obligation of the Joint Powers Entity to administer claims for expenses incurred under a Plan by a Participant or Beneficiary covered through an expelled Member prior to the effective date of expulsion ("run-out claims") shall continue for such claims as may have been filed or which are filed within one hundred twenty (120) days after the effective date of the expulsion of the Member. Payment and administration of any claims for expenses incurred prior to the effective date of a Member's expulsion that are submitted for payment after such one hundred twenty (120) day period shall be the sole responsibility of the expelled Member.

ARTICLE XVIII.
VOLUNTARY WITHDRAWAL FROM THE JOINT POWERS ENTITY

- 18.01** A Member may withdraw effective as of the close of any Fiscal Year upon one hundred eighty (180) days advance written notice to the Joint Powers Entity or by such other lesser advance notice of not less than thirty (30) days deemed reasonable by the Board in its sole discretion. Upon the Board's receipt of a notice of withdrawal, the withdrawal of such Member is irrevocable unless such revocation is allowed at the sole discretion of the Board. Upon a Member's submission of a notice of withdrawal, such Member forfeits all of its voting rights in its own right and as a Representative on the Board, unless allowed to vote on any particular matter at the sole discretion of the Board. The rights and duties of the Joint Powers Entity with respect to a withdrawing Member in the Joint Powers Entity shall be as set forth below.
- 18.02** After voluntary withdrawal, the former Member shall continue to be fully liable for (a) any contribution due to the Trust, Including the Pool, with respect to the period prior to the date of withdrawal, (b) any other unfulfilled obligation arising at any time attributable to the period prior to the date of withdrawal, and (c) any other unfulfilled obligation as if it was still a Member of the Joint Powers Entity.
- 18.03** The Joint Powers Entity shall have no obligation with respect to claims incurred under a Plan by a Participant or Beneficiary covered through a withdrawing Member after the effective date of such withdrawal. No claim under a Plan by a Participant or Beneficiary covered through a withdrawing Member that was incurred before the effective date of voluntary withdrawal shall be paid if not presented to the Plan, or its designated agent, within one hundred twenty (120) days after the effective date of the voluntary withdrawal (i.e., any such claim will not be paid by the Plan). Except as provided below, the obligation of the Joint Powers Entity to administer claims incurred under the Plan by a Participant or Beneficiary covered through a withdrawing Member prior to the effective date of withdrawal ("run-out claims") shall continue for such claims as may have been filed or which are filed within one hundred twenty (120) days after the effective date of the voluntary withdrawal of the Member. Payment and administration of any claims for expenses incurred prior to the effective date of a Member's voluntary withdrawal that are submitted for payment after such one hundred twenty (120) day period shall be the sole responsibility of the withdrawing Member.
- 18.04** The withdrawing Member shall deposit in each sub-account within the Trust an amount set by the Board but not to exceed three (3) months of the current premium (the "withdrawal fee"). Such payment shall be made on or before the effective date of the withdrawal. If the withdrawing Member fails to make such payment in a timely manner, the Joint Powers Entity's obligation to administer and pay run-out claims shall be extinguished and the withdrawing Member shall be solely liable and responsible for paying and administering such claims. Notwithstanding anything herein to the contrary, the withdrawal fee shall be used solely to pay run-out claims and any administrative expenses incurred with respect to paying such claims. If the withdrawing Member's withdrawal fee with respect to a Plan is exhausted before all run-off claims are paid under the Plan, the withdrawing Member shall deposit in the appropriate sub-account within the Trust a sufficient amount to fund all subsequent run-out claims prior to the payment of any such claims. No later than the latter of (1) Board approval of the Fiscal Year audit, or (2) sixty (60) days after payment of the last run-out claim of withdrawing Member, any portion of the withdrawal fee remaining shall be repaid to the withdrawing Member.

18.05 Following the close of the Fiscal Year which contains the effective date of the Member's withdrawal, calculation and allocation of the accumulated Reserves shall be made as provided in the Bylaws.

- (a) If the withdrawing Member's calculated share of accumulated Reserves for a Plan is positive and the Member has been a participant in the Pool for five or more years, the withdrawing Member shall be paid such amount in not more than three (3) equal annual installments beginning with the first Fiscal Year beginning in the Fiscal Year in which the allocation of net surplus or deficit is made as determined by the Board.
- (b) If the withdrawing Member's calculated share of accumulated Reserves for a Plan is negative, the withdrawing Member shall be liable to the Joint Powers Entity for such amount. This amount must be paid to the Joint Powers Entity within ninety (90) days of demand by the Joint Powers Entity.

ARTICLE XIX. DURATION AND DISSOLUTION

19.01 Subject to the provisions herein relating to Member withdrawal, this Agreement shall be ongoing.

19.02 To the extent not prohibited by applicable law, the Plan(s) and/or Trust, Including the Pool, may merge with any other plan, trust, or pool established under South Dakota law upon a vote of Members described in Article XI.

19.03 Coverage under the Plan(s) shall cease to be provided through the Pool upon the occurrence of any one of the following events:

- (a) Revocation of the Pool's authority to self-insure under South Dakota laws and regulations; or
- (b) A vote of Members described in Article XI.

No Member may withdraw or be expelled from the Pool after revocation of the Pool's authority to self-insure or after the Pool notifies the South Dakota Attorney General of its intent to cease providing coverage under the Plans.

19.04 Upon ceasing to provide coverage through the Plans in accordance with Section 19.03, the Trust, Including the Pool, shall continue to exist as a runoff pool as required under South Dakota Law.

19.05 Following ceasing to provide coverage through the Plans in accordance with Section 19.03, the Trust, Including the Pool, may dissolve. To the extent not precluded by applicable law, upon dissolution of the Trust, Including the Pool, the rights and duties of the Joint Powers Entity to each Member and the rights and duties of each Member to the Joint Powers Entity shall be the same as those with respect to a withdrawing Member as outlined in Article XVIII.

**ARTICLE XX.
NEW MEMBERS**

20.01 The Board may consider applications from potential public agencies under the following conditions and any additional conditions contained in the Bylaws:

- (a) A formal application for consideration must be submitted by the potential Member.
- (b) An application fee may be required after an introductory meeting reviewing the program. This fee is non-refundable and is for the purpose of obtaining stop loss quotes, attending meetings, preparing individualized financial projections, and other administrative matters associate with the consideration of the prospective member's application.
- (c) An additional fee may be required should the prospective member actually become a Member. This fee is for the cost of enrolling and entering the Member's Participants and Beneficiaries into each Service Company's "system", benefit booklets, identification cards, introductory meetings and any necessary amendments.
- (d) The new Member must agree to an initial three (3) year commitment, subject to the continuation of the Trust, Including the Pool.

20.02 Addition of a new Member must be made by a vote of the Board.

20.03 Approved new Members normally enter the program on July 1 (i.e., the beginning of the Fiscal Year). The Board may allow entry at other times and may impose restrictions, limitations, etc. with respect to such entry.

**ARTICLE XXI.
MISCELLANEOUS**

21.01 Notice. Unless specifically provided in this Agreement otherwise, any notice required by this Agreement shall be in writing and shall be deemed to have been given when deposited in a United States Post Office, registered or certified mail, postage prepaid, return receipt requested and addressed as follows:

- (a) If to the Joint Powers Entity: at the business address of the then current Chairperson of the Board.
- (b) If to a Member: to the address set forth on Appendix A or to such other address as any party to this Agreement may from time to time specify in writing to the other parties and to the Joint Powers Entity.

Any notice required by this Agreement may be waived by the party(ies) to whom such notice is required to be provided hereunder.

21.02 Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

21.03 Validity and Savings Clause. In the event any provision of this Agreement shall be declared by a final judgment of a Court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

- 21.04 Counterparts.** This Agreement and any amendments thereto may be executed in any number of counterparts which taken together constitute a single instrument.
- 21.05 Amendment.** The Members may, in accordance with Section 11.01, amend this Agreement and such amendment shall be evidenced by a writing executed by the Members.
- 21.06 South Dakota Law.** This Agreement shall be governed by, and the Joint Powers Entity (Including the Plan(s), Pool, and Trusts) shall be operated in accordance with, South Dakota Law, Including [South Dakota Codified Law Chapter 24-1](#).
- 21.07 Other Applicable Law.** The Plan(s), Pool, and Trusts shall be operated in accordance with applicable federal law, Including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Consolidation Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as it applies through the Public Health Services Act ("PHSA").
- 21.08 History.** The original Members of this Agreement, have maintained a fully-insured health plan (known as the "South Dakota Schools Group Insurance Pool" and subsequently renamed the "Northern Plains Insurance Pool") for many years, relating back to approximately 1992. This Pool has been in effect since July 1, 1992. Changes have been made over the years, Including which entities participated in the Pool, however, the Pool has stayed substantially the same. It is the intent of this Joint Powers Agreement to appropriately reflect the existence of a Pool and Joint Powers Agreement for purposes of compliance with applicable law, Including [South Dakota Codified Law Chapter 1-24](#).
- 21.09 Entire Agreement.** All the agreements, covenants, representations, and warranties among the Members expressed or implied, oral or written, concerning the subject matter of this Agreement are contained in this Agreement. All prior and contemporaneous conversations, negotiations, agreements, representations, covenants and warranties, concerning the subject matter of this Agreement, are merged into this Agreement. Union contracts, negotiations, etc. are expressly outside the matter of this Agreement, are not merged into this Agreement, and remain the sole responsibility of each Member, not the Joint Powers Entity.

IN WITNESS WHEREOF, the Members have caused this Agreement to be executed by their duly authorized officers and their undersigned representatives as of the date above written.

By: _____
Board Chair

Date

APPENDIX A MEMBERS

The following are current Members provided that they executed and returned the signature page for this document.

Current Members

Agar-Blunt-Onida School District
Arlington School District
Baltic School District
Big Stone City School District
Bowdle School District
Burke School District
Castlewood School District
Centerville School District
Chester Area School District
Clark School District
Colman-Egan School District
Corsica-Stickney School District
DeSmet School District
Deubrook School District
Deuel School District
Doland School District
East Dakota Educational Cooperative
Elkton School District
Florence School District
Garretson School District
Hamlin School District
Harding County School District
Henry School District
Howard School District
Irene Wakonda School District
Lake Preston School
Lennox School District
Leola School District
Marion School District
McIntosh School District
Milbank School District
Montrose School District
Mount Vernon School District
Northeast Educational Services Cooperative
Oahe Special Education Cooperative
Oldham Ramona Rutland School District
Parker School District
Platte-Geddes School District
Redfield School District
Rosholt School District
Southeast Area Cooperative
Summit School District

Tiospa Zina School District
Tri-Valley School District
Vermillion School District
Warner School District
Waverly South Shore School District
Webster Area School District
West Central School District
White Lake School District
White River School District
Willow Lake School District
Wilmot School District

Members as of 3/9/2023

**APPENDIX B
PLANS**

Medical Plan – see attached copy of the Plan Document and Summary Description

Vision Plan – see attached copy of the Plan Document and Summary Description



South Dakota High School Activities Association
P.O. Box 1217 ❖ Pierre, SD 57501
Phone (605) 224-9261 FAX: (605) 224-9262

SCHOOL BOARD RESOLUTION

Authorizing Membership in the South Dakota High School Activities Association

By resolution, the School Board of:

(Name of School District or School)

has authorized membership in the South Dakota High School Activities Association for the high school(s) under its jurisdiction as hereinafter listed:

This is to be for the period which begins July 1, 2023 and ends on June, 30, 2024 with the supervision, control, and regulation of any and all high school interscholastic activities being delegated to said Association.

In addition, the above-mentioned School Board has ratified the Constitution, By-Laws, and rules of the South Dakota High School Activities Association as of July 1, 2023 and agrees to conduct its activities programs within the framework of these instruments.

Date of Resolution

President of Board

Superintendent of Schools

Due By:

July 15, 2023

Garretson Student Handbook 2021-2022



A Source of Information on
School Policies, Behavioral Standards, Curriculum and
Activities

Grades K-12

Garretson School District No. 49-4
Garretson, South Dakota

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Standards and Guidelines 6-12

All students in the Garretson Schools, 6-12, and their parents should be familiar with the policies included in this section. Items are listed alphabetically. For your convenience a complete list of topics is found in the Table of Contents.

ACADEMIC ELIGIBILITY POLICY

This policy will apply to all students in extra-curricular activities in grades 6-12. This includes anyone associated with the team including managers and statisticians.

Below is the recommended Academic Eligibility Policy:

1. All South Dakota High School Activities Association (SDHSAA) requirements and policies must be met.
2. Students will be eligible for the first two (2) weeks of each semester of the school year. Upon week three (3) and week 20 (second week of second semester) of the school year, a grade report will be run Monday morning at 11am. A grade report will be run every subsequent Monday of the school year at 11am with the exception listed in #3 below.
3. The first two weeks of Quarter 2 and Quarter 4, there will be no grade checks. Students with no failing grades for Quarter 1 and Quarter 3 will be eligible those two (2) weeks. Students that failed a Quarter 1 or Quarter 3 class will be ineligible for the first week of Quarter 2 and Quarter 4. .

**Students with a failing grade either Quarter 1 or Quarter 3 may remain ineligible the second week of Quarter 2 and Quarter 4 if they still have incomplete work from the previous quarter.*

4. Students will be ineligible if:
 - They have one (1) or more failing grades in a class. The student is ineligible for all school-sponsored activities held Monday through Saturday of that week. If the next week the student continues to have a failing grade in that same class, the student, teacher, coach/advisor and administrator will meet to discuss circumstances and factors leading to the failing grade.
 - Parents of students with failing grades will be contacted and informed of the failing grade and details of the ineligibility period. This contact will be made by the instructor or administration (Principal/Activities Director).
 - Students will still be allowed to practice and attend home events. They will not attend events in which they would be required to be absent from school.
 - Eligibility will be reinstated if they have no failing grades when the next eligibility report is run.
 - Failing grades due to missing or incomplete work as a result of an excused/exempt absence will not result in eligibility during the time period in which a student is allowed per school policy to complete that work. (1 day for every day absent + 1 day).

ACADEMIC LETTERING POLICY

A student can earn an academic letter by accumulating a grade point average of 3.5 or higher for current school year. (Note: All subjects in which the student is enrolled in will be counted in the accumulation of the GPA.)

The awards will be given out in the following order:

First Year Lettering	Letter "G" with Academics
Second Year	Lamp of Learning Pin
Third Year	Lamp of Learning Pin
Fourth Year	Lamp of Learning Pin

ACCESSORIES IN LOCKERS

All book bags, backpacks, gym bags and coats or jackets will remain in the students' lockers throughout the school day.

ACTIVITY TICKETS

Students may purchase activity tickets in the main business office. Students must present their activity ticket or have an electronic photo of their ticket for admittance into home athletic events. Student tickets are \$20 and adult tickets are \$40.

The price of admission to all athletic events will be \$5.00 for adults, \$3.00 for students.

Senior citizens (62 and older and residents of the Garretson School District) are admitted free to all Garretson school activities except tournaments sponsored by other organizations

ATHLETICS

Football, Soccer, Cross Country, Boys Basketball, Girls Basketball, Wrestling, Volleyball, Track, and Golf are the major sports offered at Garretson High School. Students who wish to participate in two or more sports during a season must work with both head coaches to create a mutually acceptable schedule.

Extra-curricular activity may present up to three (3) awards that are sponsored by the school. Additional awards will be at the discretion of the coach or advisor and any expenses incurred for these awards will be the responsibility of the coach or advisor.

ATHLETIC LETTERING POLICY:

An athlete who letters for the first time will be awarded a cloth letter "G". All subsequent letters will be recognized by certificate.

1. Football – To win an award, a player must have played in at least one-half of the total quarters of season games.
2. Basketball – A player must have played in at least $\frac{1}{4}$ of the total season games.
3. Soccer – Player must appear in over 50% of varsity halves.
4. Track –
 - A. Set a school record
 - B. Qualify and go to State Meet
 - C. Earn a total amount of points set up by the coach
5. Wrestling – To win an award, a wrestler must earn at least 72 points. Points are awarded as follows:
 - A. Double actual team points earned for varsity matches and tournaments.
 - B. Actual team points earned for junior varsity matches.
 - C. Qualify and go to the State Meet.
6. Cross Country – Place in Conference or Region Cross Country Meet or earn a total amount of points set up by the coach.
7. Volleyball – Must participate in half the number of total games.
8. Golf – To win an award, a player must participate as a member of the varsity team in at least one half of the scheduled meets.
9. Cheerleading – Varsity Cheerleaders will be awarded a varsity letter at the end of the year if they fulfill these requirements: Cheerleaders begin each school year with fifteen (15) merit points. If a varsity cheerleader does not lose all merit points through the demerit guidelines or is not removed from the squad by the coach, administration, or athletic director.
10. Club Softball – To win an award, a player must play in at least 50% of the defensive innings.
11. Fine Arts – To win an award a student will be required to earn a total of 40 points during their four years of high school in order to letter in Speech and Theater. After the initial letter the student must continue to earn at least 15 points every subsequent year to earn another drama pin.
12. Club Baseball – To win an award a player must play in at least 50% of the defensive innings.
13. Trap Club – Athlete must average 18 points or more per round in competition play at the end of the season.
 - Athlete must not miss any competition weeks (weeks 4-8) during the season.
 - Athlete participates in the State Tournament.
 - Athlete must participate consistently with the team for 2 years or more.

Athletes may receive awards in any sport for conscientious attendance at practice even though failing to meet the listed requirements. The coaching staff will make the final decision.

ATTENDANCE

Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter

Attendance is taken in each class and study hall and a record is kept of absences from each class. Hours of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

Be aware that a note from home does not automatically excuse a student from school. A note is merely a request to have a student excused. The school reserves the right to excuse a student from school.

- A. **Absenteeism:** Absence from school during regularly scheduled school hours.
 1. Generally, the only absences excused are:
 - Personal illness
 - Family emergency (death, serious illness)
 - Funeral
 - Dental or medical appointments that cannot be made on Saturdays or after school hours.
 - a. School sponsored activities

- b. Parental request 6-12: Parental request will be discouraged for repair of vehicles, shopping without parents, employment or babysitting outside of the home, oversleeping, recreational trips and vacations without parents, or missing class to study for another class. Lessons assigned and class discussions for the duration of a parental request absence becomes the responsibility of the student and the parents and should be made up in advance or immediately upon return to school whenever possible.
- 2. If a student is expected to be absent, parents should call the school by 8:30am. If no call or email is received by 8:30am, the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent.
- 3. A student shall not leave school during the school day without reporting to the principal's office or attendance clerk and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence.
- 4. If a student becomes ill while in school, he/she shall report to the principal's office or attendance clerk. An attempt will be made to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.
- 5. If a student knows he/she is going to be absent, he/she should communicate the intended absence to his/her teachers and make arrangements to make up all school work before the absence.
- 6. In the case of an excused absence, an unexcused absence or truancy, the student shall be afforded the opportunity to make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit. The following example will illustrate the above policy: Student A misses three days of school. Monday, Tuesday, and Wednesday. He now has four school days to make up the work missed and receive full credit, Thursday, Friday, Monday, and Tuesday. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period ends within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
- 7. Attendance will be taken every period of the day.

All absences, excused or unexcused will be processed as follows for students in grades 6-12.

Students who miss more than 15 minutes of a class period will be assessed one absence. Students who are late to the beginning of a class by 15 minutes or less will be assessed one tardy.

- 1. After a student has been absent five (5) times, the student and parent/guardian will be notified by the high school office. The notification will stress the importance of attendance in school achievement. The parent will also be informed that should the number of absences exceed eight (8) the student may be dropped from the class. A student conference or referral to a counselor will also take place at this time.
- 2. After a student has been absent seven (7) times, a second student and parent notification will be given emphasizing the importance of attendance for that class period the remainder of the semester. Also included in the notification will be detailed information regarding policy relating to the number of allowed absences and consequences for exceeding this number.
- 3. After a student has been absent eight (8) times from any class during a semester, notification will be given to the parent of the student stating this fact and further, that any additional absences may result in dropping the student from the course.

When the student has been absent from any class nine (9) times during a semester, the student may be deemed to not have sufficient credit in the affected class to obtain a passing grade and will be dropped from the course with an "F" recorded. A student may be referred to the Board of Education for long term suspension in the event a student no longer has at least three (3) valid classes.

- 4. A student who is dismissed from a class because of excessive absences will be afforded the opportunity to buy back one absence per class per semester by spending 3 hours in Saturday School. If this is done the student may remain in the class and still obtain full credit as long as they do not accumulate any more absences in that particular class.

For Clarification:

- (1) School Sponsored Activities. No count for any school related activities. (Athletic contests, music, debate, field trips, and any other approved by the School Administration or Counselor.)
- (2) Absences due to prolonged illness, hospitalization, counseling, or a series of medical treatments will be counted as one (1) absence whenever the number of absences reaches three consecutive school days and the treatment is supported by a physician's statement.
- (3) Absences due to bereavement or serious illness in the student's immediate family will be counted as one (1) absence.
- (4) A student may be excused for any other exceptional reason with approval by the Administration.

B. Tardiness: Tardiness is defined as failure to be at the assigned work station when the final bell rings. A student who is late arriving for any period class must report to the study hall where the tardy must be accounted for. An admit slip to enter class or study hall will be given upon receiving accountability.

A student will receive a warning for the first tardy received each nine week period. A student will receive a detention for each subsequent tardy. Exceptions will be made if the tardy is caused by circumstances beyond the student's control. Each situation will need to be confirmed by school officials before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal. A student assigned five (5) tardies in a nine-week period will be assigned an automatic Saturday School. Every subsequent tardy in that nine week period will result in a Saturday School.

C. Truancy: Unexcused Absence from school. One day, or any part thereof, equals one violation.

Any student absent from school without proper notification will receive a Saturday School assignment. The student may be subject to the assignment of multiple Saturday Schools or a short-term suspension depending on the severity or repeat violations of the truancy policy.

BUILDING HOURS

The school building will be locked until 7:25a.m. Students will not be allowed in the school building before 7:25am. Students will not be allowed to remain in the building after 3:20p.m. unless they are under adult supervision. All doors will be locked after 8:20 and not reopened until 3:15p.m..

Custodians will lock ALL school doors at 4:00 p.m. with the exception of the gym lobby doors on the nights there are events.

From 8:00am until the start of the school day, students are expected to be in the commons unless students have arranged to be with another teacher. In order to cut down on excessive traffic in the Middle School and Senior High complex, the following additional procedures apply:

1. Custodians will lock all outside doors at 4:00 p.m. on nights when there are no activities.
2. All sponsors of activities will remain in the building until students have left. If necessary, students may wait in the area just inside the front doors.
3. The advisors of any non-athletic activity held after 6:15pm will notify the night custodian (or request that they be notified) as to when the doors should be unlocked and locked.
4. Coaches will require players or participants to remain in the practice area at all times during practice.
5. Arrangements will be made so that a coach is the last to leave after everyone is out of the locker room and the door is locked.

A student in the school during non-building hours and is not under the direct supervision of a school employee or a responsible adult designated by a school official will be subject to disciplinary action based upon the frequency and seriousness of the violation.

BUSING

The Garretson School District has provided a fleet of buses for those who ride to school on them and the Board of Education has employed reliable, responsible and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules.

Violation of these rules could mean a reprimand, detention, or cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

- A. Students should be on time. If the bus had to wait as much as one minute at each stop, it would be 20 to 30 minutes late to school.
 - B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop.
 - C. All students must be seated while the bus is in motion.
 - D. Arms and hands must be kept inside the bus.
 - E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.
 - F. Boisterous or profane language will not be tolerated.
 - G. Absolutely no smoking and/or possession of drugs or other controlled substances will be permitted on the bus.
 - H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any way which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting or unnecessary noises will not be permitted.
 - I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.
 - J. Students will assist the driver in keeping the interior of the bus clean. No food, gum or drink will be consumed on the bus. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle on the streets or highways.
 - K. Students will immediately report to the driver any damage occurring on the bus. The party responsible, or their parents, will be held responsible for the total cost of the property replacement or repair.
 - L. Students will not open or close the windows without the permission of the bus driver.
 - M. Bus drivers will not discharge riders at any other place than the regular stops without proper written authorization from the parent or school official.
 - N. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver, and cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.
 - O. In the event of road emergency, students are to remain in their seats unless otherwise directed by the bus driver.
 - P. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.
 - Q. Courtesy is expected at all times, both to the driver and to the other passengers on the bus.
 - R. Non-bus students are discouraged from riding on an incidental basis and will not be allowed to do so without prior approval from the administration.
- S. The Garretson School District realizes that cell phone use is an important line of communication between parents and their child
- Cell phones may be used for emergency purposes only.
 - Cell phones may be placed on vibrate but may not be visible while on the school bus.
 - Using the cell phone for taking pictures/vidoe of self or others to transmit or store, and/or illegal activities will be considered inappropriate use of the cell phones.
 - Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.

BUSING FOR STUDENT ACTIVITY TRIPS

- A. All school district bus rules will be in effect.
- B. Students taking part in school sponsored activities must use school provided transportation when going out of town. They can be released to their parents if the parents come to the person in charge and sign a release form. The parents may transport his/her own son or daughter home from the activity.
- C. For Fan Bus:
 1. There will be a charge which will be determined at the time of the activity trip.
 2. A minimum of 25 paid riders will be necessary before arrangements will be made for a spectator bus.
 3. Only students in grades six through twelve are permitted to take the bus for "away" games.
 4. The bus leaves for home immediately after the game.

5. Adults may ride spectator bus.

CELL PHONES

The use and possession of cell phones in the general classroom are prohibited at the Garretson School during normal school hours (8 a.m.-3:25 p.m.) unless permission is granted by the classroom teacher. Cell phones shall be kept in student lockers during the school hours listed above with the exception listed below.

Students may be asked to remove wearable electronic devices during class and place them in their lockers or have teachers hold them until after the class is over. If it continues to be an issue a student may be asked to either leave these devices at home or leave them in the office during the school day.

Students found violating this policy will have their ECD confiscated and turned in to the office. A parent will be contacted and come to the school to retrieve the confiscated device.

Students who continue to violate this policy (third offense or greater) may have their ECD confiscated for a reasonable period of time pending a conference with parents/guardians and a resolution of an investigation into the matter.

EXCEPTION: For Garretson Middle and High School Students...The use of cell phones and electronic devices will be allowed in the school's "PHONE ZONE" which is identified as the main entrance area, lunchroom ramp and lunchroom during the dedicated lunch periods, respectively.

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

Any student caught cheating or plagiarizing on any test and/or assignment **may** have a zero assigned to that test and/or assignment. All cases will be referred to the principal and the teacher will notify the parents of the infraction. Disciplinary action will be taken and will be left up to the discretion of the teacher and the principal.

CHURCH NIGHT – WEDNESDAY

There are to be no school activities scheduled on Wednesday evening after 6:15. Only state sanctioned events will be scheduled on Wednesday evening.

CONDUCT AT SCHOOL ACTIVITIES

Students are encouraged to attend and support all school sponsored functions. The following rules apply.

A. School Parties, Mixers or Dances

1. All administration approved school parties, mixers, or dances may continue until 12:00am.
2. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance or party after having once left. Doors may be closed or locked one-half hour after the start of dance or party.
3. Proper conduct must be observed. Chaperones may remove immediately any student misbehaving. Any student ejected for misbehavior may be excluded from future mixers and/or activities for the remainder of the school year.
4. All faculty members, their escorts, wives, or husbands, school board members, their escorts, wives, or husbands, and parents are welcome to attend the dances (provided they abide by school rules).
5. Combination Jr. & Sr. High dances may be permitted with prior approval from the administration.
6. Any party, mixer, or dance will have as many adult chaperones as classes invited.

B. Athletic Events, Assemblies, Concerts, Plays, and Programs:

Garretson students (Pre-K through grade 8) must have parental supervision at all school activities outside of the regular school day. These events are being held for the enjoyment and educational benefit of all students. Students Pre-K through grade 8 who are not supervised will be asked to leave the stadium or school.

Students are expected to watch the game and support the team. Food and drink may not be brought from outside of the school to these activities.

Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Garretson School District receives a request for access.
- (2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Garretson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Ave, SW
Washington, DC 20202-8520

FERPA DIRECTORY INFORMATION:

The Garretson School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Garretson School District.

CO-CURRICULAR ACTIVITIES PHILOSOPHY I.

PURPOSE:

- A. For the student: Co-curricular programs provide opportunities for developing fine school morale; for being sportsmanlike hosts to visiting fans, officials, and athletes; and for exercising the qualities of fair play and courtesy. Co-curricular activities should be considered a part of the school curriculum, educational in the purpose and conduct.
- B. For the participant: Competition offers an opportunity to develop skills, learn team concepts, attain a high level of fitness, promote friendships, and learn and practice good sportsmanship. It is fully intended that co-curricular competition develops the understanding that the rules of the activity are similar to the rules of everyday life.
- C. For the community: Co-curricular programs encourage wholesome school/community relations under constructive conditions. These programs provide entertainment, a sense of pride, and a vehicle for fans to make a positive impression of our community to others outside the Garretson School District.

II. THE SCHOOL PROVIDES:

- A. An opportunity for every student to participate in some phase of the activities
- B. Leadership in the form of coaches and other supervisors
- C. Necessary equipment and facilities

III. THE STUDENT PROVIDES:

- A. Sacrifice, self-discipline, desire, determination, and dedication
- B. A good attitude which would include:
 1. High regard and willingness to conform to training rules
 2. Proper care and accounting of equipment
 3. Acting as a representative of the school, student body, and community
 4. An understanding of the team concept before individual goals

IV. THE PARENTS PROVIDE:

- a. Positive encouragement to their son or daughter
- b. Support and enforcement of training rules
- c. Support to the program in which their son or daughter is participating

V. CO-CURRICULAR COACHES AND SUPERVISORS PROVIDE THE FOLLOWING:

- A. The proper ideals of sportsmanship, ethical conduct, and fair play.
- B. Emphasis of the values derived from participating in the activity fairly.
- C. Cordial courtesy to visiting teams, officials, and participants.
- D. A respectful relationship between visitor and host.
- E. The respect, integrity, and judgement of officials.

- F. A thorough understanding and acceptance of the rules of the game and/or activity standards of eligibility.
- G. Leadership, use of initiative and good judgement by the participants on the team.
- H. Recognition that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual players.

The chart shown below describes the Garretson Schools Athletic Philosophy at the various level of the program. The base of the triangle represents total participation. The apex represents the highly competitive level.



CURFEW

The incorporated towns within our school district have established curfews. The City of Garretson cooperates with the school district in extending that curfew 1/2 hour beyond the ending time of a school activity. Students are expected to cooperate with these city ordinances. They can be found below:

ORDINANCE NO. 594

AN ORDINANCE OF THE CITY OF GARRETSON, SD, AMENDING THE MUNICIPAL ORDINANCES OF THE CITY OF GARRETSON, SD, BY AMENDING TITLE 8, MISCELLANEOUS OFFENSES, CHAPTER 8-4, MINORS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GARRETSON, SD:

Section 1. That Chapter 8-4, of the Municipal Ordinances of Garretson, SD, is hereby amended to read as follows:

8-4-1 CURFEW HOURS AND EXCEPTIONS

No person under the age of eighteen (18) years shall be or remain in or upon the public streets, alleys, parks, playgrounds, public grounds, public places, public buildings, public places of amusement and entertainment, vacant lots, or other unsupervised public places within the city between the hours of 11:00 p.m. and 6:00 a.m. of the following day, unless accompanied by his or her parent, guardian or other adult person having the care and custody of the person or where the person is upon an emergency errand or legitimate business directed or authorized by his or her parent, guardian or such other adult person having the care and custody of the person. The provisions shall not apply to any minor within the half hour following the formal dismissal time of any service or authorized activity of any church, school, club or other adult sponsored organization provided said minor shall have actually attended said service or authorized activity.

8-4-3 RESPONSIBILITY OF PARENTS OR GUARDIANS

It shall be unlawful for the parents, guardian or other adult person having the care and custody of a person under the age of eighteen (18) years to knowingly permit such a person to be or remain in or upon the public streets, alleys, parks, playgrounds, public grounds, public places, public buildings, public places of amusement and entertainment, vacant lots or other unsupervised public places within the City between the hours of 11:00 p.m. and 6:00 a.m. of the following day, except when the person is accompanied by his or her parent, guardian or other adult person having the care

and custody of the person or when the person is upon an emergency errand or legitimate business directed or authorized by his or her parent, guardian or other adult person having the care and custody of the person.

Adopted this 14th day of December, 2009.

DANGEROUS ITEMS

The Board recognizes the importance of establishing and maintaining a safe and orderly school environment for students, staff and community. Students must feel safe and secure in the school setting to benefit from the educational program.

The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises is a Class I misdemeanor and is strictly prohibited by this policy. (This does not include law enforcement officers.)

A dangerous weapon is defined as: any firearm, air gun, knife, instrument, object, destructive device, explosive material or substance, whether animate or inanimate that is calculated or designed to inflict death or serious bodily injury.

SDCL 13-32-7. Possession of firearms on or in elementary or secondary school premises or vehicle as misdemeanor--Exceptions. Any person, other than a law enforcement officer or school sentinel acting pursuant to § 13-64-1, who intentionally carries, has in his possession, stores, keeps, leaves, places, or puts into the possession of another person, any firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

Source: SL 1961, ch 49; SL 1979, ch 120; SL 1982, ch 86, § 145; SL 1990, ch 129; SL 1991, ch 147, § 1; SL 1993, ch 142; SL 2002, ch 90, § 1; SL 2013, ch 93, § 8.

Any student who brings an item fitting the above definition on to any school premises, vehicle, or building leased for any school function, activity, or event may be expelled for not less than twelve months and will be referred to law enforcement authorities. Any student who threatens to inflict death or serious bodily injury by way of written message, verbal message, telephone message, or e-mail message will be subject to the same consequences. The Superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case by case basis but may not increase the length of the period of expulsion.

DETENTION

Students that are assigned to detention will report on the day specified by the principal. If a student cannot come before school because of transportation problems, an effective alternative may be worked out by the principal.

1. Detention – Middle School and Secondary School

A detention can be assigned by any certified and/or classified employee of the Garretson School District. Detention will be conducted every morning from **7:30AM-8:00AM** as needed. Exceptions may be made if the absence is caused by circumstances beyond the student's control.

The absence will be confirmed by the principal before the exception is granted. An unexcused absence from an assigned detention will result in the student being assigned a subsequent detention.

A school staff member may assign an informal detention which is a detention served with the assigning staff member. Some infractions will require Saturday School, detention, and suspension-

DISCIPLINE POLICY

A student in violation of a Garretson School policy will be assigned the appropriate consequence per the school-adopted discipline chart. It will be the student's responsibility to work around the inconveniences of family obligations, work, and school and community activities. Exceptions will be made if the absence is caused by circumstances beyond the student's control. Each situation will need to be confirmed by the principal before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal.

The administration of Garretson School reserves the right to implement effective disciplinary measures after due process procedures. Discipline problems that are not specifically mentioned or detailed will be dealt with in an effective manner.

CODE OF BEHAVIOR

Garretson Middle and High School's Uniform Code of Behavior has been developed by Faculty and Administration. The Code contains three parts:

1. A statement of appropriate behavior that is to be demonstrated at all times by all students.
2. A description of inappropriate behavior that, if practiced, will lead to;
3. A progressive level of consequences for inappropriate behavior.

Students are expected to read, understand, and follow the Uniform Code of Behavior. Both the expectations and the consequences of this document are practiced at Garretson Middle and High School.

GARRETSON MS/HS EXPECTATIONS

- **Respect yourself, others and property through your words and actions**
- **Follow Directions**
- **Keep hands, feet and objects to yourself**
- **Be in your classroom and have materials ready when the bell rings.**

Inappropriate Behavior:

Offense: An incident which takes place during normal school hours or school activities in the halls, cafeteria, school buses, or at school activities which disturb or disrupt the educational process or violate an individual's rights or are not in the best interest of the school.

CLASS ONE

Name Calling: Inappropriate language directed towards other students or staff that is derogatory, inflammatory, or negative.

Taunting / Teasing: Relates to making joking comments and or actions and being made fun of. It is delivered by verbal comment, written words, gestures, actions, or the spreading of rumors. It is deliberate and hurtful to the victim and it may be repeated over a period of time.

Inappropriate Dress: Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is provocative or distracting to the learning environment, will not be permitted.

Profanity / Graffiti: Use of obscene language or communication either verbal, written or graphic. Communication with sexual overtones and innuendo are included. The writing or graffiti on school property does not need to be permanent or damage said property.

Classroom Disturbances: Behavior which distracts from the educational process and disrupts the learning environment.

CLASS TWO

Failure to Serve Office Detention: Failure to appear for detention at the time assigned or expected by the principal. Also includes leaving or being dismissed before the entire detention has been served.

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID.

Academic Misconduct: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work, without giving credit, are included. In all instances of cheating or plagiarism, no credit **may** will be allowed.

Intimidation: To coerce, inhibit, or frighten to make someone change behavior, submit, or comply.

Insubordination: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

CLASS THREE

Leaving Without Authorization: Leaving the high school building to go to another place without permission of the principal or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school.

Threaten: An expression of an intention to inflict pain, danger, harm, evil, injury, or punishment.

Pushing / Shoving: To push or shove.

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.

Harassment: Use of threats, bullying, coercion, intimidation, humiliation, or similar conduct that constitutes interference with an individual's rights or school purposes.

Gross Misconduct: Insulting teachers, administrators, or any other staff member in a way that is disrespectful.

CLASS FOUR

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer programs, files, or systems.

Expulsion from Saturday School: Being dismissed before the completion of the Saturday School assignment as a result of violating Saturday school rules.

Excessive ISS: Excessive ISS accumulates all class period ISS assignments together.

Alcohol: Using, possessing, selling, dispensing, or being under the influence of any mood altering alcohol on school property or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in an alcohol prevention class for alcohol violations.

Tobacco: Using, possessing, selling, or dispensing, tobacco on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for tobacco violations. This includes the use of e-cigarettes or any other means of nicotine delivery.

Fighting: Use of force, physical aggression or similar conduct that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

CLASS FIVE

Arson: The act of setting fire to school property or personal property within a school building to cause destruction of said property.

Drugs: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, other drugs or material represented to be a controlled substance or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences.

Weapons: A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm. This includes items meant to simulate or look like a dangerous weapon.

Endangerment to Life: Any negligent, threatening or reckless behavior which could endanger a person's life or be capable of causing significant physical harm to an individual.

Because it is not possible to list every inappropriate behavior that occurs, the administration reserves the right to administer alternative consequences to inappropriate behaviors not included in this code.

DISCIPLINE CHART

Offense	1st	2nd	3rd
CLASS ONE	Detention	Multiple Detentions	*Saturday School/*ISS
CLASS TWO	Multiple Detentions	*Saturday School	*ISS/*OSS
CLASS THREE	*Saturday School/*ISS	*#ISS/*OSS	*#OSS (Possible Long Term)
CLASS FOUR	*#ISS/*#OSS	*#ISS/*#OSS	*#OSS (Possible Long Term)
CLASS FIVE	*#OSS (Possible Long Term)	*#OSS (Possible Long Term)	*#Possible Expulsion

*-Denotes Parent Contact

#-Referral to Law Enforcement

Administration reserves the right to assign alternative consequences.

DAMAGE TO SCHOOL AND/OR PRIVATE PROPERTY

Any student who steals or intentionally or accidentally damages school and/ or private property, or who shall deface by cutting or with writing or pictures, any fence, furniture, building or other school and/or private property shall immediately compensate for said damage or theft and upon refusal to do so, may be suspended from school until compensation has been made, or compliance with whatever decision has been made by the administration or Board of Education.

DISCIPLINE PROCEDURE FOR DETERMINING ALLEGED MISCONDUCT OR VIOLATIONS

The following steps will be utilized when appropriate:

1. The principal shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation has occurred requiring Saturday school detention, ISS, or OSS, the principal will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
3. When appropriate, the notice shall state the policy allegedly violated, and, if needed, the time and place where a hearing will be conducted by the principal.
4. The principal shall render a decision as soon as possible after the hearing and inform the student and parents.

DRESS CODE

It is expected that all students at Garretson Middle School and Garretson High School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. Safety requirements in specialized subject areas must also be considered. For reasons of health and other considerations, the following restrictions will be observed.

- A. Shoes must be worn at all times. Novelty slippers are not acceptable footwear.
- B. Students may not wear anything on their heads in the building or classroom unless required for safety or health reasons. This includes sweatshirt hoods.
- C. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, muscle shirts, tank tops, tattered clothing and spaghetti straps are considered inappropriate.
- D. Sunglasses may not be worn in the building unless required for medical reasons and a note has been issued from a doctor.

- E. Shorts may be worn during the 1st and 4th nine-week periods. Shorts and skirts of reasonable length are permitted. Dresses, skirts and shorts, as well as slits in any of these garments and shorts are not to be shorter than fingertip length. Shorts must be of acceptable length and remain that length the entire circumference of the short. EXCEPTION: Student may wear shorts during 2nd and 3rd nine-week periods if they wear leggings or tights underneath the shorts.
- F. Pants are not to be worn so that they expose the posterior part of the body or any underclothing.
- G. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced or affiliated or any other subject, image or message deemed inappropriate by the administration.
- H. Clothing that is excessively torn, haggard, or baggy in appearance will not be permitted.
- I. Pajamas or bed garments are not permitted. Under garments shall not be exposed or worn as outer garments.
- J. Spikes, chokers, dog collars, and chains are not permitted.
- L. All backpacks, purses or carry bags must be left in the student's locker.
- M. Winter Coats/Parkas are not to be worn during school hours.

Parents should take care that children are dressed appropriately for the weather conditions. Unless otherwise stated, this policy applies to all school activities, practices, and trips. Inappropriate dress will result in the appropriate action to remedy the issue. Continuous disregard for this policy may result in detention, suspension and/or the student may be required to relinquish the item in violation of school policy.

Acceptability of attire will be determined by the building administration. Students failing to meet stated standards of dress will be sent to the office where they will change, be sent home, or request of change of clothes from a parent or guardian. Students will not be allowed back into the classroom until they have changed.

DRUGS/ALCOHOL ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of tobacco or any nicotine delivery device or substance, alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Violation is a Class 4 Offense of the discipline chart.

Disciplinary Sanctions and Implementation Procedures

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs on school property or at school sponsored events:

A. First Offense –

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.

B. Second and Subsequent Offenses –

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration may notify available law enforcement authorities. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension;
4. The administration may recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;

C. Supplying/Distributing or Selling Alcohol and Other Drugs of Material Represented to be a Controlled Substance –

- A. The administration will notify parent(s)/guardian(s) in writing of the suspension;
- B. Supplying or selling chemicals may result in a ten (10) day suspension.
- C. The administration will refer the case to available law enforcement authorities;
- D. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

Students whose observed behavior indicates possible use of alcohol and or other drugs will be referred to the building administrator. The building administrator and/or law enforcement will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

The school district will encourage in anyone in violation of this policy to seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results. Individuals that enroll and complete such a program may have their consequences modified to reflect the intervention.

The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

DUAL CREDIT

Students who attend Garretson High School and are either Juniors or Seniors are afforded the opportunity to take college level courses via the Distance Learning program, the Internet, Correspondence courses, AP program, and dual credit classes offered through the South Dakota Board of Regents. Students may enroll in a course or courses in the fall or spring semester which are offered at an institution of higher education or post-secondary vocational-technical institution. The student shall obtain the districts approval of the course prior to enrolling. Students will be required to carry a full load of courses while at Garretson. Exceptions to this can only be determined by the administration.

If an eligible student successfully completes a post-secondary course requirement the student will receive credit towards high school graduation as well as post-secondary credit. Garretson School will award a 1/2 credit per semester upon successful completion of a post-secondary course regardless of the course being a three (3), four (4), or five (5) semester credit hour course. Garretson School will assign credit and place the course on the official student high school transcript after documented proof of successful completion of the course has been filed with the principal. It is the student's responsibility to ensure the post-secondary institution sends all official transcripts or documentation of successful completion of the course(s). The grades will be recorded on the student's official high school transcript and will be calculated into the student's grade point average and class rank.

A 0.33 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student's transcript. See GRADING SCALE.

ELASTIC CLAUSE

The student and parent handbooks do not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis. The best interest of the student, school, and community will be considered.

ELIGIBILITY RULES FOR EXTRA- OR INTRA-CURRICULAR ACTIVITIES

- **Attendance:**

A student must be in school no later than the start of the 3rd period in order to participate in extra- or intra-curricular activities, including practice. This includes all school-sponsored activities that are not part of the regular day. Medical appointments are excused if the student has a slip signed by the medical practitioner. Special cases may be reviewed by the administration.

Middle School student participation in HS athletic activities.

The SDHSAA sanctions the participation of students in grades 7-12 in activities. Students in grade 6 are not eligible for participation in school-sponsored athletic activities with the exception of 6th grade students who may participate in wrestling and participate in "middle school" or exhibition matches only.

Student athletes in grades 7 and 8 may participate in individual sports (XC, Track and Field, Wrestling and Golf) if their objective performance warrants their participation at the high school level.

Student athletes in grades 7 and 8 may participate in team sports (football, volleyball, Boys basketball, girls basketball and **soccer) only if the following conditions are met.

** See paragraph following conditions

1. Petitions for students in grades 7 and 8 may only be initiated by the Head Coach of the sports in which the athlete may be allowed to participate at the high school level. Coaches are not able to petition for students in grades 7 and 8 to participate on Junior Varsity teams. The skill level of the student athlete must be such that the student will see significant playing time at the Varsity level in order to be considered to play up.

2. After the Head Coach initiates the petition for participation on the Varsity team with the Activities Director, a meeting will be held with the coach, parents, Middle School Principal and Athletic Director. This team will consider the athlete's level of skill in the game, physical maturity, academic maturity and social maturity in making the decision to allow a 7th or 8th grade student to participate on the High School Varsity team. The decision to allow a 7th or 8th grade student to participate on the Varsity Team must be unanimous, with all team members agreeing that participation is in the best interest of the child.

3. Decisions made by this team are final. There is no opportunity for appeal.

At this time, the Garretson School District does not have a program for middle school soccer. In order to be considered for participation on the Varsity Soccer Team, all potential 7th or 8th grade students must participate in a skills test to determine if their skill level meets the requirement set in #1 above. The Head coach will be responsible for identifying the components of the skills test and for conducting the test at a time when the Athletic Director and Middle School Principal can be present to assist with the assessment.

GMS/GHS Activity Guidelines

The Garretson School District believes that it is important that our student athletes understand the importance of exhibiting proper conduct as a member of our school and community. For this reason, the Garretson Possession/Use Policy will be in effect for the entire calendar year.

A violation of the possession/use policy consists of a student possessing, using, distributing, ingesting, or inhaling any of the following: Tobacco or any other nicotine delivery device or substance, alcohol, drugs, or controlled substances.

This policy also addresses conduct unbecoming of a student/athlete and unlawful activity of student/athletes as stated below.

- Students are required to attend and participate in all practices. The student will be expected to travel with and attend extra-curricular activities at the discretion of the coach/advisor and activities director.
- Violations will accumulate during grades 7-12
- Policy is in effect 24/7 and 365 days/year
- Penalties will apply to the activity(s) the student is participating at the time. If the full ineligibility period is not served during a season or activity, it will continue the next season or activity in which the student is a participant. (IE. Football to Wrestling; Volleyball to Basketball, etc.)
- Dismissal from a team, the student ceasing their involvement with the activity or unsatisfactory participation during the ineligibility period will result in the suspension being voided and carried over to the next season/ activity. This is at the sole discretion of the head coach or activity advisor and the activities director.
- Activity which would constitute a felony or misdemeanor (other than minor traffic offenses) are also violations of this policy and subject to the same consequences.
- The administration and coach/advisor reserve the right to take disciplinary action for any conduct unbecoming of a student/athlete.

**A student charged by law enforcement of possession/use of tobacco, alcohol, illegal drug or controlled substance or for illegal activities other than minor traffic offenses will be considered in violation of this policy until said charges are dismissed or the student has been adjudicated.*

First and Second Offenses: See chart for length of ineligibility for extra-curricular activities offered by Garretson School District. Before eligibility is reinstated the student must have or verify they have made arrangements for a chemical abuse or dependency assessment (**First Violation**); or verify completion of chemical abuse or dependency program (**Second and Third Violations**) before eligibility will be reinstated.

- A second offense or third offense may also result in forfeiture of any awards or honors for the applicable season(s).
- Numbers below are by session - examples of sessions are (not limited to):
 - Volleyball tournament with three games in one day = 1 Session
 - Varsity football on Friday and junior varsity football on Monday =1 Session
 - Junior varsity basketball followed by varsity basketball = 1 Session (Same with VB)
 - National FFA Conference = 1 Session
 - All State Band or Choir or Band Choir trip = 1 Session
 - Student-athletes that participate in junior high and high school track meets. Ineligibility will be for two (2) varsity meets and any junior high meets that fall between those varsity meets.

Number of Sessions of Ineligibility:

- * *For students that are involved in multiple activities, the ineligibility period for each activity may be different. The ineligibility period will be deemed complete for each activity when the appropriate number of sessions of ineligibility have been met. Cancelled or postponed sessions DO NOT count toward meeting the requirements.*
- * *If involved in numerous activities - ONLY activities that take place during the time period outlined above will be missed.*

Sport/Activity	Violation #1	Violation #2	Violation #3
Football	2	4	1 Calendar Year
Volleyball	4	8	1 Calendar Year
Cross Country	2	4	1 Calendar Year
Soccer	2	4	1 Calendar Year
Basketball	4	8	1 Calendar Year
Wrestling	2	4	1 Calendar Year
Track and Field	2	4	1 Calendar Year
Golf	2	4	1 Calendar Year
Club Baseball	2	4	1 Calendar Year

Club Softball	2	4	1 Calendar Year
Oral Interpretation	2	4	1 Calendar Year
Trap Club	1	2	1 Calendar Year
FFA	2	4	1 Calendar Year
+Band	1	2	1 Calendar Year
+Choir	1	2	1 Calendar Year
1-Act Play	1	2	1 Calendar Year
3-Act Play	1	2	1 Calendar Year
#Cheerleading	Same # as sport	Same # as sport	1 Calendar Year

***Homecoming Royalty**

If occurs during ineligibility period - 1 1 Calendar Year

***Prom**

If occurs during ineligibility period – 1 Calendar Year

***Homecoming Royalty and Prom:** Students who are ineligible for extracurricular activities are also ineligible for prom and homecoming (royalty, head usher, flag-bearer) if these events occur during the ineligibility period.

Also, students who have violated policy and have not met ineligibility requirements through another extra-curricular activity prior to homecoming or prom will serve their ineligibility with these events. For prom this includes sophomores' eligibility to serve as waiter or waitresses or any other student eligible to attend prom. For homecoming this includes participating as a member of the royalty court or as a head usher or flag-bearer.

*****IF A STUDENT IS NOT INVOLVED IN ANY EXTRA-CURRICULAR ACTIVITIES AT GARRETSON HIGH SCHOOL and VIOLATES ANY OF THE POLICIES LISTED IN THE Activity Guidelines THEY ARE SUBJECT TO THE ABOVE HOMECOMING ROYALTY AND PROM INELIGIBILITY.**

+Band and Choir ineligibility will include: All-State events; honor band and choir events; band and choir contests; band or choir trips. Band and choir members will be required to participate in any event that is part of the classroom grade.

#Cheerleading: Other organized performances (pep rallies, homecoming coronation, etc.) **ARE NOT** recognized as a session.

Third Offense: A third violation or subsequent violation greater than three (3) will result in a suspension from all extra-curricular activities for a period of one (1) calendar year.

Self-Report – Any student that self-reports a violation will have their penalty reduced by one half (1/2) for their first offense. An admission of guilt is considered a self-report if the student initiates the reporting of the incident and if the incident is reported to the Activities Director or Principal. The self-report option may be used if a student cooperates with school officials in the process of investigating possible violations of the Garretson Possession/Use policy.

**A self-report may be used on a first offense only and may only be used one (1) time.*

RESET Option – Any student who violates the Garretson possession/use policy as stated above will have a reset option and rewarded for subsequent adherence to school policy. If the student is not in violation of the possession/use policy for fifteen (15) months from the date of reinstatement, the student will move down one offense level.

EXAMPLE: A student who has satisfactorily completed the ineligibility period of a First Violation and does not violate the possession/use policy for 15 months (calendar), any subsequent violation after this time will be considered as a first violation.

**RESET Option may only be used 1 time.*

VIOLATION and CREDIBLE WITNESS: Judgment as to whether a student has violated this code will be based upon an arrest, citation, or notification from law enforcement, self-admission, court proceedings or credible witness. Credible witness is defined as law enforcement or parents of the violator. Additional witnesses may enter evidence to be considered if they are willing to submit information in a signed statement.

Suspension from Extracurricular Activities for use or possession of controlled substances or marijuana—SDCL 13-32-9

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to

participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.

DUE PROCESS (ELIGIBILITY FOR ACTIVITIES)

In the event a student has become ineligible to participate in school sponsored activities the student will be afforded their due process in the following manner.

1. The student and parent(s) or guardian(s) will be informed when a violation has occurred and disciplinary action is taken.
2. The student and parent(s) or guardian(s) will be afforded a hearing before the administration.
3. A determination of eligibility shall be made by the administration and will become effective immediately.

The determination may be appealed to the Board of Education. Such an appeal shall be in writing and received by the Superintendent within seven (7) calendar days after notification of determination is given.

FIELD TRIPS

Field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. Parent chaperones may be permitted to drive their own vehicles, however, in order to transport their own children, signed documentation must be given to the teacher. Parents are asked to not bring younger children with them during field trips/excursions. The privilege of attending a field trip may be restricted by the teacher and/or principal due to disciplinary problems at school or lack of academic effort.

EXPULSION – See DUE PROCESS

Shall mean denial to a student to participate in any instructional and/or school activity for a period of time as determined by the school board, but in no instance shall expulsion extend beyond the end of the current school year.

FINES

Students who owe the school district money for book fines, repair costs, replacement costs and any other financial obligation will be held responsible for payment.

Textbooks are furnished by the district. Replacement costs will be expected for books damaged through inappropriate use or handling. Students should make teachers aware immediately of any damage to their textbook or any other school property. Lost books will be paid for based on actual value of the article.

iPads© damage is outlined in the technology handbook that each student must sign prior to being given a device.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Fire, tornado and lockdown drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits and tornado designated areas are posted in each classroom.

FOOD AND DRINK

Food and beverages other than water will not be allowed in students lockers or hallways. Water bottles will be allowed as long as they are in clear containers.

Gum may be chewed but teachers may use discretion in their individual classrooms if it becomes a problem.

School lockers are subject to search and any food or drink items that are not allowed will be discarded. Disciplinary actions may be imposed for repeat violations.

FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to consequences determined by the school administration.

FUND-RAISING PROJECTS

All fund-raising activities must have prior approval by the Garretson School administration. Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school will not accept responsibility for lost or stolen items/money.

GRADING SCALE

<u>%</u>	<u>Grade</u>	<u>GPA</u>
95-100	A	4.0
92-94	A-	3.67
89-91	B+	3.33
86-88	B	3.0
83-85	B-	2.67
80-82	C+	2.33
77-79	C	2.0
74-76	C-	1.67
70-73	D+	1.33
68-69	D	1.0
65-67	D-	0.67
64 and below	F	0.0

A 0.33 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student's transcript.

Ex. Student A receives a 92% in college level/AP class and the grade was an A due to it being in the college grading scale. It would be an A on our grading scale and with the .33 weight the GPA recorded to the Student A's transcript would be a 4.33.

*If the class is a locally offered AP class, the weight would only be added to the class if the student completed the entire year of the course.

Grades are available on the internet for parent's convenience. On the Garretson School homepage, click Parent/Student Portal. Call the school if you do not have an account.

GRADUATION EXERCISE REQUIREMENTS

Students must be actively engaged and working towards all graduation requirements set forth by the South Dakota Department of Education and the Garretson School District and must have accumulated a total of 20 credits before being allowed to participate in the graduation exercises at Garretson High School. No High School Diploma will be awarded until all graduation requirements of the state and the district are completed in full.

GRADUATION REQUIREMENTS (See Chart)

In order to graduate from Garretson High School a student is required to have completed 23 units of credit. In addition to the requirements approved by the South Dakota Department of Education, the Garretson School District has adopted the following requirements for graduation:

0.5 additional unit Language Arts

- 1.0 unit Employability
- 1.0 unit Computer

Students may not drop a class after the first week of each semester. The principal, teaching staff and guidance counselor retain the right to make the final decision.

Selection of Garretson High School Valedictorian and Salutatorian will be made after the seventh high school semester. The senior student with the highest grade point average after the seventh semester will be the class valedictorian and the student with the second highest will be the salutatorian

Garretson Graduation Requirements:

The following are the base requirements to graduate from Garretson High School. Every student, at a minimum, must complete the requirements below. Students will earn graduation endorsements based on curriculum they attain in addition to the base requirement. (See Endorsement Descriptions).

*23 credits required to graduate from Garretson High School

- (4.5) Language Arts –
 - Writing – 1.0 Units
 - Literature – 1.0 Units *Must include .5 unit of American Literature
- (3.0) Mathematics –
 - Algebra I – 1.0 Units
- (3.0) Lab Science –
 - Biology – 1.0 Units
- (3.0) Social Science –
 - U.S. History – 1.0 Units
 - U.S. Government – .5 Units
- (1.0) Of any of the following –
 - Approved CTE & Technical Education
 - Capstone Experience or Service Learning
 - World Language
- (1.0) Fine Arts
- (0.5) Personal Finance or Economics
- (0.5) Physical Education
- (0.5) Health or Health Integration

Additional required credits for Garretson High School (23 required)

- 0.5 unit in Language Arts (4.5 Total)
- 1.0 unit Employability
- 1.0 unit in Computer

ENDORSEMENTS

Advanced Endorsement	Advanced Career Endorsement	Advanced Honors Endorsement <i>*All Coursework at a C or higher</i>
4.0 of Language Arts • Writing – 1.0 units	4.0 of Language Arts • Writing - 1.0 units	4.0 of Language Arts • Writing - 1.5 units

<ul style="list-style-type: none"> Literature - 1.0 units (must include .5 unit of American Literature) Speech or Debate - .5 unit Language Arts elective - 1.5 unit 	<ul style="list-style-type: none"> Literature - 1.0 units (must include .5 unit of American Literature) Speech or Debate - .5 unit Language Arts elective - 1.5 unit 	<ul style="list-style-type: none"> Literature - 1.5 units (must include .5 unit of American Literature) Speech or Debate - .5 unit Language Arts elective - .5 unit
3.0 of Mathematics - must include: <ul style="list-style-type: none"> Algebra I - 1 unit Algebra II - 1 unit Geometry - 1 unit 	3.0 of Mathematics - must include: <ul style="list-style-type: none"> Algebra I - 1 unit Math Electives – 2 units 	4.0 of Mathematics - must include: <ul style="list-style-type: none"> Algebra I - 1 unit Algebra II - 1 unit Geometry - 1 unit Advanced Math – 1 unit
3.0 of Lab Science - must include: <ul style="list-style-type: none"> Biology - 1 unit Lab Sciences – 2 units 	3.0 of Lab Science - must include: <ul style="list-style-type: none"> Biology - 1 unit Science Electives – 2 units *State-approved computer science course may be used as 1 elective unit. 	4.0 of Lab Science - must include: <ul style="list-style-type: none"> Biology - 1 unit Any Physical Science - 1 unit Chemistry or Physics - 1 unit Science elective – 1 unit
3.0 of Social Studies - must include: <ul style="list-style-type: none"> U.S. History - 1 unit U.S. Gov - .5 unit Social Studies elective – 1.5 units 	3.0 of Social Studies - must include: <ul style="list-style-type: none"> U.S. History - 1 unit U.S. Gov - .5 unit Social Studies elective – 1.5 units 	3.0 of Social Studies - must include: <ul style="list-style-type: none"> U.S. History - 1 unit U.S. Gov - .5 unit World History - .5 unit Geography - .5 unit Social Studies elective - .5 unit
1.0 unit of the following-any combination: <ul style="list-style-type: none"> Approved Career & Technical Education units from the same career cluster. Capstone Experience or Service Learning 	2.0+ units of the following-any combination: <ul style="list-style-type: none"> Approved Career & Technical Education units from the same career cluster. Capstone Experience or Service Learning <p>AND</p> <ul style="list-style-type: none"> Attainment of an industry-recognized credential or National Career Certificate 	2.0 units of the following-any combination: <ul style="list-style-type: none"> Approved Career & Technical Education Capstone Experience or Service Learning Modern or Classical Language (including American Sign Language) – Must be in the same language.
1.0 of Fine Arts	1.0 of Fine Arts	1.0 of Fine Arts
.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics
.5 unit of Physical Education	.5 unit of Physical Education	.5 unit of Physical Education
.5 unit of Health or Health Integration	.5 unit of Health or Health Integration	.5 unit of Health or Health Integration
6.5 Units of Electives	5.5 Units of Electives	3.5 Units of Electives

Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.

A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities.

If a student fails a class, the following options are available:

1. Retake the course
2. Correspondence course
3. Summer school, or
4. Alternative class

GRADUATION - EARLY

Early graduation is defined as gradating prior to 8 consecutive semesters of high school beginning with the first semester of the student's freshman year. Early graduation at Garretson High School will be allowed under the following guidelines:

1. Early Graduation request form must be completed and filed with the principal prior to the start of the student's sixth (6th) semester.
2. Early graduation is only allowed at the end of the seventh (7th) semester.
3. All graduation requirements for Garretson High School Graduation must be met.
4. Graduation exercises and the awarding of diplomas for early graduates will be on the same date of graduation for his/her classmates corresponding to the year they entered Garretson High School. Students that graduate early are encouraged to participate in the graduation exercises.
5. Students who graduate early will no longer be considered a student at Garretson High School and will forfeit student privileges upon their completion of required credits. These include but may not be limited to being recognized as valedictorian and salutatorian and participation in any school activities during the traditional eighth (8th semester) of their senior year.
6. Transcripts will be finalized for students that graduate early as soon as possible after confirmation that the student has met all requirements at Garretson High School.

EARLY GRADUATION REQUEST FORM (SAMPLE)

(Can be Obtained from the Principal or School Counselor)

Must be completed and filed with principal prior the start of the student's sixth (6th) semester.

_____ has requested to graduate early from Garretson High School. He/She understands the following requirements for early graduation.

- Arrange a conference with the principal, school counselor and parents to form the plan of study for the 6th and 7th semesters for the student to ensure all requirements are met. All courses must be approved by the principal.
- Complete a minimum of seven (7) semesters.
- Maintain a minimum of C+ average (2.33 GPA) at the end of the student's junior year.
- Complete all requirements by the conclusion of the first semester of the senior year (7th semester) including the required Senior Project.

Student Signature / Date: _____

Parent Signature / Date: _____

High School Counselor Signature / Date: _____

High School Principal Signature / Date: _____

HARASSMENT AND VIOLENCE POLICY

It is the policy of the Garretson School District that racial, sexual, religious/ ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling the school superintendent

HEALTH POLICIES – COMMUNICABLE DISEASES/MEDICATIONS

The Garretson School District does not employ a full-time school nurse, but instead provides a nurse four hours per week to assist with our student health program and is available by phone or email on a daily basis. The school nurse conducts hearing and vision screenings throughout the year at various grade levels, tracks student immunizations, is in charge of emergency response policies and procedures, and oversees the school health program. Screenings can be done on students throughout the school year upon parent or teacher request if suspecting a problem.

If your child becomes ill or is hurt during school hours (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the **Garretson School Information Update Form** completed by you during the registration week. For serious injuries, an accident report will be completed by the school immediately following the injury and EMS will be activated.

Communicable Diseases

Rules for school attendance: When ill, students should not be sent back to school until they are vomit, diarrhea, or fever-free (without medication) for 24 hours.

Chicken Pox

The first symptoms include a slight fever, and feeling tired and weak. An itchy blister-like rash soon follows. The blisters become dry, crust over, and form scabs within 4 to 5 days. They may appear on the scalp, armpits, trunk and even on the eyelids and in the mouth. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days.

Pink Eye

Symptoms include white or yellowish discharge from one or both eyes, tears, pain, swelling and reddening of the eyelids, matted eyelids after sleep, and sensitivity to light. In severe cases, infiltration of the cornea may occur. The illness may last from 2 days to 2-3 weeks. Child should be excluded from school and not return until seen by a physician.

Common Cold

Common viral respiratory diseases can be characterized by fever and one or more cold symptoms such as chills, headache, body ache, weakness, and loss of appetite. Fevers greater than 100 should be excluded from school.

Ring Worm

Ringworm is a skin infection caused by a fungus that can affect the scalp, skin, fingers, toe nails or foot by direct skin-to-skin contact with infected people or pets. Ringworm of the body appears as flat, spreading ring-shaped areas. The edge is reddish and may be either dry and scaly or moist and crusted. As it spreads, the center area clears and appears normal. Child should be excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school.

Impetigo

Symptoms are characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.

Scabies

Scabies is a fairly common infectious disease of the skin caused by a mite. Scabies mites are transferred by direct skin-to-skin contact. Indirect transfer from undergarments or bedclothes can occur only if these have been contaminated by infected people immediately beforehand. The most prominent symptom of scabies is intense itching particularly at night. The areas of the skin most affected by scabies include the webs and sides of the fingers, around the wrists, elbows and armpits, waist, thighs, genitalia, nipples, breasts and lower buttocks. Symptoms will appear from two to six weeks in people who have not previously been exposed to scabies infestations, and within one to four days after subsequent re-exposures. Exclude from school until treated. Itching may still be present, and avoid physical contact with infested individuals and their belongings, especially clothing and bedding.

Head Lice

Lice can be found anywhere on the scalp but are heaviest behind the ears and just above the hairline along the nape of the neck. Head lice attach their eggs (nits) to human hair. Head lice transmission can occur during direct contact with an infested individual. Head lice cannot jump or fly. Head to head contact or sharing items of clothing, combs, brushes, hats, or headphones may also result in transmission. Shared surfaces such as pillows, mattresses, sleeping bags, cars seats, or upholstered furniture may also transmit head lice. Usually, the first indication of an infestation is the itching on the head. Scratching at the back of the head or around the ears should lead to an examination for head louse eggs (nits) on the hair, and can be spread as long as lice or eggs remain alive on the infested person. Medicated shampoos or cream rinses containing pyrethrin (Rid), permethrin (Nix), lindane (Kwell), or malathion (Ovide) are used to kill lice. Always shampoo twice, 1 week apart to kill all live and newly hatched lice. Nightly comb-through and nit-picking are required to remove all nits from hair, and stop the live cycle. Thorough cleaning should be done of household items including: vacuuming upholstered furniture and carpet; laundering clothing and bedding in hot water (130° F for 20 minutes) and drying on hot cycle or dry cleaning to destroy lice and eggs; soaking combs and brushes in hot water (130° F for 10 minutes). Anything that cannot be laundered should be sealed in a plastic bag for two weeks.

If live lice or evidence of nits is found on the student during the school day, the student may remain in school and finish out the day. They are required to treat with medicated lice shampoo and do a thorough comb-through to eliminate nits that same day and/or evening and can return to school the following day if cleared by office staff. If the student does not treat with medicated lice shampoo and continues to present to school with evidence of live lice and nits, the school will send the student home to be treated. The school reserves the right to check the students in question for lice until cleared and send them home as needed to reduce transmission.

Parents of Pre-5th grade students will be notified of the presence of lice via letter from school nurse. Parents of Middle and High school students are notified via phone, email, or letter if their student has lice.

Influenza

Influenza is highly contagious and is easily transmitted through contact with droplets from the nose and throat of an infected person who is coughing and sneezing. Typical flu symptoms include headache, fever, chills, cough and body aches. Intestinal symptoms are uncommon, and symptoms can occur within 1 to 3 days after exposure to an infected person. Good handwashing and hygiene and getting a flu shot annually are ways to prevent or lessen the severity of the flu.

COVID-19

COVID-19 is a contagious respiratory illness caused by infection with a new virus called SARS-Cov-2. COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can take longer before show of symptoms and people can be contagious for longer. Wide ranges of symptoms have been reported ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus including: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Students exposed to COVID-19 are excluded from school as a close contact under the SD Dept of Health guidelines found here:
<https://doh.sd.gov/COVID/Resources.aspx>

Students who test positive for COVID-19 are excluded from school for 10 days starting from date of symptom onset. Check the SD DOH website <https://doh.sd.gov/COVID/default.aspx> for any updates or changes concerning COVID-19.

Common communicable disease guidelines and questions can be found at the link below.

Department of Health website: [Click Here](#)

MEDICATIONS POLICY

The following procedure will be followed for those students who take any medications while at school. Medication includes all prescription and nonprescription (over the counter) drugs.

1. Students in grades PreK-5 are not allowed to administer, or have in their possession any medications, including over the counter and/or prescription medications. They are required to fill out the medication and treatment authorization form, option III, and have a parent and physician signatures for any and all medications being administered while at school. If no medications are being administered during school hours for students in grades Pre-5, choose option I, and sign at bottom.
2. Students in grades 6-12 are allowed to self-administer 1 dose only of over the counter medication, only when it will not be a potential health risk to your child or others. Epi Pen, Auvi-Q, and inhalers are also allowed for 6-12th grade students if they have been instructed to self-administer. All medications must be kept on the student at all times and are not allowed in desks, backpacks, lockers, etc. Medication and treatment authorization form must filled out with option II selected, and signed at the bottom.
3. All prescription medication is required to be brought to the school office at the beginning of the day. Trained school personnel will be available Monday through Friday to administer medication. Option III on the Medication and Treatment Authorization Form needs to be filled out and signed by parent and physician for medications to be administered at school. First dose of any new prescription medications must be given at home, and can't be given at school.
4. Prescription medication must be in a pharmacy container with a label. The label is to include the following: student's name, date, dose, time of day the medication is to be taken, and the doctor's name. Ask your pharmacist to provide you with a second container for school use. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered.
5. Over the counter medication administered at school by school staff must be in original labeled container. Medication that is not in original container will not be administered.
 1. All medication to be taken in school must be accompanied by a Medication and Treatment Authorization Form. Extra forms may be obtained from the office or downloaded from the school website.
 2. A daily log of medication taken by the student will be kept and overseen by school nurse.
 3. In the event of a school-sponsored field trip, your child's medication may be sent with designated personnel in the amount to be administered during the activity, unless otherwise specified by the parent or guardian.
 4. If medication is not picked up within 1 week after school is out, it will be destroyed.

HOME SCHOOL / ALTERNATIVE INSTRUCTION

ADMISSION OF NEW RESIDENTS AND STUDENTS FROM UNACCREDITED SCHOOLS

Grade placement shall be the responsibility of the principal. In general, pupils transferring into the system from accredited schools will be placed in the same grade level as in the school from which they transferred.

The Principal will consider the following when placing a student in grades K-8 from an unaccredited school:

- A Standardized achievement test may be administered to the transfer student. The administration and evaluation of the test will be carried out by the principal or other designated staff.
- The student's initial placement may not be in a grade level higher than warranted by the student's chronological age assuming entry into the first grade at age six (6) and annual advancement thereafter. After initial placement the student may be advanced according to his demonstrated performance.

Credit shall be accepted for students in grades 9-12 from schools accredited by the SD Department of Education or other parallel state accrediting agency. Initial, temporary placement in high school courses will be based on an interview with the Principal until it is determined which courses the student needs in order to satisfy graduation requirements of the Garretson School District and the State of South Dakota. High School credit may be granted for courses taken from an unaccredited school based on the following criteria:

- Placement in, and credit awarded for Mathematics and English coursework will be determined by the level of achievement demonstrated the student on a standardized achievement test, criterion-referenced achievement test or appropriate end of course exam as determined by the Principal.
- Placement in, and credit awarded for other classes may be determined by a combination of end of course exam / departmental exam, interview with the student conducted by the Principal and/or appropriate classroom teachers and a review of completed work.
- Credit will not be granted for any lab science course, unless the student is able to pass the end of course / departmental exam and is able to provide documentation of completion of lab experience which is parallel to and consistent with requirements in the District's science course.

Only students who have completed at least six semesters in a state-accredited school will be considered for academic honors related to the student's Grade Point Average (GPA). In order to receive a diploma from Garretson High School, students who have completed at least a portion of their high school experience in an unaccredited school must meet all of the Garretson School District graduation requirements and be enrolled as a full time student the entire senior year

HONOR AND MERIT ROLL--GRADE POINT AVERAGE SCALE

The Honor and Merit Roll will be computed at the end of each quarter. Only those courses that are considered to be full credit classes will be used in computing grade point averages. Grade point average will be computed on a 4.0 scale-

See **GRADING SCALE** to see grade point average calculation.

To be recognized for the Honor Roll, a student must average 3.67 for the quarter in all subjects. To be recognized for the Merit Roll, a student must average 3.0 for the quarter.

IMMUNIZATIONS AND BIRTH CERTIFICATES – NEW STUDENTS

13-28-7.1. Immunizations required for admission to school or early childhood program--Exceptions--Rules. Any child entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the child may present:

- (1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
- (2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization.

Click for the policy of: [Physical Examinations of Students-Innoculations of Students](#)

ICU - INTENSIVE CARE UNIT

Garretson Middle School and High School has implemented the Power of ICU program during the final 20 minutes of each class day. The purpose of this program is to create accountability with students in the middle school and high school. ICU provides a time for students that may require more individualized instruction to work with teachers in the specific content areas requiring attention. ICU is not optional for students. They are assigned to ICU by teachers on an "as-needed" basis. That being said, ICU is also not a disciplinary tool, rather it's a time for students to be able to have the guidance they may require to be more successful in the classroom.

Students that have a missing assignment, unsatisfactorily completed assignment, poor quiz or test grade, etc. MAY be assigned to ICU by the teacher of the class in which it occurred. The student reports to that teacher during the ICU time at the end of the school day to work toward remedying the issue. GMS/GHS students that have their work completed at quality levels are free to leave school at the beginning of the ICU period.

INJURIES

Students are encouraged to play safe and avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance purposes.

INTERNET POLICY

Student Use of Computer Networks:

The Superintendent shall encourage use of local and wide area networks for improvement of instruction and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

Rules of Network Use:

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

2. be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/ or consent;
3. immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
4. not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
5. not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
6. be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
7. not transmit copyrighted material without the express consent or authorization of the owner of the copyright; and
8. not give out his/her home address, phone number, or password.

Student accounts are considered the property of the District. The School District expressly reserves the right, in its sole discretion to:

- (a) change or eliminate any portion of any transmission of any user without notice or liability;
- (b) review and edit any material to be transmitted by anyone on the network including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.) and
- (c) remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.

By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Network Security

Security of all networks connected to the Garretson School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem. Any student who does not follow the proper usage of the Garretson School Computer Network and Internet as communicated in the Acceptable Use Agreement will be subject to consequences that will be determined by the administration.

LIBRARY

Library Books – The school library, community library, and bookmobile all operate under Siouland Library System. It is the responsibility of the students to return library books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. Replacement costs for library books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouland Library, not just the library in which a book was checked out.

Students who would like to use the library may do so with permission from a teacher accompanied with a signed hall pass. Students must maintain appropriate behavior in the library or will be asked to return to their class.

The following rules apply to use of the library:

1. Current magazines may not leave the library.
2. All materials must be personally checked out by the student using those materials. The student is responsible for returning the materials in the same condition they were loaned.
3. Reference books (which include encyclopedias) may not leave the library because of their high cost and needed availability in the library at all times.
4. Students with overdue materials may not check out additional materials. Students with outstanding fines have no library privileges until the fines are paid and the book(s) are returned or renewed.
5. Students are responsible for any materials checked out to them and will be required to pay the replacement cost plus \$1.00 processing fee for any lost or damaged items. In the event the item is returned later, the replacement cost minus fines and processing fee will be refunded.
6. No students, except library aides, are allowed behind the counter or in the Audio Visual room in the library.

LOCKERS

Each student will be issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Students should not exchange lockers and are also advised against leaving money or other valuables in unlocked lockers. Lockers can be locked, students are encouraged to do so but locks are not provided by the school.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. Inspection of school property including lockers may be conducted at any time and for any reason.

2. Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities at any time.

LOST AND FOUND

A lost and found department will be maintained in the principal's office. Lost articles should be reported and found articles turned into the office.

LUNCH and BREAKFAST PROGRAM

A hot lunch program is offered through Lunchtime Solutions for all K-12 students at the Garretson School. The school breakfast and lunch programs fall under the guidelines of the National School Lunch program for free and reduced price meals. Students may bring their lunch to school if desired. Sack lunches are available upon request. There are a la carte items available for purchase if students have a positive balance in their account.

- Lunch accounts are set up as STUDENT ACCOUNTS
- Lunch accounts are computerized individually
- To ensure proper credit to the account, the student's lunch account number should accompany payments
- Payments can be made in the form of a check or made on line
- All money must be turned into the office or given to kitchen staff by 9:00 AM to be credited that day
- If accounts reach a \$0.00 balance, your child will not be able to purchase a reimbursable meal or a la carte item until money is available in the account
- If there are not sufficient funds in their accounts, students will be offered an alternative meal consisting of a sandwich, one trip through the fruit and vegetable bar and milk at no charge
- The lunchroom computer will give the cashier a "low balance" warning whenever a student's individual account is \$20.00 or below
- Notification via email and text are sent out daily when a student's balance reaches \$20.00 or lower
- Balances cannot go below \$0.00
- Parents and/or students can check their account balance by calling the food service bookkeeper at 605-594-3451
- Cost of meals are published in the fall before school starts and can be found in the newsletter and on the Garretson School website
- Application forms for free and reduced meals are sent to all homes in the fall, along with a letter which provides information of the school income criteria. Forms can also be picked up in the business office. Applications may be submitted anytime during the school year. The information provided on the application is strictly confidential and will be limited to the certifying official or officials.
- Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is deposited into their lunch account. Students will be offered an alternative meal consisting of a sandwich, fruit and vegetable bar and milk at no charge. Students can receive the alternative meal a maximum of five times during the school year. After students have used two alternative meals the principals are notified and phone calls are made to the parents of students. When students have used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.
- After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future account deposits
- After thirty days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court

The Garretson School District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the district's school food service or a prepared meal from home.

MARRIED STUDENTS

The educational opportunities provided by the Garretson School will be available to all students, married or unmarried, on an equal basis.

NATIONAL HONOR SOCIETY GUIDELINES

Selection Process

Students at Garretson High School first become eligible for selection to National Honor Society in the spring of their freshman year. Qualified sophomores and juniors may also be selected as new members. Students who have a cumulative grade point average of 3.25 on a 4.0 scale after the first semester of the current school year are invited by the advisors to an informational meeting at which the criteria for membership and for dismissal are explained. Selection to the society is based on outstanding scholarship, leadership/service, and character. Students who meet all criteria are invited to join the society.

Criteria for Selection

- Scholarship** Students must have an accumulative scholastic average of 3.25 on a 4.0 scale.
- Leadership/** Candidates must participate in three of the following areas or
- Service** Similar areas per academic year. Candidates fill out a form listing their areas of participation.

Character

Candidates and members are expected to be good school and community citizens. They will be held to a standard of conduct to include, but not limited to: No cheating on a quiz, test, or project specified by the respective teacher and must not have admitted to, been adjudicated a delinquent in connection with, or been convicted of a violation of the law other than minor traffic violations.

Candidates will be evaluated on their performances in the above areas the year (12 months) prior to their eligibility date (spring selection) except in the case of scholarship which is based on an accumulative grade point from freshman through senior year.

DISMISSAL GUIDELINES FOR NATIONAL HONOR SOCIETY

Once selected to the National Honor Society, members have a responsibility to the Chapter and themselves to maintain their eligibility. A student may be dismissed from the society if he/she no longer meets the standards described under the scholarship, leadership/service and character sections. If a member fails to meet these criteria once he/she has been admitted, he/she will be subject to the following warning and dismissal system:

Scholarship: A warning letter will be issued to a member and their parents who drops below a "B" average. He/she will have a semester to return his/her average to the acceptable standard. If he/she fails to do so, he/she will be dismissed from the society.

Leadership: A warning letter will be sent to the student and his/her parents if the student fails to participate in at least three areas of school activities or community service by the end of the third nine weeks. The purpose of this letter is merely to remind the student that he/ she has only one nine weeks left to become active in an activity. If he/she fails to do so by the end of the year, he/she will be dismissed from the society.

Character: A warning letter will be sent to the student and his/her parents if the student is found guilty of cheating on a quiz, test, or project or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations. If the student is found guilty of cheating or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations a second time he or she will be immediately dismissed from the National Honor Society and written notification will be sent to the student and the parents/ guardians at the time of the dismissal.

- * An incident of Out of School Suspension by a NHS member will be reviewed on a case by case basis by the Garretson School Board before dismissal from the society is determined.
- * Expulsion: An expulsion from school will automatically result in dismissal from the National Honor Society.

Once a student is dismissed from National Honor Society, he/she may never be readmitted. Dismissed students will return society pins.

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular conferences will be scheduled yearly and those dates published in the adopted school calendar.

PARKING POLICY

The main entrance (northeast) parking lot will be designated for staff and visitors. Visitors should use the allotted visitor parking available in this lot. The west lot is available for all students.

The following rules will apply to the search of vehicles that are parked on school property and seizure of items therein.

1. There should be reasonable suspicion for school authorities to believe that articles kept in the vehicle whose possession constitutes a crime or violation of the school handbook before searching.
2. Search of a vehicle on school property shall be for, but not limited to, a specific item.
3. Illegal items in vehicles parked on school property (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities and/or proper law enforcement officials.

PHYSICALS

Athletic physicals are required as stipulated in Article I, Section 11 of the South Dakota High School Activities Association Constitution and Bylaws:

"Doctor's Health Statement. Every year every student, before being allowed to participate in interschool athletics, shall be certified as to the adequacy of his/her health for such participation, by a duly licensed doctor of medicine or a duly licensed four-year college trained osteopath, on official blanks furnished by the Executive Secretary. The date of such required health certification shall be one of the entries on the annual report of student athletic participation made to the Executive Secretary by each member school."

The student will pay the full cost of the physical.

PICTURES

Student pictures are taken early in the school year. Students have an opportunity to purchase packets of pictures at a special price if they so desire. At the junior-senior high level these are used for the annual and/or activity tickets as well

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

Constructive criticism of the schools is welcomed by the Garretson School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively. The Public Complaints from policy can be found here:

Public Complaints About School Personnel or Procedures

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the school. The Policy for Public Participation at Board Meetings can be found here:

Policy for Public Participation at School Board Meetings

SCHOOL COUNSELOR SERVICES

School counseling services are provided throughout the Garretson School system to help each student develop toward social, emotional, and intellectual maturity. In addition to the school counseling offices available to students, it is our philosophy that any individual involved in the supervision of students should render positive and constructive help to any student within the school at any time the activities of the student indicate that he or she is not working for the improvement of him/herself or for the welfare of his or her fellow students.

Our school counseling program provides individual and group counseling, career guidance and the district wide testing program under the direction of the district guidance offices.

Students should feel free at any time to ask for the help of the school counselor with their problems with the assurance that confidentiality will be maintained. The counselor will assist the individual student in discovering why he or she is unsuccessful in school work, what favors are producing financial, emotional, social or family difficulties, and will help to find ways of altering the unsatisfactory conditions to the advantages of the individual, and help the student to explore the various alternatives.

SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

The superintendent may close the district schools or dismiss them early when hazardous weather or other emergencies threaten the health or safety of students and personnel. When this happens, the school will use a variety of tools to communicate relevant information to the public, including the school's website, automated messaging system, social media and local media outlets.

In the event of school closure due to weather, all school practices and events will be cancelled, with the exception of district, region and state level events. In those cases, the superintendent will make the decision to travel in conjunction with school officials hosting the event. In the case of

cancelled or postponed activities, the superintendent or activities director will post those schedule changes on the school's website and social media to announce the schedule change.

SENIOR PRIVILEGES

It shall be understood and accepted that with "Senior Privileges" goes a corresponding emphasis on "senior responsibilities!" The primary purpose of Senior Privileges is to bridge the responsibility gap between high school and college, vocational school, or other post-high school endeavors. Other reasons may include: (1) as an incentive to maintain or improve grades in each subject; (2) as an opportunity to work part-time in planning for post-high school expenses; (3) to help at home as time permits; (4) to assume greater responsibility for using unscheduled time wisely. Seniors who meet eligibility requirements will not be required to be present during their study hall period or over the noon hour. Seniors will be permitted to leave the building promptly at the beginning and for the duration of the study hall period - NO LOITERING. A parental permission letter will be sent home with eligible students and must be returned with permission for Senior Privileges to be granted. With this parental permission, students will be allowed to drive motor vehicles or ride with others during the school day.

Revocation of Senior Privileges: As stated above "Senior Privileges" go hand-in-hand with "senior responsibilities!" Senior privileges are just that – privileges– not rights. Senior privileges may be revoked at any time for reasons involving academic matters, violations of school policies, etc. Students will be informed of the reason and duration of time privileges are lost if and when they are revoked. The duration of the revocation of said privileges is at the sole discretion of the administration.

It is the sole responsibility of the student to know whether or not they have had their privileges revoked. Unexcused absence from school while privileges are revoked will result in termination of privileges for that individual.

SEMESTER TESTS (ASSESSMENT)

Student assessment is a pivotal piece to the measurement of school success. Student assessment is a means to set targets for student achievement, focus staff development, provide for instructional accountability, and encourage curriculum reform.

All teachers at the high school level at Garretson School will be required to assess student performance in their classroom on a semester basis using a semester examination or test. Each teacher will be responsible for assessment of student performance at the course level or grade level during the semester.

The post-semester assessment will be used to determine a semester grade as follows:

Two nine weeks grades – 4/5

Semester examination – 1/5

A student must have passing grades in at least two (2) of the three (3) major grades offered in a course during a semester. These two passing grades do not guarantee a student will pass the course if the average of these grades is failing.

(A major grade includes two (2) quarter grades and the post-semester exam grade.)

Teachers will be responsible to hand in semester exams for each course taught in the semester to the principal. A semester test schedule will be created to provide equitable test distribution.

SEMESTER TEST PROCEDURES: (All students 9-12)

All students in grades 9-12 will take semester tests in all classes in both the 1st and 2nd semesters.

SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for student's ages 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and occupational and physical therapies are available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the principal.) Parents are encouraged to contact their child's teacher or the school administrator with their child's academic concerns or if they think an evaluation for special services would be helpful.

SUSPENSION / DUE PROCESS

Suspensions shall mean temporary denial of a student to participate in any of the school day, extra-curricular, co-curricular, organization or club or school activity for the length of the assigned suspensions.

SDCL 13-32-4.2. The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than ten school days and by the superintendent of schools for not more than ninety school days. In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the board of education. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the board, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken by him and the reasons for such action; and the board, upon request, shall grant a hearing to the appealing party.

No pupil may be suspended unless: (DUE PROCESS)

1. The pupil is given oral or written notice of the charges against him;
2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The pupil is given an opportunity to present his version of the incident.

In the event of a suspension for more than ten school days, if the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

1. **Short-Term Suspensions** shall mean suspensions for a period of ten (10) school days or less. A school principal shall have authority to invoke a short-term suspension. However, a conference involving the student, principal, and one or both parents shall be held before the student is readmitted.
2. **Long-Term Suspensions** shall mean a suspension for a period of eleven (11) school days or more. Long term suspensions may be ordered only by action of the Superintendent. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.
3. **In-School Suspensions** shall mean a suspension up to five (5) days to be served in the school building in the central office.
4. Three or more suspensions will result in automatic referral to the Board of Education for consideration of long term suspensions or expulsion.
5. All daily work shall be made up on suspensions days.
6. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspensions(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
7. Any student on a full day suspensions will not be able to participate in any co-curricular or extra-curricular activities and/or practices for that day or evening.
8. **Regulations regarding special education** - See the "Comprehensive Plan for Special Education".

TELEPHONES

The phone in the school's central office is available for student use before school, at noon and after school. The phone should only be used for essential communication between students and parents at these times.

TESTING PROGRAM-DISTRICT WIDE

Testing and proper use of test results have long been considered an essential part of the student evaluation process. A district-wide testing program is in effect in the Garretson School as follows:

- Early Childhood Screening - Ongoing
- The SmarterBalanced Assessment will be administered to all students in grades 3-8 & 11 in the spring of the year.

THE FOLLOWING TESTS ARE AVAILABLE TO HELP DETERMINE ELIGIBILITY FOR SCHOLARSHIPS, JOB PLACEMENT, AND MILITARY, VOCATIONAL, AND HIGHER EDUCATION ENTRANCE:

- PSAT-NMSQT, ACT - Eleventh Grade
- ACT, SAT, GATB - Twelfth Grade

TITLE IX GRIEVANCE PROCEDURE

GARRETSON SCHOOL DISTRICT GRIEVANCE PROCEDURE REQUIRED BY TITLE IX

Title IX Coordinator, Superintendent

TITLE IX of the 1972 EDUCATION AMENDMENTS prohibits discrimination on the basis of sex. It requires that:

. . . No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

If an individual has a complaint of possible sex discrimination which has taken place in the Garretson School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

Step 1: The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complainant.

Step 2: The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Garretson School District.

Step 3: The Title IX coordinator shall attempt to conciliate the complainant with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.

Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.

Step 5: If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

TOBACCO FREE ENVIRONMENT

Effective July 2001, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or its use as snuff or smokeless tobacco in school buildings, any time of the day or night, by all people who utilize the Garretson School District #49-4 school buildings is prohibited. This policy also prohibits having in one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to all school grounds, school administration buildings, indoor athletic facilities,

outdoor athletic facilities when hosting school sponsored events, school gymnasiums, school locker rooms, school buses, and field trips, other school vehicles, and other school buildings.

TRANSFERRING IN

Students transferring in to the Garretson School should arrange for the forwarding of their transcripts from their previous school. We reserve the right to final approval on all credits which may or may not be applied towards graduation.

TRANSFERRING OUT OR WITHDRAWING

1. The office will give the student sign-out sheet which he or she must present and have signed by each of his or her teachers, showing the student has returned all school property.
2. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
3. Please make final check-out with the building principal.
4. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment-

VISITATION

We encourage parents to visit our classrooms. Children are eager to share their school experiences and want parents to show interest in their school life. Please call the teacher and make arrangements to visit whenever possible.

If a student from another school visits a classroom, arrangements must be made prior to the visit. We require that ANYONE coming to school during the school day report directly to the school office and receive a visitor sticker. Please do not proceed to any area of the building or playground until the office is aware of your presence. We ask that when leaving the building, visitors stop into the office as well. This is for your child's safety and also to prevent any disruption of classroom learning time.

VOLUNTEERS

Volunteer help is always welcomed at Garretson School. If you are interested in helping out at school, please inform your child's teacher unless working under direct supervision of a staff member, volunteers will need a background check to volunteer at Garretson School. This includes those involved with the mentoring program.

Garretson Student Handbook

2021 -2022



A source of information on school policies, behavioral standards, curriculum & activities

Grades PreK-5
Garretson School District No. 49-4
Garretson, South Dakota

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Standards and Guidelines Elementary

ACTIVITY TICKETS

Elementary students may purchase activity tickets in the main business office. Students must present their activity ticket or have an electronic photo of their ticket for admittance into home athletic events. Student tickets are \$20 and adult tickets are \$40.

ACTIVITIES

Band is a school-sponsored activity at the elementary level. Band is offered to 5th grade students.

ALCOHOL/DRUGS AND TOBACCO

No student shall possess, use, sell, or dispense any over the counter medication, controlled or mind altering substance or drug paraphernalia including, but not limited to: glue for inhaling, marijuana, drugs, alcoholic liquor, wine, beer, etc., at a school activity or on school property, which includes buildings, grounds, parking lots, and school buses. Any student who reports to school or an activity with evidence of having used the above substances, shall be subject to disciplinary action. Because it is our goal to keep our school drug-free, anything that resembles a drug (although artificial in means) that a student shall possess, use, sell, or dispense may result in a consequence under the Garretson Elementary Discipline Chart.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

ARRIVAL AT SCHOOL / BUILDING HOURS

The school building will be locked until 7:25 every morning. Students will not be allowed in the school building before 7:25. Students will not be allowed to remain in the building after 3:20 unless they are under adult supervision. All doors will be locked after 8:20 and not reopened until 3:15.

Custodians will lock ALL school doors at 4:00 p.m. with the exception of the gym lobby doors on the nights there are events.

School hours are: 8:15 a.m. - 3:20 p.m.

Adult supervision begins at 8:00 a.m. 4th and 5th grade students should report to the old gym 8:00 (no earlier). Kindergarten, 1st, 2nd and 3rd graders should remain on the playground until 8:15. Classrooms, lockers, and hallways are not accessible to students until 8:15 as those areas are not supervised until then.

ATTENDANCE

Education is a state function under the control of the legislature. It is compulsory that all children from age six to eighteen regularly attend school. Attendance is part of each student's permanent record. A casual attitude toward a regular school attendance extends into adulthood. It is the duty of the school officials to know the whereabouts of students during the school hours. Attendance is taken daily. A record of absences is kept and is recorded quarterly on report cards and on permanent school records at the end of each school year.

Be aware that a note from home does not automatically excuse a student from school. When possible, students should notify teachers in advance of an absence and parents are required to call or email when their student is absent. The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

- A. Generally, the only excused absences are:
 - Personal illness
 - Family emergency
 - Funeral
 - Dental or medical appointments that cannot be made on Saturdays or after school hours
 - Parent's request for other special family events (students who go on extended vacations during the school year will be encouraged to read and write every day)
- B. If a student becomes ill while at school, he/she shall report to the office. A parent will be contacted to take make arrangements for their child to go home. All parents will be asked to list two (2) emergency contacts whom the school may call when contact cannot be made with either parent.
- C. In the case of an excused absence, an unexcused absence or truancy, students will complete all missed assignments and receive full credit. Making up a test or quiz due to an absence will be at the discretion of the teacher. If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Parents are encouraged to request work before a planned student absence.
- D. If a student is absent for more than one and one half hours anytime during the school day, the student will be counted as absent for 1/2 of the day. If a child misses more than four (4) hours, that child will be counted as absent for the day.
- E. Students are asked to present documentation from a doctor's office for medical absences of more than three (3) consecutive school days.
- F. Whenever any student is absent more than seven (7) days in any one quarter, more than ten (10) days in a semester, or more than seventeen (17) days during the entire school year, the parents shall be notified that the student's absentee record

is being reviewed by the school principal. Should a student start falling behind with academics, parents will be requested to meet with the teacher and principal.

BICYCLES

Students may ride bicycles to school but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, bicycles must be walked on school sidewalks and should be properly parked. Bicycles are not to be ridden during recess and noon hour. We strongly suggest locking the bicycles.. The school is not responsible for lost or stolen bikes.

BOOKS

Textbooks – Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students to whom they are issued. Should the textbook get lost or receive excessive damage, a fine will be levied against the student to whom it was issued. Fines will be determined by the teacher and the principal based on the actual cost of replacement of the book.

Library Books – The school library, community library, and bookmobile all operate under Siouxland Library System. It is the responsibility of the students to return books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. Replacement costs for books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouxland Library, not just the library in which a book was checked out of.

BREAKFAST & LUNCH PROGRAM

A hot lunch program is offered through Thrive for all K-12 students at the Garretson School. The school breakfast and lunch programs fall under the guidelines of the National School Lunch program for free and reduced price meals. Students may bring their lunch to school if desired. Sack lunches are available upon request. There are a la carte items available for purchase if students have a positive balance in their account.

- A. Lunch accounts are set up as STUDENT ACCOUNTS
- B. Lunch accounts are computerized individually
- C. To ensure proper credit to the account, the student's lunch account number should accompany payments
- D. Payments can be made in the form of a check or made on line
- E. All money must be turned into the office or given to kitchen staff by 9:00 AM to be credited that day
- F. If accounts reach a \$0.00 balance, your child will not be able to purchase a reimbursable meal or a la carte item until money is available in the account
- G. If there are not sufficient funds in their accounts, students will be offered an alternative meal consisting of a sandwich, one trip through the fruit and vegetable bar and milk at no charge
- H. The lunchroom computer will give the cashier a "low balance" warning whenever a student's individual account is \$20.00 or below
- I. Notification via email and text are sent out daily when a student's balance reaches \$20.00 or lower
- J. Balances cannot go below \$0.00
- K. Parents and/or students can check their account balance by calling the food service bookkeeper at 605-594-3451
- L. Cost of meals are published in the fall before school starts and can be found in the newsletter and on the Garretson School website
- M. Application forms for free and reduced meals are sent to all homes in the fall, along with a letter which provides information of the school income criteria. Forms can also be picked up in the business office. Applications may be submitted anytime during the school year. The information provided on the application is strictly confidential and will be limited to the certifying official or officials.
- N. **Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is deposited into their lunch account. Students will be offered an alternative meal consisting of a sandwich, fruit and vegetable bar and milk at no charge. Students can receive the alternative meal a maximum of five times during the school year. After students have used two alternative meals the principals are notified and phone calls are made to the parents of students. When students have used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.**
- O. After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future account deposits
- P. After thirty days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court.

The Garretson School District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the district's school food service or a prepared meal from home may be sent or brought in. No soda pop is allowed during the breakfast and/or lunch serving times.

BUSING

The Garretson School District provides a fleet of buses to those who ride to and from school on them. The Board of Education has employed reliable, responsible and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and abide by the stated rules when being transported to and from school and/or school related activities.

Together, bus drivers and administration have the right to remove a student from a bus route for a period of time. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district. A student's absence due to suspension of bus privileges is an unexcused absence.

- A. Students should be on time. If the bus had to wait as much as one minutes at each stop, it would be 20 to 30 minutes late to school.
- B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop.
- C. All students must be seated while the bus is in motion.
- D. Arms and hands must be kept inside the bus.
- E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.
- F. Boisterous or profane language will not be tolerated.
- G. Absolutely no smoking and/or possession of drugs or other controlled substances will be permitted on the bus.
- H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting or unnecessary noises will not be permitted.
- I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.
- J. Students will assist the driver in keeping the interior of the bus clean. Students are not allowed to chew gum on the bus. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle on the streets or highways.
- K. Students will immediately report to the driver any damage occurring on the bus. The party responsible, or their parents, will be held responsible for the total cost of the property replacement or repair.
- L. Students will not open or close the windows without the permission of the bus driver.
- M. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver, and cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.
- N. In the event of road emergency, students are to remain in their seats, unless otherwise directed by the bus driver.
- O. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.
- P. Courtesy is expected at all times, both to the driver and to the other passengers on the bus.
- Q. Inappropriate use of cell phones on the bus will result in the phone being confiscated by the driver and turned over to administration.

CELL PHONES

The use and possession of cell phones in the general classroom are prohibited at the Garretson Elementary School during normal school hours (8:15-3:20). Cell phones shall be kept in student lockers during the school hours listed above. Students may be asked to remove wearable electronic devices during class and place them in their lockers or hold them until after the class is over. If it continues to be an issue a student may be asked to either leave these devices at home or leave them in the office during the school day. Students found violating this policy will have the phone or wearable device confiscated and turned in to the office. A parent will be contacted to come and retrieve it. Inappropriate use of cell phones on the bus will result in the phone being confiscated by the driver and turned over to administration.

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER See High School policy.

CHILD CUSTODY

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If any parent has a court order that limits the right of one parent in matters such as custody or visitation, please bring a copy to the office. Unless a court order is on file in the office, we must acknowledge equal rights for both natural parents.

COMMUNICABLE DISEASES – SEE HEALTH POLICIES

CONDUCT AT SCHOOL ACTIVITIES

Assembly Programs, Plays, Concerts, etc. - Students are expected to attend, listen, and be courteous.

Athletic Events - Garretson students (Pre-K through grade 8) must have parental supervision at all school activities outside of the regular school day. These events are being held for the enjoyment and educational benefit of all students. Students Pre-K through grade 8 who are not supervised will be asked to leave the complex or school. Frisbees and footballs will not be allowed at sporting events. Elementary aged students are not to bring food and drink into sporting events. Students are expected to watch the game and support the team. Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Garretson School District receives a request for access.
Parents or eligible students should submit to the building principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
 - A. The parents or eligible students may ask the Garretson School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - B. If the Garretson School District decides not to amend the record as requested by the parent or eligible student, the Garretson School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - A. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Garretson School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Garretson School Board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - B. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
 - C. Upon request, the Garretson School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Garretson School District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Ave, SW
Washington, DC 20202-8520

The Garretson School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Garretson School District or the Family Policy Compliance Office

DANGEROUS ITEMS

The school district recognizes the importance of establishing and maintaining a safe and orderly school environment for students, staff and community. Students must feel safe and secure in the school setting to benefit from the educational program.

The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises result in police and/or resource officer referral and possible long term ISS.

1. A *dangerous weapon* is defined as any firearm or air gun, knife or device, instrument, explosive material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.
2. A *look alike weapon* is any item which resembles guns, water rifles, pistols, slingshots, toy guns, toy grenades, toy knives, swords, and other similar items. No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any look-alike weapon on any school premises, in any school vehicle, or any vehicle used by the school or for school purpose, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. At the elementary level, students are prohibited from imitating violent acts and weapon use.

DISCIPLINE

Disciplinary action may be taken by any teacher or the principal. Parents will be advised of disciplinary action when the principal or teacher feels it necessary. Parents can assist in promoting good behavior by:

1. Supporting the school in requiring students to observe all school rules and regulations. Encourage students to accept responsibility for any willful misbehavior.
2. Maintaining an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
3. Being open-minded to the viewpoints of all who are involved.
4. Speaking positively about school and teachers in front their children.

Discipline issues that are not specifically mentioned or detailed in the chart below will be dealt with in an effective manner. Administration reserves the right to assign alternative consequences.

Class One (Per Quarter)	1 st Offense	2 nd Offense	3 rd Offense	Habitual
Name calling, Taunting-teasing, Classroom disruption, Playground violation, Disrespectful/profane language	Conference with teacher.	Conference with principal. Parents notified.	Parent meeting. Plan & behavior contract written.	Partial day ISS
Class Two (Per Quarter)				
Insubordination Pornographic Material	Conference with teacher and principal. Parents notified.	Loss of privileges. Plan & behavior contract written. Counselor meetings. Parent meeting.	TAT Loss of privileges. Partial day ISS. Parent meeting.	Full day ISS TAT Referral
Class Three (Per Semester)				
Threatening/harassment, Physical/verbal aggression, Intimidation	Conference with teacher and principal. Parents notified. Loss of privileges.	Loss of privileges. Plan & behavior contract written. Counselor and/or Resource officer meetings. Parent meeting. Partial day ISS.	Partial day ISS TAT	Full day ISS TAT Referral
ILLEGAL OFFENSES				
Class Four (Per Year)				
Tobacco, Gross insubordination, Destruction of property	Parent notification. Partial day ISS. Resource officer meeting	Parent meeting. Full day ISS. TAT Counselor and/or Resource officer meetings	Full day ISS TAT Referral	Two day ISS
Class Five (Per Year)				
Arson, Drugs/Alcohol, Weapons, Endangering others	Police/Resource Officer Referral Long term ISS or OSS			

DRESS CODE

It is expected that all students at Garretson Elementary School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. Safety requirements in specialized subject areas must also be considered. For reasons of health and other considerations, the following restrictions will be observed.

- A. Shoes must be worn at all times. Slippers are not acceptable footwear. Flip flops and sandals may be worn in the school building, but tennis shoes are required for recess and PE
- B. Students may not wear anything on their heads in the building or classroom unless a designated reason to do so has been set (ie: hat day)
- C. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, muscle shirts, tank tops, tattered clothing and spaghetti straps are considered inappropriate.
- D. Shorts may be worn during the 1st and 4th nine-week periods. Only shorts and skirts of reasonable length are permitted.
- E. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced or affiliated or any other subject, image or message deemed inappropriate by the administration.
- F. During winter months all elementary students must have footwear for indoor use and snow boots for outdoor wear. During winter months students in grades K-5 will not be allowed to play on snow hills without snow pants and boots.

DUE PROCESS

In compliance with SDCL 14-32-4 (1973), on January 22, 1974, the South Dakota State Board of Education adopted a resolution defining the minimal standards of procedural due process guaranteed a public school student when suspended or expelled from school. The Garretson School District is in compliance with the resolution, which sets forth the following minimum standards:

- Adequate notice of charges.
- Reasonable opportunity to prepare for and meet the charges.
- An orderly hearing adapted to the nature and circumstances of the situation, and
- A fair and impartial decision.

Due process as defined in Article 24:07 Administrators Rules of the Division of Education (DOE).

EARLY CHILDHOOD

The Garretson School is committed to the belief that early education is essential to the future success of children. Through this commitment the Garretson Early Childhood program has developed into a two section pre-school for three, four, and five year olds. The program has a cost of \$125.00 per month, September – April.

Eligibility and Entrance Requirements

All students must have an Early Childhood screening before being considered for entrance into the Early Childhood Program. Students will then be considered eligible for the program based on one of the following three criteria:

- A. **Special Needs and/or Head Start eligible:** Three, four, and five year olds on a current academic or language (not articulation) IEP and/or who meet the eligibility criteria for Head Start, will be given top priority for entrance. The program fee is waived for these students.
- B. **At Risk:** Using the DIAL-R as a screening tool, students whose scores fall in the "Potential Delay" range in two areas or on the total score, or scores in the "Potential Delay" in one area. Other factors may be taken into consideration as potential delay factors also. Students in this category must be three on or before September 1st of the current school year to be considered for school entrance.
- C. **Non-At-Risk:** Four and five year olds whose screen scores fall in the average or above average range will be considered for enrollment. Students must be four or five on or before September 1st of the current school year to be considered for school entrance.

Required Documentation

Each student entering the program will be required to have documentation of a current physical, updated shots, and a certified birth certificate. These documents must be on file before each student will be allowed to start school. Please refer to the elementary policy for more information on these items.

Attendance

Attendance in the Early Childhood program is not required but is strongly recommended. If a student is enrolled in the program, it is very important that they be there as much as possible. It is important to each young child to have a consistent routine in order to get maximum benefit from the program.

- A. Attendance is taken each day. It will also become a part of each student's permanent record.
- B. If a student is expected to be absent, parents should call the school between 8:00 and 9:00 a.m. for the morning section, or between 12:30 and 1:30 p.m. for the afternoon section.
- C. If a student becomes ill while at school, he/she shall report to the principal's office. A parent will be contacted to take the student home. Parents will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.

Field Trips

Parents will be notified at least two days in advance of any upcoming trip. Parents are required to sign a Field Trip Permission form at the beginning of the year if they want to have their child go on such trips. This form is designed to cover all trips taken throughout the year. Some trips may require money, lunches or other materials to be sent with each student. Please let your student's teacher know at least one day in advance if your child will not be able to attend a class trip.

Late Starts / Early Dismissals

Each winter we face the possibility of bad weather and school cancellations. Parents should listen to the radio and TV stations listed in this handbook if the weather appears to be getting bad. The following school schedule changes will affect the Early Childhood classes.

- A. If school starts late, the morning session will be canceled. Missed sessions will not be rescheduled.
- B. If school dismisses early, the afternoon session will follow the revised schedule. These sessions will not be rescheduled. The students will be transported in their usual manner to their normal drop off site. If there are to be changes in transportation or drop off sites for these days, please have that listed on the Student Enrollment Information Sheet given at the beginning of the school year.
- C. If school is canceled for the entire day, make up days will be added to the end of the school year. Parents will be updated on changes to the last day of school

Parent Involvement

There are a number of opportunities throughout the year for parents to participate in the school setting.

- A. Parent-teacher conferences are held twice a year. Schedules for these conferences will be sent home with each student.
- B. Field trip chaperones are often needed. Notes will be sent home when there is a need for these.
- C. Parents are always welcome in the classroom. If any parent would like to spend a day in the Early Childhood classroom, notify the teacher in advance.

Program Schedules

Each section of the Early Childhood program will run four days per week, Monday through Thursday.

- A. Morning Session: 8:00-10:45.
- B. Afternoon Session: 12:30 - 3:15 (snack will be included in this session).
- C. Students should not be dropped off any more than 10 minutes prior to the start of class. Teachers and assistants have other duties before each class, therefore supervision will not be guaranteed before this time. Students must not be left unattended in the classroom.

Supplies

Parents will be required to supply their student with some basic school supplies. A list will be sent out prior to the first day of school. Supplies should be sent the first day that the student attends school.

Transportation

All students in the Early Childhood program are eligible for school transportation. The school has limited transportation services outside of the school bus. We encourage families to transport their preschoolers to and from school if at all possible.

- A. Students who live within the city limits have the option to be picked up for and dropped off from school by the school van.
- B. If a student lives or goes to day care in the country, they will be transported on a school bus at the beginning and ending of the regular school day.
- C. Students attending a rural daycare (within district boundaries) will be transported to and from preschool by a school van in the middle of the day (at the end of the morning section or at the beginning of the afternoon section).
- D. The school van will run on a curb to curb basis. Your child should be brought to and picked up at the van by an adult.
- E. If your student will not be using school transportation for a day, please contact the school or transportation driver prior to 7:30 a.m.
- F. Parents must call the school when there is an address change for pickup and/or drop off.
- G. Families who qualify for Head Start and/or IEP services qualify for transportation to and from school.

EMERGENCY PROCEDURES

Procedures to be followed in the event of tornado or other emergency will be announced and posted for each building the first week of school with revision as needed.

ENTRANCE REQUIREMENTS

Children may enter kindergarten if they have reached their fifth birthday by September 1 of the school year. All children enrolling in the Garretson School district must have the following on file at the time of enrollment:

- Certificate of immunization or letter of religious exemption
- A certified copy of your child's birth certificate.
- Copies are placed in students' permanent cumulative folders at school.

FIELD TRIPS

Field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. Parent chaperones may be permitted to drive their

own vehicles, however, in order to transport their own children, signed documentation must be given to the teacher. Parents are asked to not bring younger children with them during field trips/excursions. The privilege of attending a field trip may be restricted by the teacher and/or principal due to disciplinary problems at school or lack of academic effort.

FINES

Students who owe the school district money for such things as book fines, repair cost, replacement costs and any other type financial obligation will be held responsible for payment before the end of the school year.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Fire, tornado and lockdown drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits and tornado designated areas are posted in each classroom.

FOOD IN THE CLASSROOM

Pop, gum, candy, or sunflower seeds are not allowed in the school building.

Gum is allowed if it is deemed necessary by the classroom teacher, IEP, or TAT team to benefit individual students.

Students are encouraged to bring a healthy snack to school every day and are allowed to have water bottles in class (with water only). Pop, juice, and candy are not allowed in the school building unless arrangements are made by the teacher to have these items as part of a class incentive/reward or party.

Elementary classrooms have a milk and snack break each day. Examples of healthy snack options are popcorn, crackers, granola bars, string cheese, fruit/fruit snacks, raisins, etc. We discourage high-sugar snacks and prohibit candy at snack time.

FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to consequences as determined by school administration.

FUND-RAISING PROJECTS

All fund-raising activities must have prior approval by the Garretson School administration.

Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school will not accept responsibility for lost or stolen items/money.

GRADING SYSTEM

The following grading system will be used in grades 3-5:

- 100 - 94% = A
- 93 - 88% = B
- 87 - 80% = C
- 79 - 70% = D
- 69 - 0% = F

GUIDANCE AND COUNSELING

The counselor visits each classroom, performs individual and small group counseling activities, and works with parents and teachers in promoting positive social and emotional student growth. School counselors assist students in the development of those lifelong skills necessary for optimum character development, coping with life's difficulties, and building cohesive relationships.

Students and parents should feel free at any time to ask the help of the Guidance Counselor with the assurance that confidentiality will be maintained.

HARASSMENT AND VIOLENCE POLICY

See High School policy.

HEALTH POLICIES – COMMUNICABLE DISEASES/MEDICATIONS

The Garretson School District does not employ a full-time school nurse, but instead provides a nurse four hours per week to assist with our student health program and is available by phone or email on a daily basis. The school nurse conducts hearing and vision screenings throughout the year at various grade levels, tracks student immunizations, is in charge of emergency response policies and procedures, and oversees the school health program. Screenings can be done on students throughout the school year upon parent or teacher request if suspecting a problem.

If your child becomes ill or is hurt during school hours (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the **Garretson School Information Update Form** completed by you during the registration week. For serious injuries, an accident report will be completed by the school immediately following the injury and EMS will be activated.

Communicable Diseases

Rules for school attendance: When ill, students should not be sent back to school until they are vomit, diarrhea, or fever-free (without medication) for 24 hours.

Chicken Pox	The first symptoms include a slight fever, and feeling tired and weak. An itchy blister-like rash soon follows. The blisters become dry, crust over, and form scabs within 4 to 5 days. They may appear on the scalp, armpits, trunk and even on the eyelids and in the mouth. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days.
Pink Eye	Symptoms include white or yellowish discharge from one or both eyes, tears, pain, swelling and reddening of the eyelids, matted eyelids after sleep, and sensitivity to light. In severe cases, infiltration of the cornea may occur. The illness may last from 2 days to 2-3 weeks. Child should be excluded from school and not return until seen by a physician.
Common Cold	Common viral respiratory diseases can be characterized by fever and one or more cold symptoms such as chills, headache, body ache, weakness, and loss of appetite. Fevers greater than 100 should be excluded from school.
Ring Worm	Ringworm is a skin infection caused by a fungus that can affect the scalp, skin, fingers, toe nails or foot by direct skin-to-skin contact with infected people or pets. Ringworm of the body appears as flat, spreading ring-shaped areas. The edge is reddish and may be either dry and scaly or moist and crusted. As it spreads, the center area clears and appears normal. Child should be excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school.
Impetigo	Symptoms are characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.
Scabies	Scabies is a fairly common infectious disease of the skin caused by a mite. Scabies mites are transferred by direct skin-to-skin contact. Indirect transfer from undergarments or bedclothes can occur only if these have been contaminated by infected people immediately beforehand. The most prominent symptom of scabies is intense itching particularly at night. The areas of the skin most affected by scabies include the webs and sides of the fingers, around the wrists, elbows and armpits, waist, thighs, genitalia, nipples, breasts and lower buttocks. Symptoms will appear from two to six weeks in people who have not previously been exposed to scabies infestations, and within one to four days after subsequent re-exposures. Exclude from school until treated. Itching may still be present, and avoid physical contact with infested individuals and their belongings, especially clothing and bedding.
Head Lice	Lice can be found anywhere on the scalp but are heaviest behind the ears and just above the hairline along the nape of the neck. Head lice attach their eggs (nits) to human hair. Head lice transmission can occur during direct contact with an infested individual. Head lice cannot jump or fly. Head to head contact or sharing items of clothing, combs, brushes, hats, or headphones may also result in transmission. Shared surfaces such as pillows, mattresses, sleeping bags, cars seats, or upholstered furniture may also transmit head lice. Usually, the first indication of an infestation is the itching on the head. Scratching at the back of the head or around the ears should lead to an examination for head louse eggs (nits) on the hair, and can be spread as long as lice or eggs remain alive on the infested person. Medicated shampoos or cream rinses containing pyrethrin (Rid), permethrin (Nix), lindane (Kwell), or malathion (Ovide) are used to kill lice. Always shampoo twice, 1 week apart to kill all live and newly hatched lice. Nightly comb-through and nit-picking are required to remove all nits from hair, and stop the live cycle. Thorough cleaning should be done of household items including: vacuuming upholstered furniture and carpet; laundering clothing and bedding in hot water (130° F for 20 minutes) and drying on hot cycle or dry cleaning to destroy lice and eggs; soaking combs and brushes in hot water (130° F for 10 minutes). Anything that cannot be laundered should be sealed in a plastic bag for two weeks. If live lice or evidence of nits is found on the student during the school day, the student may remain in school and finish out the day. They are required to treat with medicated lice shampoo and do a thorough comb-through to eliminate nits that same day and/or evening and can return to school the following day if cleared by office staff. If the student does not treat with medicated lice shampoo and continues to present to school with evidence of live lice and nits, the school will send the student home to be treated. The school reserves the right to check the students in question for lice until cleared and send them home as needed to reduce transmission. Parents of Pre-5th grade students will be notified of the presence of lice via letter from school nurse. Parents of Middle and High school students are notified via phone, email, or letter if their student has lice.
Influenza	Influenza is highly contagious and is easily transmitted through contact with droplets from the nose and throat of an infected person who is coughing and sneezing. Typical flu symptoms include headache, fever, chills, cough and body aches. Intestinal symptoms are uncommon, and symptoms can occur within 1 to 3 days after exposure to an infected person. Good handwashing and hygiene and getting a flu shot annually are ways to prevent or lessen the severity of the flu.

Common communicable disease guidelines and questions can be found on the South Dakota Department of Health website: <http://doh.sd.gov/diseases/infectious/diseasefacts/>

MEDICATIONS POLICY

The following procedure will be followed for those students who take any medications while at school. Medication includes all prescription and nonprescription (over the counter) drugs.

- A. Students in grades PreK-5 are not allowed to administer, or have in their possession any medications, including over the counter and/or prescription medications. They are required to fill out the medication and treatment authorization form,

- option III, and have a parent and physician signatures for any and all medications being administered while at school. If no medications are being administered during school hours for students in grades Pre-5, choose option I, and sign at bottom.
- B. Students in grades 6-12 are allowed to self-administer 1 dose only of over the counter medication, only when it will not be a potential health risk to your child or others. Epi Pen, Auvi-Q, and inhalers are also allowed for 6-12th grade students if they have been instructed to self-administer. All medications must be kept on the student at all times and are not allowed in desks, backpacks, lockers, etc. Medication and treatment authorization form must be filled out with option II selected, and signed at the bottom.
 - C. All prescription medication is required to be brought to the school office at the beginning of the day. Trained school personnel will be available Monday through Friday to administer medication. Option III on the Medication and Treatment Authorization Form needs to be filled out and signed by parent and physician for medications to be administered at school. First dose of any new prescription medications must be given at home, and can't be given at school.
 - D. Prescription medication must be in a pharmacy container with a label. The label is to include the following: student's name, date, dose, time of day the medication is to be taken, and the doctor's name. Ask your pharmacist to provide you with a second container for school use. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered.
 - E. Over the counter medication administered at school by school staff must be in original labeled container. Medication that is not in original container will not be administered.
 - F. All medication to be taken in school must be accompanied by a Medication and Treatment Authorization Form. Extra forms may be obtained from the office or downloaded from the school website.
 - G. A daily log of medication taken by the student will be kept and overseen by school nurse.
 - H. In the event of a school-sponsored field trip, your child's medication may be sent with designated personnel in the amount to be administered during the activity, unless otherwise specified by the parent or guardian.
 - I. If medication is not picked up within 1 week after school is out, it will be destroyed.

HOME SCHOOL ALTERNATIVE INSTRUCTION

Grade placement shall be the responsibility of the principal. In general, pupils transferring into the system from accredited schools will be placed in the same grade level as in the school from which they transferred.

The Principal will consider the following when placing a student in grades K-8 from an unaccredited school:

- A Standardized achievement test may be administered to the transfer student. The administration and evaluation of the test will be carried out by the principal or other designated staff.
- The student's initial placement may not be in a grade level higher than warranted by the student's chronological age assuming entry into the first grade at age six (6) and annual advancement thereafter. After initial placement the student may be advanced according to his demonstrated performance.

HOMEcomings

All students K through 5th grade will walk with their class during the homecoming parade and remain with their class until dismissal from school. If a parent provides a **written or personal** request for the release of a student from homecoming activities, the student will be counted absent according to our absence policy and the school will be released from responsibility.

HOMEWORK

K-5 students may have routine, weekly assignments that are expected to be completed at home (ie: Thursday night spelling work) in addition to unfinished classroom assignments. When necessary, incomplete work will be made up during recesses. Students have an extra day to turn in assignments that are given on the day of an absence. When possible, teachers should be notified of absences ahead of time to keep students from falling behind in their work.

INJURIES

Students are encouraged to play safely and avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance purposes. When an accident report is deemed necessary, it is submitted to the principal and parents are notified.

INTERNET POLICY

Student Use of Computer Networks:

The School District shall encourage use of local and wide area networks for improvement of instructions and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

Rules for Network Use:

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

- Be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/or consent;
- Immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- Not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
- Not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
- Be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
- Not transmit copyrighted material without the express consent or authorization of the owner of the copyright; and
- Not give out his/her home address, phone number, or password.
- Student accounts are considered the property of the District. The School District expressly reserves right, in its sole discretion to:
 - Change or eliminate any portion of any transmission of any user without notice or liability;
 - Review and edit any material to be transmitted by anyone on the network, including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.)
 - Remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.
- By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Network Security

Security of all networks connected to the Garretson School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem. Any student who does not follow the proper usage of the Garretson School Computer network and Internet as communicated in the Acceptable Use Agreement and school policy handbook will be subject to consequences determined by the administration.

LIBRARY / BOOKMOBILE

All elementary classes are scheduled for 30 minutes of library time once each week. Library skills are taught during this time and books can be checked out. Students may check out books from the school library for one week (K-3) and two weeks for grades (4-6).

The school library, community library, and bookmobile all operate under Siouxland Library System. It is the responsibility of the students to return books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. Replacement costs for books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouxland Library, not just the library from which a book was checked out of.

The Siouxland Library Bookmobile comes to the school once each month for grades K-5.

LOST AND FOUND

A lost and found box will be maintained in the school office. Lost articles should be reported and found articles turned into the office. Students and parents are encouraged to check the box periodically for lost articles.

MEDICATIONS – SEE HEALTH POLICIES

MESSAGES

Phone messages left with the secretary or principal will be delivered to students and teachers in a timely manner. When possible, we encourage messages to students be sent electronically and directly to teachers and cc'd to the secretary. Students may use the office phone for valid reasons but will not be permitted to use a telephone without permission from office staff.

PARENT-TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal. Regular parent/teacher conferences are scheduled for the end of the 1st quarter. Student-led conferences are scheduled at midterm of the 3rd quarter.

PARTY INVITATIONS

Invitations to parties are to be sent to the home by mail or children invited by phone unless **all** boys or **all** girls in the class are invited.

If the child is to ride the bus to a friend's house:

- make arrangements the night before from home;
- check with the bus driver to make sure there is adequate room on the bus
- drivers must be notified if children are to ride a different bus.

PATRIOTISM

The Garretson School encourages patriotism. The school day begins with the Flag Salute. In addition, the National Anthem is played before varsity athletic events.

PICTURES

Student pictures are taken early in the school year. Students have the opportunity to purchase packets of pictures but are not required to. Regardless of making a purchase or not, pictures of every student will be taken for student records.

PHYSICAL EDUCATION

All students K-5 have the opportunity for Physical Education during the school week. Each student must wear his/her tennis shoes. All students are required to participate in Physical Education unless a written excuse is given. If a student must miss Physical Education for an extended period, a doctor's excuse is required.

PUBLIC CONCERNS AND/OR COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

(See High School Policy.)

RECESS AND INCLEMENT WEATHER

All students will be taken out for recess. It is important that the students get fresh air and the activity made possible at recess. If students are ill, they may infect others in their class and should probably stay home from school that day rather than staying in for recess. A written note from a doctor may be required if a child is to stay in during recess for an extended period of time. In the event of inclement weather and/or when the wind chill or temperature is 5° F or below, students will be kept inside for an indoor recess.

Playground Rules:

- No gum, candy, pop, seeds, etc. are allowed on the playground during school hours.
- No balls or toys from home are allowed on the playground.
- No throwing rocks, snowballs, leaves, etc.
- Students are not to play around cars or delivery vehicles.
- Students must ask permission to retrieve a ball from the parking lot or street. Adult eye contact and proximity is to be present when students retrieve balls. Retrieved balls need to be given to the teacher for the remaining part of recess.
- Students must ask permission before entering the building or leaving the playground. When returning to the playground, please let the teacher know.
- Students are not to climb fences.
- Spitting is prohibited.
- Jump ropes and other toys are to be used for their intended purpose.
- Climbers must stay off the top of the monkey bars and are not allowed to hang from their knees
- No swinging side to side, twisting, or standing on swings. No underdogs.
- No climbing up the slide. Sliders must go down feet first. The slide must be cleared before going down it.
- No pushing, shoving, tackling, or other rough play on the playground or snow hills.

- Students may slide on their knees on the ice, one at a time.
- Students are not to play tag on the jungle gyms.
- Students are not to climb trees

Winter Weather Rules:

- K-5 must wear coats, snow pants, gloves/mittens and boots to play on snow hills.
- General safe play is allowed on snow hills. No pushing, shoving, tackling, or other rough play on snow hills.
- No throwing snow or snowballs.

Teachers reserve the right to prohibit any activity if students are not playing safely.

RETENTION POLICY

Retaining of students at a given grade level is a procedure practiced when students are functioning at a level below grade level expectations. Criteria used to determine whether or not a student should be retained are:

- Basic skills mastered in reading and math
- Physical, emotional, and mental maturity
- Work habits and attitude
- Any of these in addition to a significant number of absences

No child will be retained until such decision is reached jointly by parents, teacher(s), and principal.

SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

If the weather conditions are so bad that it is unsafe to send the buses out in the morning and it does not appear possible to hold school, an announcement will be on the radio/TV as soon as possible. Do not call the superintendent or principal, but listen to the radio/TV. During these mornings when this decision has to be made, local farmers, the highway department and weather bureau are depended on heavily for weather information. Telephone lines must be kept open for the information. Stations KSOO, KELO, KRRO, KKLS, WSN will broadcast the announcement as well as TV stations KSFY, KELO, KTTW and KDLT.

The school will also use its automated school messaging system and social media to disseminate information about school closings, late starts and early dismissals.

In the event a storm develops during the school day and we feel it is unsafe to send the buses out at 3:15 P.M., students will be sent to the place parents listed on the student's Garretson School Information Update Form filled out at the beginning of the year. Parents will be informed via automated school messaging system, school social media and media outlets listed above.

If an evening event is to be called off, we will try to get this information broadcast before 6:00 P.M.

Any days missed due to weather, emergency or disease will be made up to meet the school term as established by the school district.

SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for student's ages 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and occupational and physical therapies are available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the principal.) Parents are encouraged to contact their child's teacher or the school administrator with their child's academic concerns or if they think an evaluation for special services would be helpful.

STUDENT RELATIONSHIPS

Students are to refrain from use of excessive affection in the hallways, classrooms, on school property or at a school activity. Excessive affection is defined as anything more than holding hands. Examples include: kissing, excessive hugging, touching of inappropriate areas, etc.

VISITATION

We encourage parents to visit our classrooms. Children are eager to share their school experiences and want parents to show interest in their school life. Please call the teacher and make arrangements to visit whenever possible.

If a student from another school visits a classroom, arrangements must be made prior to the visit.

We require that ANYONE coming to school during the school day report directly to the school office and receive a visitor sticker. Please do not proceed to any area of the building or playground until the office is aware of your presence. We ask that when leaving the building, visitors stop into the office as well. This is for your child's safety and also to prevent any disruption of classroom learning time.

VOLUNTEERS

Volunteer help is always welcomed at Garretson School. If you are interested in helping out at school, please inform your child's teacher. Unless working under direct supervision of a staff member, volunteers will need a background check to volunteer at Garretson School. This includes those involved with the mentoring program.

WITHDRAWAL AND TRANSFER

If you are moving out of the district, the school needs to be notified at least a day in advance. Student records are electronically sent to new schools upon request.

TITLE ONE PARENT INVOLVEMENT POLICY

The Board of Education of Garretson School District recognizes the necessity and value of parent involvement to support student and academic achievement. In order to assure collaborative partnerships between parents and schools, the board is committed to achieving the following goals in ways that recognize and respect the diversity and differing needs of families. The Garretson School District intends to include parents in all aspects of the district's Title 1 program. The goal is a home-school partnership that helps all students in the district succeed.

The following provisions and activities have been reviewed and considered appropriate to the Title 1 program by parents, teachers, administration and school board.

- A. Involving parents as partners in school governance, including decision making.
- B. Establishing effective two-way communication with all parents.
- C. Developing strategies and programmatic structures to enable parents to participate actively in their children's education.
- D. Providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.
- E. Utilizing community resources to enrich the educational environment and promote family and student success.
- F. Supporting parents in their roles as the child's first and most important teacher.
- G. Providing parents at least 2 open meetings for Title 1 activities each year. Dates and sites of meetings will be printed in the school newsletter and the local paper.
- H. Parents will have access to the Garretson School District Consolidated Application and the District Improvement Plan.
- I. The Garretson School District will be receptive to parental requests for information and ideas which will enhance the Title 1 program and activities.
- J. Special forms are designated for Title 1. Parents will be informed of a students' referral and placement in a Title 1 program. Written progress reports will be sent home quarterly.
- K. Parent/School Compacts will be developed and disseminated to parents of participating students each year prior to the fall Parent/Teacher Conferences.

DISCIPLINE DEFINITIONS

Bus Behavior: While on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school.

Computer Violation: Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan. (i.e. - copying administrative files = theft; destroying files = destruction of property; not following computer rules = insubordination.) Violations may result in restriction and or loss of computer privileges.

Conflict Resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Destruction or Stealing Property: Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems.

Disrespectful/Obscene Language: Use of obscene or disrespectful language, communication or action.

Electronic Devices: Electronic devices including items such as, cellular phones, iwatches and laser lights will be used under school guidelines or will be confiscated and returned only to the students' parents.

Expulsion: Denial of a student's membership in school for a period of time.

Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property; including parking lot and buses.

In School Suspension (ISS): Temporary denial to a student by a principal or participation in a class. Suspension will be served in school. Credit for completed class work.

Insubordination/Habitual Disobedience: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

Intimidation/Threat To Others: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

Long-Term Suspension: Temporary denial to a student by the superintendent or school board of participation in school for more than ten days and not more than ninety days.

Out of School Suspension (OSS): Temporary denial to a student by the principal, superintendent or school board of participation in class or classes. Suspension will be served out of school.

Nuisance Items: Items that disrupt the teaching and learning process or could cause harm or disturbance to a fellow student or teacher.

Profanity: Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.

Suspension After School (SAS): An option for the principal to use in place of ISS that requires students to serve suspension before or after school.

Teacher Assistance Team: A team of staff members who work together to help students become and remain successful in school.

Garretson School District 49-4

iPad Policies, Procedures, and Information

The Garretson School District is committed to our mission: Preparing every student to meet the challenges of learning, living and leading in a changing world. We believe that iPads are one tool that will help us to empower our students to open that door, think creatively and meet those challenges. We believe that the use of iPads in a 1:1 environment will allow our students to personalize their education in ways that will help to prepare them for their lives beyond the schoolhouse.

The Policies, Procedures, and Information Handbook is provided to help students and parents/guardians understand the expectations and responsibilities for care and use of the iPad. While this handbook provides some guidance, it should be understood that teachers may develop additional expectations and procedures for the use of technology at the classroom level. Students are expected to comply with staff directives at all times. Students in high school and middle school will be allowed to take their iPads out of the school, while students in elementary school will be required to leave the iPads in the school during non-school hours.

1. Taking Care of School-Owned iPads
 - General Use and Precautions
 - Taking Care of the iPad
2. iPad Use at School and at Home
 - Ready to Use
 - Apps
 - Sound and Music
 - Pictures and Video
 - Network Connectivity
 - Internet Access From Home or Other Locations
 - Managing and Saving Files
 - Mobile Device Management Settings (MDM)
 - Apple IDs
3. Acceptable Use
 - Student Responsibilities
 - Prohibited Activities
 - Copyright and Plagiarism
 - Hacking
 - Student Discipline
4. Repair or Replacement of iPad
 - Repair Procedure
 - iPad Protection Plan
 - Cost of Repairs
5. iPad Handbook Acknowledgement
 - Statement of Understanding
 - Parent/Student Signatures



Revised July 2019

1. Taking Care of School-Owned iPads

Before students are allowed to check out a school-owned iPad, students and parents must read, sign, and return copies of the Garretson iPad Protection Plan (with usage fee), Student Pledge for iPad Use, and the Acceptable Use Policy. After these documents are signed and returned, students will be issued an iPad for their use. Both high school students and middle school students will be allowed to take the iPad out of the school building.

General Use and Precautions

Students will be issued a school-owned iPad, and it is expected that all of the equipment checked out to them will be returned to the school in similar condition as it was when checked out. If students terminate their enrollment with the Garretson School District for any reason, they are expected to return the equipment. The Garretson School District reserves the right to charge students for equipment that is damaged up to the full replacement cost of the device and accessories. Normal wear and evidence of use is expected and students will not result in fines or fees. Failure to return the equipment to the school may also result in a theft report being filed with the Minnehaha County Sheriff's Department, criminal prosecution, or civil liability.

Taking Care of the iPad

Students are responsible for the general care of the iPad that they have been issued by the district.

- Students are expected to keep the iPad in its protective case at all times.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Garretson School District.
- Only use a clear, soft cloth to clean the screen. Chemicals or cleansers will damage the screen.
- iPad screens will crack if placed under pressure. Special care must be taken to ensure that undue pressure is not applied to the screen.
- Students are expected to keep the iPad under their control at all times. These devices should not be left unsecured.

2. iPad Use at School and at Home

Ready for Use

Students are expected to have their device ready for use at school each day. Students are expected to charge their device overnight at home. Students who consistently leave their device at home may be placed on an alternative plan to store the device in school and check it in and out on a daily basis. Students are expected to comply with all staff directives, including instructions regarding the appropriate use of technology. Students who have difficulty following instructions or staying on task when using the iPad may be required to use "guided access" in which the teacher limits the students' ability to use non-essential apps.

Apps

All software/apps must be district provided and managed. Students will be given a managed Apple ID created through Apple School Manager. This Apple ID will allow them to save files to the Cloud for up to 200 GB of storage. Apps on district-owned iPads will be managed through this account. Students may not enter their personal Apple ID. Game apps and Internet based games are generally not allowed. Students may make a request to add an app through classroom teachers or the district technology director. Requests will be evaluated based on educational merit.

Students have no expectation of privacy on district-owned devices, and may be asked to provide their device to a teacher or administrator for inspection at any time. Inspections may include the physical device, apps, or content on the device. If technical difficulties occur, or students are found to have apps that have not been approved by the district, the iPad will be reset to factory settings. The school does not accept responsibility for the loss of any software or files that are deleted due to the need to reset the device.

Sound and Music

Students are expected to keep the iPad on "mute" to minimize distractions in the classroom. Students may not download iTunes music files on the iPad. Use of headphones and streaming music services may be done with permission from the teacher.

Pictures and Video

iPads are equipped with a camera that has both still photo and video capabilities. The camera may not be used to take pictures or video of students or staff without their consent. Pictures and videos that are taken with the intent to embarrass, hurt, harass, tease, or humiliate others will be dealt with severely. The device also has the capability to download images from the Internet. Students are expected to use this technology appropriately, and may not possess media that is deemed inappropriate. Inappropriate content includes, but is not limited to: weapons, drugs, alcohol, tobacco, gangs, violence, pornographic content, sexually explicit material, or material with sexual innuendo or double-entendre.

Network Connectivity

The Garretson School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Internet Access From Home or Other Locations

Students are granted permission to access the Internet from home or other locations that are equipped with Wi-Fi. The school's content filters will still be in effect on district-owned iPads when accessing the Internet from locations other than the school.

Managing and Saving Files

Students may back up their files using the K-12 email system or other cloud based storage solutions. Storage space is available on student iPads, but the district will not back up student iPads to the server. Students are responsible for their own back up.

Mobile Device Management Settings (MDM)

Student iPads are equipped with certain MDM profiles that allow our district staff to update and manage the iPads in an appropriate and timely manner. Students must not tamper with the MDM profiles or settings in any way. Tampering with MDM settings may result in the loss of access to the technology or disciplinary action.

Apple IDs

Students will be given a managed Apple ID created through Apple School Manager. This Apple ID will allow them to save files to the Cloud for up to 200 GB of storage. This Apple ID will be used for school purposes. Apple IDs will be regulated through the district mobile device management (MDM) system. Students may not use this Apple ID for the purchase of music, apps, or other media from the iTunes Store. Students may not enter another personal or family Apple ID into school-owned devices.

3. Acceptable Use

The use of the Garretson School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Garretson School District is not transferable and extendible by students to people or groups outside the district and terminates when students are no longer enrolled in the Garretson School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If students violate any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Garretson School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

Student Responsibilities

- Students will use computers/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to computer/device use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students' own negligence, errors, or omissions. Use of any information obtained via the Garretson School District's designated Internet system is at your own risk. Garretson School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Garretson School District protect its computer system/devices by contacting an administrator regarding any security issues that they may encounter.
- Students will actively monitor all of their accounts with the district.

- Students will report incidents of inappropriate use of technology to staff.

Student Activities Strictly Prohibited

- Any action that violates Garretson School District Board policy or public law
- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading, or distributing threatening, harassing, profane, offensive, pornographic, obscene, or sexually explicit materials
- The use of any Internet chat room or site with the intent of academic dishonesty
- Use of external data disks or external peripheral attachments without permission from the network administrator
- Accessing another student's account, files, data, or device
- Tampering with MDM profiles
- Spamming or sending mass or inappropriate emails
- Using the school's Internet/email for financial or commercial gain or for illegal activity
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment or networks
- Bypassing the Garretson School District web filter through the use of a web proxy or any other means

Copyright and Plagiarism

Students are expected to comply with trademark and copyright laws and all license agreements. Ignorance of the law does not provide students with immunity. If students are not sure if their activity is in violation of the law, they are encouraged to seek guidance from a teacher.

Plagiarism is a violation of the Garretson School District Student Handbook. Students must cite sources used in classroom work. This applies to all forms of media on the Internet including graphics, video, and text.

Hacking

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal laws may result in criminal prosecution and/or disciplinary action of the district.

Student Discipline

Students who violate expectations set out in this handbook are subject to consequences as defined in the Garretson School District Student Handbook.

4. Repair or Replacement of iPad

Damage Procedure

If a student iPad is damaged, the student is responsible for bringing the damage to the attention of staff. If the iPad needs to be sent in to the repair shop, a student may have access to a loaner iPad, depending on the availability of additional units. When the original iPad is back from the repair shop, the student will use the original device.

iPad Protection Plan

The Garretson School District Protection Plan is required for all students, grades 6 through 12, who are issued a district-owned iPad. The protection plan includes a \$25.00 fee that will cover the cost of repair or replacement in the case of theft, loss, accidental damage, or maintenance. This cost is not to exceed \$75.00 per family annually. Intentional damage to the iPad is not covered by the Garretson School District Protection Plan. If it is determined that damage to the iPad was intentional, students will be responsible for the entire cost of repair and/or replacement. Intentionally damaged or lost chargers will be assessed the cost of replacement. Intentionally damaged iPad cases will be assessed the cost of replacement.

iPad Handbook Acknowledgement

I certify that I have received a copy of the Garretson School District iPad Handbook and that I have read it in its entirety.

I also understand that participation in the Garretson School District Protection Plan is mandatory for every student in grades 6-12, and that the plan does not cover intentional damage to the iPad. In the case of intentional damage to the district's equipment, I realize that I am responsible for full payment to cover the damage.

Student (Print Name) _____ **Grade:** _____

Parent Signature: _____ **Date:** _____

This form must be returned to the school with payment before students are given access to district-owned iPads.



_____ \$25.00 Fee Received
_____ Cash _____ Check # _____

Garretson School District #49-4 Meal Charge Policy

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

This requirement is referred to a “policy,” but whether this is referred to as a “policy” or “standard practice” is at the discretion of the SFA. Regardless of terminology is used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

- The food service department, Business Manager, Administrative Assistant (or name another position responsible for this position): Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.
2. Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the Food Service website, and is included in the student handbook.
3. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the Food Service Website.
4. **Elementary students:**

- a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
- b. No charges are allowed for extras or a la carte foods on any account with a balance of negative \$10.
- c. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
- d. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

5. Middle School students:

- a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
- b. No charges are allowed for extras or a la carte foods on any account with a balance of negative \$10.
- c. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
- d. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

6. High School students:

- a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
- b. No charges are allowed for extras or a la carte foods on any account with a balance of negative \$10.
- c. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
- d. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

7. If an alternate meal is served that meets meal pattern requirement, those meals may be claimed for reimbursement. If an alternate meal is served that does not

meet meal pattern requirements, those meals may not be claimed for reimbursement and the food used for alternate meals must come from funds outside the non-profit school foodservice account.

8. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows SFAs to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as “bad debt.”

WEBPAGE DEVELOPMENT

Purpose

Adherence to this policy will insure the proper use of the Garretson School District's network capabilities and proper conduct for all users. This policy is provided so that all users are aware of their responsibilities in connection with the use of the Internet, WAN, and LANs.

Web Page Publishing Guidelines

Each webpage hosted by the Garretson School District shall contain a disclaimer or link to a disclaimer statement similar to the following:

"The Garretson School District has made every reasonable attempt to insure that our webpages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Garretson School District Acceptable Use Policy."

Material to be published must not display, access, or link to sites deemed offensive by the Garretson School District Acceptable Use Policy. All published material must have educational value and/or support the district guidelines, goals, and policies.

The only material to be published on the district web server must come through the district's site webmaster. All personnel desiring to publish webpages must have their own account set up on the K-12 web server. This site will be requested by the network administrator and will be maintained for educational purposes only.

Webpages hosted by the Garretson School District will not be for the purpose of private enterprise or for personal webpages or developing pages for others unless it is part of a class project.

The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to sites that do not meet the Garretson School District Acceptable Use Policy. Student work should not be published on a website unless the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.

At no time should a student's e-mail address, home address, or phone number appear on a school or district webpage.

Copyright Issues

As an educational institution, it is necessary to be aware of the importance of conforming to all laws. The Garretson School District Copyright Policy offers guidelines that are not only for the protection of the school district, employees, and students, but also serve as a model for the principles that should be instilled in students.

To avoid problems with what to use or not use, the following statement should be used for guidance:

"Unless there is a clear statement that art, photos, and text are "public domain" and available for free use, one should assume that they are copyrighted."

This material should not be used for republication on a LAN, WAN, or website unless permission is granted from the owner.

Sponsoring Teacher

Defined: Any teacher willing to be responsible for proofing student material prior to submission to the webmaster for publication on the school's World Wide Web homepage.

Responsibilities:

- Instruct students on proper use and guidelines before development of student page begins;
- Insure that student work has educational value;
- Screen student material to insure that it adheres to the district goals, guidelines, and policies.

Webmaster

Defined: The person who is responsible for the content and publication of World Wide Web homepages on the district's webserver after approval of the sponsoring teacher or administrator.

Responsibilities:

- Screen all material before publication
- Check all links for accuracy and appropriateness
- Receive supervisor's approval of all material to be posted
- Upload material to the district server
- Purging homepage information of outdated pages or those no longer in use
- Keep an updated copy of all school webpages on the webmaster computer

The district webmaster will maintain the district webserver. Updated procedures and rights will be provided by the webmaster. To keep the district webserver free of outdated or unused files, the district webmaster will periodically purge all files, requiring each school webmaster to reload their new updated files. Adequate advance notice will be provided to insure that backup files are present and updated.

Adoption date: December 10, 2007

USE OF COMPUTERS AND NETWORKS

Access to the Internet is available to students and teachers of the school district. Technology resources in the district will be used to ~~facilitate the district's mission: creating a gateway to lifelong learning~~ **enhance the student's learning experience and to access resources that transform education beyond the 4 walls of a classroom..**

With the access of online resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. However, it is the district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district.

Internet users, ~~like traditional library users,~~ are responsible for their actions in accessing online resources. Before faculty, staff, students, or parents/guardians have access to the Internet, they must sign an Acceptable Use Policy, which will be kept on file at the school district's main office.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur.

Adoption date: December 10, 2007

Revised on: December 8, 2014

Revised on: May 8, 2023

GARRETSON SCHOOL DISTRICT 49-4
GUIDELINES FOR PROFESSIONAL GROWTH: ANNUAL REVIEW AND EVALUATION

The primary purpose of any assessment of teaching performance and professional qualities is the enhancement of professional practice; improvement of instruction, assessment of professional growth, and determination of future employment. Evaluation is a joint process that includes both the evaluator and the teacher. The process provides a framework for communication between teachers and administrators involved in the evaluation process. The evaluation process allows the administrator and the teacher to work together to improve instruction and enhance professional growth.

Teacher's Name _____ School _____ Position/Grade Level/Subject _____

Evaluator's Name _____ School Year _____ Final Review Date _____

Instructions: The following written evaluation record is based on formal and/or informal observation records. Please rate the teacher's performance on any of the following criteria for which you have appropriate data. Refrain from scoring in areas for which you do not have data. Please use the following rating scale:

- 34 = Performance exceeds district expectations. May be a mentor resource for novice teachers.
- 23 = Performance meets district expectations.
- 12 = Performance does not meet district expectations.
- 01 = Performance is far below district expectations. A plan of assistance may be implemented.
- N = Not observed
- D = Documented but not observed. Teacher initiated data may be submitted on a Professional Development form for the purpose of recognition and benefit to the staff member.

~~Pre-observation Meeting Date: _____ Section 1: Planning and Preparation _____ Teacher completes pre-observation Form and provides lesson plan (lesson objective, teaching steps, evaluation of lesson)~~

~~Classroom Observation Date: _____ Section 2: Classroom Management and Atmosphere _____~~

~~_____ Section 3: Instruction in the Classroom _____ At least one classroom visitation must be made as part of each formal evaluation. Written evaluation will be provided to the employee.~~

~~Post-observation Conference _____ Section 4: Professional Responsibilities _____ Teacher may submit a Professional Development form for additional information.~~

~~_____ Date: _____ (No later than 5 days after observation)~~

Section 1: Planning and Preparation

~~Levels of Performance Indicators: N = Not Observed D = Documented But Not Observed~~

	Criteria	Unsatisfactory	Basic	Proficient	Distinguished	Level
A	Selects instructional goals	Lesson goals are not clearly identified. Teacher makes little attempt to connect to or build upon background experience. The instruction goals show little correlation to state standards.	Lesson goals fit into present learning, but do not connect to background knowledge. Teacher plans large group instruction. The instruction goals do not include all applicable state standards.	Instructional goals build on past and present learning. Teacher addresses state standards and district goals. Teacher plans for diverse learners.	Instructional goals fit into the sequence of past, present, and future learning. Teacher addresses state standards and district goals. Teacher consistently plans for appropriate small group activities.	
B	Designs coherent instruction	The elements of lesson/unit do not support the stated instructional goals. The lesson/unit has no defined structure.	Some of the elements of the lesson/unit support the stated instructional goals. Teacher's lesson/unit has a recognizable structure.	Most of the elements of the lesson/unit support the stated instructional goals. The lesson/unit has a clearly defined structure.	All of the elements of the lesson/unit support the stated instructional goals. Teacher's lesson/unit is highly coherent and has a clear structure.	
C	Assess student learning	Teacher's assessments contain no clear criteria or standards. Teacher does not use assessment results in designing future instruction.	Teacher's assessments contain clear criteria or standards. Teacher occasionally uses assessments to design further instruction. Assessment questions require students to demonstrate higher order thinking as well as test-taking skills.	Teacher's assessments contain clear criteria or standards. Teacher integrates a variety of assessment techniques that are used to design future instruction. Assessment questions require students to demonstrate higher order thinking as well as test-taking skills.	Teacher's assessments contain clear criteria or standards. Teacher integrates a variety of assessment techniques and shows evidence of students' participation in the development of the assessment. Assessment questions require students to demonstrate higher order thinking as well as test taking skills.	

D	Demonstrates knowledge of resources	Teacher is unaware of school, district, or community resources available to support the curriculum.	Teacher displays limited knowledge and use of available school, district, and community resources.	Teacher uses the resources within the school district and demonstrates the ability to access community resources.	Teacher uses school, district, and community resources to design open-ended activities and provides support in those activities.	
E	Demonstrates knowledge of content and instructional methods	Teacher lacks a depth of content knowledge, the understanding of the discipline's structure, and knowledge of content related instructional methods.	Teacher displays basic content knowledge, but does not maintain curricular coherence or cross-curricular connections. Teacher usually uses one instructional strategy.	Teacher displays solid content knowledge, maintains curricular coherence and cross-curricular connections. Teacher tends to use only 2-3 instructional strategies.	Teacher not only displays extensive content knowledge, but also continues to build upon that expertise. Teacher makes learning relevant to students. Teacher implements a variety of instructional strategies.	
F	Demonstrates knowledge of students	Teacher makes little or no attempt to learn about students' background, skills, or interests and does not use such information in planning.	Teacher partially understands students' backgrounds, skills, and interests and attempts to use this knowledge in planning for the class as a whole.	Teacher gains a thorough knowledge of students' backgrounds, skills, and interests and uses this knowledge to inform instruction.	Teacher has developed a thorough knowledge of students' backgrounds, skills, and interests and implements this knowledge to achieve individual student learning.	

Comments:

Section 2: Classroom Management and Atmosphere

Levels of Performance Indicators: N = Not Observed D = Documented But Not Observed

	Criteria	Unsatisfactory	Basic	Proficient	Distinguished	Level
A	Creates an environment of respect and rapport	Classroom interactions reflect a lack of teacher student rapport, as well as student student rapport. The interactions are generally negative or inappropriate.	Classroom interactions are generally appropriate and conflict free, however, occasionally behavior might be disrespectful.	Classroom interactions are consistently positive and respectful.	Classroom interactions are highly respectful and demonstrate genuine rapport.	
B	Establishes a positive climate for learning	Teacher lacks enthusiasm and commitment to creating a positive learning climate. Students are rarely engaged or motivated. Teacher expects little or no student achievement.	Teacher occasionally demonstrates enthusiasm and commitment to creating a positive learning climate. Students are usually engaged and motivated, however, teacher expects low student achievement.	Teacher is enthusiastic and committed to creating a positive classroom. Students are consistently engaged and motivated to learn. Teacher demonstrates high expectations for student achievement.	Teacher is very enthusiastic and passionately committed to creating a highly effective learning climate. Consistently, students are actively engaged and highly motivated to learn. Teacher demonstrates high expectations for every student.	
C	Manages classroom procedures	Classroom activities and procedures are inefficient, resulting in significant loss of instructional time.	Established classroom activities and procedures are not practiced consistently, resulting in some loss of instructional time.	Classroom activities and procedures are practiced on a regular basis, resulting in effective use of instructional time.	Highly effective classroom activities and procedures maximize instructional time. Students assume considerable responsibility for efficient learning.	

Comments:

D	Establishes and maintains student behavior	Teacher expectations are unclear and student behavior goes unchecked, while misbehavior draws inappropriate teacher responses.	Teacher sets expectations for students' behavior, but inconsistently monitors and responds to behavior.	Teacher sets clear expectations for student behavior and consistently monitors and responds to behavior in an appropriate and respectful way.	Students and teacher collaborate to set expectations for student behavior. Teacher's monitoring of behavior is proactive. Any misbehavior draws an appropriate and respectful teacher response. The student's dignity is maintained.	
E	Organizes and manages physical space, materials, and supplies	Teacher ineffectively uses space, which results in unsafe or inefficient conditions that hinder learning for some students. Materials are handled inefficiently, resulting in loss of instructional time.	Teacher's classroom is safe, and essential learning is accessible to all students, but furniture arrangement only partially supports the learning activities. Routines for handling materials and supplies are established with some loss of instructional time.	Teacher's classroom is safe, and learning is accessible to all students; teacher uses physical resources well and ensures that the arrangement of furniture supports the learning activities. Routines for handling materials and supplies are established and followed efficiently.	Teacher's classroom is safe, and student input ensures that the physical environment supports the learning of all students. Routines for handling materials and supplies are seamless.	

Comments:

~~Section 3: Instruction in the Classroom~~

~~Levels of Performance Indicators: N = Not Observed D = Documented But Not Observed~~

	Criteria	Unsatisfactory	Basic	Proficient	Distinguished	Level
A	Communicates clearly and accurately	Teacher's oral and written communications contain errors, are unclear or inappropriate, creating student misconceptions or confusion.	Teacher's oral and written communications contain no errors but may require further explanation to avoid confusion.	Teacher's oral and written communications are clear and accurate.	Teacher's oral and written communications are clear, accurate, and expressive, anticipating possible student misconception.	
B	Uses questioning and discussion techniques	Teacher uses inadequate questioning and discussion techniques including low level questions, limited student participation, and little true discussion.	Teacher's questioning and discussion techniques reflect an attempt at some high level questions, true discussion, and moderate student participation.	Teacher's use of questioning and discussion techniques consistently reflects high level questions, true discussion, and participation by most students.	Teacher's questioning and discussion strategies are designed to encourage independent, creative, and critical thinking.	
C	Engages students in learning	Students are often unengaged and off task. No attempt is made to differentiate instruction.	Students are usually on task and engaged. Tasks are partially organized, resulting in some off task behavior. Some differentiated instruction is in place.	Throughout the lesson, students are engaged in appropriate activities, which are well structured and suitably paced. Differentiated instruction is a classroom norm.	Working independently, students are engaged throughout the instructional period, assuming responsibility for their own productivity. Teacher engages students with high quality materials and a mastery of differentiated instruction.	

D	Provides feedback to students	Teacher's feedback to students is sparse, too general, and/or is late.	Teacher attempts to provide feedback that is accurate, constructive, and timely.	Teacher consistently and successfully provides feedback that is accurate, timely, substantial, specific, and constructive.	Teacher continually checks for understanding. Teacher's feedback to students is timely and of consistently high quality. Students may use the feedback in future learning.	
E	Demonstrates flexibility and responsiveness	Assuming no responsibility for student learning, teacher is unresponsive to student questions and follows instruction plan in spite of poor student understanding or lack of interest.	Teacher demonstrates some flexibility and responsiveness to students' needs and interests and tries to make each student successful. Teacher employs a limited repertoire of instructional strategies.	Implementing an expanded repertoire of instructional strategies, teacher seeks ways to ensure successful learning for all students, making adjustments in instruction to respond to student interests and questions.	Employing a wide variety of instructional strategies, teacher is responsive to students' interests and questions, making necessary adjustments to ensure the success of all students.	
F	Implements lesson and unit structure	Working with unreasonable time allocations and an unstructured lesson, teacher attempts instruction.	Although the structure is recognizable but not uniformly maintained, teacher implements the lesson/unit. Most time allocations are reasonable.	Teacher follows the clearly defined structure of the lesson/unit. Time allocations are reasonable.	Allowing for the differentiation of instruction, teacher closely follows the lesson/unit structure, which is clear and logical. Time allocations are reasonable.	

~~Comments:~~

Section 4: Professional Responsibilities

~~Levels of Performance Indicators: N = Not Observed D = Documented But Not Observed~~

	Criteria	Unsatisfactory	Basic	Proficient	Distinguished	Level
A	Reflects on teaching	Teacher does not reflect accurately the strengths and weaknesses of the lesson in relation to the learning goals.	Teacher accurately reflects on the validity of the lesson in relation to learning goals.	Teacher reflects accurately on the lesson and makes specific plans for improvement.	Teacher reflects accurately and regularly, as well as implements planned improvement strategies.	
B	Maintains accurate instructional records	Teacher has no system or has an inadequate system for maintaining accurate instructional records, resulting in errors and confusion.	Teacher's system for maintaining accurate instructional records is generally efficient.	Teacher's system for maintaining accurate instructional records is generally efficient, and the teacher can readily access records upon request.	Teacher's system for maintaining accurate instructional records is efficient. The teacher can readily access records and utilize these to provide effective feedback.	
C	Communicates with families	Teacher does not communicate with families, provides little or no information to families, and makes no attempt to engage them in the child's education.	Teacher attempts to communicate with families, responds to family initiated contacts, and suggests involvement in the child's education.	Teacher regularly communicates with families, initiates family contacts, and makes an attempt to engage them in the child's education.	Teacher communicates frequently and consistently with the families, engages them in their child's education, and gives timely information about the instructional program.	
D	Contributes to the school district	Teacher refuses to become involved in school and district events/projects as defined in job description.	Teacher attempts to participate in some school and district events/projects as defined in job description.	Teacher participates in school and district events/projects as defined in job description. Teacher supports and cooperates with colleagues and administration.	Teacher makes a substantial contribution to school and district events/projects and assumes a leadership role among the faculty.	

E	Seeks to develop professionally	Teacher does not participate in professional development activities, even when such activities are clearly needed for the development of teaching skills.	Teacher's participation in professional development activities is limited to those that are required and/or convenient.	Teacher seeks opportunities for professional development to enhance content knowledge and teaching strategies, and shares this knowledge.	Teacher seeks opportunities for professional development to enhance content knowledge and teaching strategies and uses this knowledge to provide leadership and impact change.	
F	Embraces a professional image	Teacher displays inappropriate dress, speech, or behavior. Teacher is not involved in the community or in professional organizations.	Teacher demonstrates appropriate dress, speech, and behavior. Teacher attends/participates in community events or professional organizations.	Teacher displays appropriate dress, speech, and behavior. Teacher is an active member of the community and professional events or organizations. Public communications are positive and professional.	Teacher has a leadership role in community and professional organizations. Teacher portrays a positive image and attitude toward teaching and the educational profession both within and outside of the classroom.	

Comments:

1a – Demonstrating Knowledge of Content and Pedagogy

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher makes content errors. <input type="checkbox"/> The teacher does not consider prerequisite relationships when planning. <input type="checkbox"/> The teacher’s plans use inappropriate strategies for the discipline.	<input type="checkbox"/> The teacher’s understanding of the discipline is rudimentary. <input type="checkbox"/> The teacher’s knowledge of prerequisite relationships is inaccurate or incomplete. <input type="checkbox"/> Lesson and unit plans use limited instructional strategies, and some are not suitable to the content.	<input type="checkbox"/> The teacher can identify important concepts of the discipline and their relationships to one another. <input type="checkbox"/> The teacher provides clear explanations of the content. <input type="checkbox"/> The teacher answers students’ questions accurately and provides feedback that furthers their learning. <input type="checkbox"/> Instructional strategies in unit and lesson plans are entirely suitable to the content.	<input type="checkbox"/> The teacher cites intra- and interdisciplinary content relationships. <input type="checkbox"/> The teacher’s plans demonstrate awareness of possible student misconceptions and how they can be addressed. <input type="checkbox"/> The teacher’s plans reflect recent developments in content-related pedagogy.

Comments: [Click here to enter text.](#)

1b – Demonstrating Knowledge of Students

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher does not understand child development characteristics and has unrealistic expectations for students. <input type="checkbox"/> The teacher does not try to ascertain varied ability levels among students in the class. <input type="checkbox"/> The teacher is not aware of students’ interests or cultural heritages. <input type="checkbox"/> The teacher takes no responsibility to learn about students’ medical or learning disabilities.	<input type="checkbox"/> The teacher cites developmental theory but does not seek to integrate it into lesson planning. <input type="checkbox"/> The teacher is aware of the different ability levels in the class but tends to teach to the “whole group.” <input type="checkbox"/> The teacher recognizes that students have different interests and cultural backgrounds but rarely draws on their contributions or differentiates materials to accommodate those differences.	<input type="checkbox"/> The teacher knows, for groups of students, their levels of cognitive development. <input type="checkbox"/> The teacher is aware of the different cultural groups in the class. <input type="checkbox"/> The teacher has a good idea of the range of interests of students in the class. <input type="checkbox"/> The teacher has identified “high,” “medium,” and “low” groups of students within the class.	<input type="checkbox"/> The teacher uses ongoing methods to assess students’ skill levels and designs instruction accordingly. <input type="checkbox"/> The teacher seeks out information from all students about their cultural heritages. <input type="checkbox"/> The teacher maintains a system of updated student records and incorporates medical and/or learning needs into lesson plans.

	<input type="checkbox"/> The teacher is aware of medical issues and learning disabilities with some students but does not seek to understand the implications of that knowledge.	<input type="checkbox"/> The teacher is well informed about students' cultural heritages and incorporates this knowledge in lesson planning. <input type="checkbox"/> The teacher is aware of the special needs represented by students in the class.	
Comments: Click here to enter text.			

1c – Setting Instructional Outcomes

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Outcomes lack rigor. <input type="checkbox"/> Outcomes do not represent important learning in the discipline. <input type="checkbox"/> Outcomes are not clear or are stated as activities. <input type="checkbox"/> Outcomes are not suitable for many students in the class.	<input type="checkbox"/> Outcomes represent a mixture of low expectations and rigor. <input type="checkbox"/> Some outcomes reflect important learning in the discipline. <input type="checkbox"/> Outcomes are suitable for most of the class.	<input type="checkbox"/> Outcomes represent high expectations and rigor. <input type="checkbox"/> Outcomes are related to “big ideas” of the discipline. <input type="checkbox"/> Outcomes are written in terms of what students will learn rather than do. <input type="checkbox"/> Outcomes represent a range of types: factual knowledge, conceptual understanding, reasoning, social interaction, management, and communication. <input type="checkbox"/> Outcomes, differentiated where necessary, are suitable to groups of students in the class.	<input type="checkbox"/> The teacher’s plans reference curricular frameworks or blueprints to ensure accurate sequencing. <input type="checkbox"/> The teacher connects outcomes to previous and future learning. <input type="checkbox"/> Outcomes are differentiated to encourage individual students to take educational risks.
<p>Comments: Click here to enter text.</p>			

1d – Demonstrating Knowledge of Resources

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher uses only district-provided materials, even when more variety would assist some students. <input type="checkbox"/> The teacher does not seek out resources available to expand her own skill. <input type="checkbox"/> Although the teacher is aware of some student needs, he does not inquire about possible resources.	<input type="checkbox"/> The teacher uses materials in the school library but does not search beyond the school for resources. <input type="checkbox"/> The teacher participates in content-area workshops offered by the school but does not pursue other professional development. <input type="checkbox"/> The teacher locates materials and resources for students that are available through the	<input type="checkbox"/> Texts are at varied levels. <input type="checkbox"/> Texts are supplemented by guest speakers and field experiences. <input type="checkbox"/> The teacher facilitates the use of Internet resources. <input type="checkbox"/> Resources are multidisciplinary. <input type="checkbox"/> The teacher expands her knowledge through	<input type="checkbox"/> Texts are matched to student skill level. <input type="checkbox"/> The teacher has ongoing relationships with colleges and universities that support student learning. <input type="checkbox"/> The teacher maintains a log of resources for student reference. <input type="checkbox"/> The teacher pursues apprenticeships to increase discipline knowledge.

	school but does not pursue any other avenues.	professional learning groups and organizations. <input type="checkbox"/> The teacher pursues options offered by universities. <input type="checkbox"/> The teacher provides lists of resources outside the classroom for students to draw on.	<input type="checkbox"/> The teacher facilitates student contact with resources outside the classroom.
Comments: Click here to enter text.			

1e – Designing Coherent Instruction

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Learning activities are boring and/or not well aligned to the instructional goals. <input type="checkbox"/> Materials are not engaging or do not meet instructional outcomes. <input type="checkbox"/> Instructional groups do not support learning. <input type="checkbox"/> Lesson plans are not structured or sequenced and are unrealistic in their expectations.	<input type="checkbox"/> Learning activities are moderately challenging. <input type="checkbox"/> Learning resources are suitable, but there is limited variety. <input type="checkbox"/> Instructional groups are random, or they only partially support objectives. <input type="checkbox"/> Lesson structure is uneven or may be unrealistic about time expectations.	<input type="checkbox"/> Learning activities are matched to instructional outcomes. <input type="checkbox"/> Activities provide opportunity for higher-level thinking. <input type="checkbox"/> The teacher provides a variety of appropriately challenging materials and resources. <input type="checkbox"/> Instructional student groups are organized thoughtfully to maximize learning and build on students' strengths. <input type="checkbox"/> The plan for the lesson or unit is well structured, with reasonable time allocations.	<input type="checkbox"/> Activities permit student choice. <input type="checkbox"/> Learning experiences connect to other disciplines. <input type="checkbox"/> The teacher provides a variety of appropriately challenging resources that are differentiated for students in the class. <input type="checkbox"/> Lesson plans differentiate for individual student needs.
<p>Comments: Click here to enter text.</p>			

1f – Designing Student Assessments

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Assessments do not match instructional outcomes. <input type="checkbox"/> Assessments lack criteria. <input type="checkbox"/> No formative assessments have been designed. <input type="checkbox"/> Assessment results do not affect future plans.	<input type="checkbox"/> Only some of the instructional outcomes are addressed in the planned assessments. <input type="checkbox"/> Assessment criteria are vague. <input type="checkbox"/> Plans refer to the use of formative assessments, but they are not fully developed. <input type="checkbox"/> Assessment results are used to design lesson plans for the whole class, not individual students.	<input type="checkbox"/> All the learning outcomes have a method for assessment. <input type="checkbox"/> Assessment types match learning expectations. <input type="checkbox"/> Plans indicate modified assessments when they are necessary for some students. <input type="checkbox"/> Assessment criteria are clearly written. <input type="checkbox"/> Plans include formative assessments to use during instruction.	<input type="checkbox"/> Assessments provide opportunities for student choice. <input type="checkbox"/> Students participate in designing assessments for their own work. <input type="checkbox"/> Teacher-designed assessments are authentic, with real-world application as appropriate. <input type="checkbox"/> Students develop rubrics according to teacher-specified learning objectives. <input type="checkbox"/> Students are actively involved in collecting information from

		<input type="checkbox"/> Lesson plans indicate possible adjustments based on formative assessment data.	formative assessments and provide input.
Comments: Click here to enter text.			

2a – Establishing a Culture for Learning

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher is disrespectful toward students or insensitive to students’ ages, cultural backgrounds, and developmental levels. <input type="checkbox"/> Students’ body language indicates feelings of hurt, discomfort, or insecurity. <input type="checkbox"/> The teacher displays no familiarity with, or caring about, individual students. <input type="checkbox"/> The teacher disregards disrespectful interactions among students.	<input type="checkbox"/> The quality of interactions between teacher and students, or among students, is uneven, with occasional disrespect or insensitivity. <input type="checkbox"/> The teacher attempts to respond to disrespectful behavior among students, with uneven results. <input type="checkbox"/> The teacher attempts to make connections with individual students, but student reactions indicate that these attempts are not entirely successful.	<input type="checkbox"/> Talk between the teacher and students and among students is uniformly respectful. <input type="checkbox"/> The teacher successfully responds to disrespectful behavior among students. <input type="checkbox"/> Students participate willingly, but may be somewhat hesitant to offer their ideas in front of classmates. <input type="checkbox"/> The teacher makes general connections with individual students. <input type="checkbox"/> Students exhibit respect for the teacher.	<input type="checkbox"/> The teacher demonstrates knowledge and caring about individual students’ lives beyond the class and school. <input type="checkbox"/> There is no disrespectful behavior among students. <input type="checkbox"/> When necessary, students respectfully correct one another. <input type="checkbox"/> Students participate without fear of put-downs or ridicule from either the teacher or other students. <input type="checkbox"/> The teacher respects and encourages students’ efforts.
<p>Comments: Click here to enter text.</p>			

2b – Establishing a Culture for Learning

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher conveys that there is little or no purpose for the work, or that the reasons for doing it are due to external factors. <input type="checkbox"/> The teacher conveys to at least some students that the work is too challenging for them. <input type="checkbox"/> Students exhibit little or no pride in their work. <input type="checkbox"/> Students use language incorrectly; the teacher does not correct them.	<input type="checkbox"/> The teacher’s energy for the work is neutral, neither indicating a high level of commitment nor ascribing the need to do the work to external forces. <input type="checkbox"/> The teacher conveys high expectations for only some students. <input type="checkbox"/> Students exhibit a limited commitment to complete the work on their own; many students indicate that they are looking for an “easy path.”	<input type="checkbox"/> The teacher communicates the importance of the content and the conviction that with hard work all students can master the material. <input type="checkbox"/> The teacher demonstrates a high regard for students’ abilities. <input type="checkbox"/> The teacher conveys an expectation of high levels of student effort. <input type="checkbox"/> Students expend good effort to complete work of high quality.	<input type="checkbox"/> The teacher communicates passion for the subject. <input type="checkbox"/> The teacher conveys the satisfaction that accompanies a deep understanding of complex content. <input type="checkbox"/> Students indicate through their questions and comments a desire to understand the content. <input type="checkbox"/> Students assist their classmates in understanding the content.

	<input type="checkbox"/> The teacher's primary concern appears to be to complete the task at hand. <input type="checkbox"/> The teacher urges, but does not insist, that students use precise language.	<input type="checkbox"/> The teacher insists on precise use of language by students.	<input type="checkbox"/> Students take initiative in improving the quality of their work. <input type="checkbox"/> Students correct one another in their use of language.
Comments: Click here to enter text.			

2c – Managing Classroom Procedures

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Students not working with the teacher are not productively engaged. <input type="checkbox"/> Transitions are disorganized, with much loss of instructional time. <input type="checkbox"/> There do not appear to be any established procedures for distributing and collecting materials. <input type="checkbox"/> A considerable amount of time is spent off task because of unclear procedures.	<input type="checkbox"/> Students not working directly with the teacher are only partially engaged. <input type="checkbox"/> Procedures for transitions seem to have been established, but their operation is not smooth. <input type="checkbox"/> There appear to be established routines for distribution and collection of materials, but students are confused about how to carry them out. <input type="checkbox"/> Classroom routines function unevenly.	<input type="checkbox"/> Students are productively engaged during small-group or independent work. <input type="checkbox"/> Transitions between large- and small-group activities are smooth. <input type="checkbox"/> Routines for distribution and collection of materials and supplies work efficiently. <input type="checkbox"/> Classroom routines function smoothly.	<input type="checkbox"/> With minimal prompting by the teacher, students ensure that their time is used productively. <input type="checkbox"/> Students take initiative in distributing and collecting materials efficiently. <input type="checkbox"/> Students themselves ensure that transitions and other routines are accomplished smoothly.
<p>Comments: Click here to enter text.</p>			

2d – Managing Student Behavior

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The classroom environment is chaotic, with no standards of conduct evident. <input type="checkbox"/> The teacher does not monitor student behavior. <input type="checkbox"/> Some students disrupt the classroom, without apparent teacher awareness or with an ineffective response.	<input type="checkbox"/> The teacher attempts to maintain order in the classroom, referring to classroom rules, but with uneven success. <input type="checkbox"/> The teacher attempts to keep track of student behavior, but with no apparent system. <input type="checkbox"/> The teacher's response to student misbehavior is inconsistent: sometimes harsh, other times lenient.	<input type="checkbox"/> Standards of conduct appear to have been established and implemented successfully. <input type="checkbox"/> Overall, student behavior is generally appropriate. <input type="checkbox"/> The teacher frequently monitors student behavior. <input type="checkbox"/> The teacher's response to student misbehavior is effective.	<input type="checkbox"/> Student behavior is entirely appropriate; any student misbehavior is very minor and swiftly handled. <input type="checkbox"/> The teacher silently and subtly monitors student behavior. <input type="checkbox"/> Students respectfully intervene with classmates at appropriate moments to ensure compliance with standards of conduct.
<p>Comments: Click here to enter text.</p>			

2e – Organizing Physical Space

Unsatisfactory	Basic	Proficient	Distinguished
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<ul style="list-style-type: none"> <input type="checkbox"/> There are physical hazards in the classroom, endangering student safety. <input type="checkbox"/> Many students can't see or hear the teacher or see the board. <input type="checkbox"/> Available technology is not being used even if it is available and its use would enhance the lesson. 	<ul style="list-style-type: none"> <input type="checkbox"/> The physical environment is safe, and most students can see and hear the teacher or see the board. <input type="checkbox"/> The physical environment is not an impediment to learning but does not enhance it. <input type="checkbox"/> The teacher makes limited use of available technology and other resources. 	<ul style="list-style-type: none"> <input type="checkbox"/> The classroom is safe, and all students are able to see and hear the teacher or see the board. <input type="checkbox"/> The classroom is arranged to support the instructional goals and learning activities. <input type="checkbox"/> The teacher makes appropriate use of available technology. 	<ul style="list-style-type: none"> <input type="checkbox"/> Modifications are made to the physical environment to accommodate students with special needs. <input type="checkbox"/> There is total alignment between the learning activities and the physical environment. <input type="checkbox"/> Students take the initiative to adjust the physical environment. <input type="checkbox"/> The teacher and students make extensive and imaginative use of available technology.
<p>Comments: Click here to enter text.</p>			

3a – Communicating with Students

Unsatisfactory	Basic	Proficient	Distinguished
<ul style="list-style-type: none"> <input type="checkbox"/> At no time during the lesson does the teacher convey to students what they will be learning. <input type="checkbox"/> Students indicate through body language or questions that they don't understand the content being presented. <input type="checkbox"/> The teacher makes a serious content error that will affect students' understanding of the lesson. <input type="checkbox"/> Students indicate through their questions that they are confused about the learning task. <input type="checkbox"/> The teacher's communications include errors of vocabulary or 	<ul style="list-style-type: none"> <input type="checkbox"/> The teacher provides little elaboration or explanation about what the students will be learning. <input type="checkbox"/> The teacher's explanation of the content consists of a monologue, with minimal participation or intellectual engagement by students. <input type="checkbox"/> The teacher makes no serious content errors but may make minor ones. <input type="checkbox"/> The teacher's explanations of content are purely procedural, with no indication of how students can think strategically. 	<ul style="list-style-type: none"> <input type="checkbox"/> The teacher states clearly, at some point during the lesson, what the students will be learning. <input type="checkbox"/> The teacher's explanation of content is clear and invites student participation and thinking. <input type="checkbox"/> The teacher makes no content errors. <input type="checkbox"/> The teacher describes specific strategies students might use, inviting students to interpret them in the context of what they're learning. <input type="checkbox"/> Students engage with the learning task, indicating that they understand what they are to do. 	<ul style="list-style-type: none"> <input type="checkbox"/> If asked, students are able to explain what they are learning and where it fits into the larger curriculum context. <input checked="" type="checkbox"/> The teacher explains content clearly and imaginatively, using metaphors and analogies to bring content to life. <input type="checkbox"/> The teacher points out possible areas for misunderstanding. <input type="checkbox"/> The teacher invites students to explain the content to their classmates. <input type="checkbox"/> Students suggest other strategies they might use in approaching a challenge or analysis.

<p>usage or imprecise use of academic language.</p> <p><input type="checkbox"/> The teacher's vocabulary is inappropriate to the age or culture of the students.</p>	<p><input type="checkbox"/> The teacher must clarify the learning task so students can complete it.</p> <p><input type="checkbox"/> The teacher's vocabulary and usage are correct but unimaginative.</p> <p><input type="checkbox"/> When the teacher attempts to explain academic vocabulary, it is only partially successful.</p> <p><input type="checkbox"/> The teacher's vocabulary is too advanced, or too juvenile, for students.</p>	<p><input type="checkbox"/> If appropriate, the teacher models the process to be followed in the task.</p> <p><input type="checkbox"/> The teacher's vocabulary and usage are correct and entirely suited to the lesson, including, where appropriate, explanations of academic vocabulary.</p> <p><input type="checkbox"/> The teacher's vocabulary is appropriate to students' ages and levels of development.</p>	<p><input type="checkbox"/> The teacher uses rich language, offering brief vocabulary lessons where appropriate, both for general vocabulary and for the discipline.</p> <p><input type="checkbox"/> Students use academic language correctly.</p>
<p>Comments: Click here to enter text.</p>			

3b – Using Questioning and Discussion Techniques

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Questions are rapid-fire and convergent, with a single correct answer. <input type="checkbox"/> Questions do not invite student thinking. <input type="checkbox"/> All discussion is between the teacher and students; students are not invited to speak directly to one another. <input type="checkbox"/> The teacher does not ask students to explain their thinking. <input type="checkbox"/> Only a few students dominate the discussion.	<input type="checkbox"/> The teacher frames some questions designed to promote student thinking, but many have a single correct answer, and the teacher calls on students quickly. <input type="checkbox"/> The teacher invites students to respond directly to one another’s ideas, but few students respond. <input type="checkbox"/> The teacher calls on many students, but only a small number actually participate in the discussion. <input type="checkbox"/> The teacher asks students to explain their reasoning, but only some students attempt to do so.	<input type="checkbox"/> The teacher uses open-ended questions, inviting students to think and/or offer multiple possible answers. <input type="checkbox"/> The teacher makes effective use of wait time. <input type="checkbox"/> Discussions enable students to talk to one another without ongoing mediation by the teacher. <input type="checkbox"/> The teacher calls on most students, even those who don’t initially volunteer. <input type="checkbox"/> Many students actively engage in the discussion. <input type="checkbox"/> The teacher asks students to justify their reasoning, and most students attempt to do so.	<input type="checkbox"/> Students initiate higher-order questions. <input type="checkbox"/> The teacher builds on and uses student responses to questions in order to deepen student understanding. <input type="checkbox"/> Students extend the discussion, enriching it. <input type="checkbox"/> Students invite comments from their classmates during a discussion and challenge one another’s thinking. <input type="checkbox"/> Virtually all students are engaged in the discussion.

Comments: [Click here to enter text.](#)

3c – Engaging Students in Learning

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Few students are intellectually engaged in the lesson. <input type="checkbox"/> Learning tasks/activities and materials require only recall or have a single correct response or method. <input type="checkbox"/> Instructional materials used are unsuitable to the lesson and/or the students. <input type="checkbox"/> The lesson drags or is rushed.	<input type="checkbox"/> Some students are intellectually engaged in the lesson. <input type="checkbox"/> Learning tasks are a mix of those requiring thinking and those requiring recall. <input type="checkbox"/> Student engagement with the content is largely passive; the learning consists primarily of facts or procedures. <input type="checkbox"/> Few of the materials and resources require student	<input type="checkbox"/> Most students are intellectually engaged in the lesson. <input type="checkbox"/> Most learning tasks have multiple correct responses or approaches and/or encourage higher-order thinking. <input type="checkbox"/> Students are invited to explain their thinking as part of completing tasks.	<input type="checkbox"/> Virtually all students are intellectually engaged in the lesson. <input type="checkbox"/> Lesson activities require high-level student thinking and explanations of their thinking. <input type="checkbox"/> Students take initiative to adapt the lesson by (1) modifying a learning task to make it more meaningful or relevant to their needs, (2) suggesting modifications to the grouping

	<p>thinking or ask students to explain their thinking.</p> <p><input type="checkbox"/> The pacing of the lesson is uneven—suitable in parts but rushed or dragging in others.</p>	<p><input type="checkbox"/> Materials and resources require intellectual engagement, as appropriate.</p> <p><input type="checkbox"/> The pacing of the lesson provides students the time needed to be intellectually engaged.</p>	<p>patterns used, and/or (3) suggesting modifications or additions to the materials being used.</p> <p><input type="checkbox"/> Students have an opportunity for reflection and closure on the lesson to consolidate their understanding.</p>
<p>Comments: Click here to enter text.</p>			

3d – Using Assessment in Instruction

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher gives no indication of what high-quality work looks like. <input type="checkbox"/> The teacher makes no effort to determine whether students understand the lesson. <input type="checkbox"/> Students receive no feedback, or feedback is global or directed to only one student. <input type="checkbox"/> The teacher does not ask students to evaluate their own or classmates' work. <input type="checkbox"/> The teacher makes no attempt to adjust the lesson in response to student confusion.	<input type="checkbox"/> There is little evidence that the students understand how their work will be evaluated. <input type="checkbox"/> The teacher monitors understanding through a single method, or without eliciting evidence of understanding from students. <input type="checkbox"/> Feedback to students is vague and not oriented toward future improvement of work. <input type="checkbox"/> The teacher makes only minor attempts to engage students in self- or peer assessment. <input type="checkbox"/> The teacher's attempts to adjust the lesson are partially successful.	<input type="checkbox"/> The teacher makes the standards of high-quality work clear to students. <input type="checkbox"/> The teacher elicits evidence of student understanding. <input type="checkbox"/> Students are invited to assess their own work and make improvements; most of them do so. <input type="checkbox"/> Feedback includes specific and timely guidance, at least for groups of students. <input type="checkbox"/> When improvising becomes necessary, the teacher makes adjustments to the lesson.	<input type="checkbox"/> Students indicate that they clearly understand the characteristics of high-quality work, and there is evidence that students have helped establish the evaluation criteria. <input type="checkbox"/> The teacher is constantly "taking the pulse" of the class; monitoring of student understanding is sophisticated and continuous and makes use of strategies to elicit information about individual student understanding. <input type="checkbox"/> Students monitor their own understanding, either on their own initiative or as a result of tasks set by the teacher. <input type="checkbox"/> High-quality feedback comes from many sources, including students; it is specific and focused on improvement. <input type="checkbox"/> The teacher's adjustments to the lesson, when they are needed, are designed to assist individual students.
<p>Comments: Click here to enter text.</p>			

3e – Demonstrating Flexibility and Responsiveness

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher ignores indications of student boredom or lack of understanding. <input type="checkbox"/> The teacher brushes aside students' questions.	<input type="checkbox"/> The teacher makes perfunctory attempts to incorporate students' questions and interests into the lesson.	<input type="checkbox"/> The teacher incorporates students' interests and questions into the heart of the lesson.	<input type="checkbox"/> The teacher seizes on a teachable moment to enhance a lesson. <input type="checkbox"/> The teacher conveys to students that she won't

<ul style="list-style-type: none"> <input type="checkbox"/> The teacher conveys to students that when they have difficulty learning, it is their fault. <input type="checkbox"/> In reflecting on practice, the teacher does not indicate that it is important to reach all students. <input type="checkbox"/> The teacher makes no attempt to adjust the lesson in response to student confusion. 	<ul style="list-style-type: none"> <input type="checkbox"/> The teacher conveys to students a level of responsibility for their learning but also his uncertainty about how to assist them. <input type="checkbox"/> In reflecting on practice, the teacher indicates the desire to reach all students but does not suggest strategies for doing so. <input type="checkbox"/> The teacher's attempts to adjust the lesson are partially successful. 	<ul style="list-style-type: none"> <input type="checkbox"/> The teacher conveys to students that she has other approaches to try when the students experience difficulty. <input type="checkbox"/> In reflecting on practice, the teacher cites multiple approaches undertaken to reach students having difficulty. <input type="checkbox"/> When improvising becomes necessary, the teacher makes adjustments to the lesson. 	<p>consider a lesson "finished" until every student understands and that she has a broad range of approaches to use.</p> <ul style="list-style-type: none"> <input type="checkbox"/> In reflecting on practice, the teacher can cite others in the school and beyond whom he has contacted for assistance in reaching some students. <input type="checkbox"/> The teacher's adjustments to the lesson, when they are needed, are designed to assist individual students.
<p>Comments: Click here to enter text.</p>			

4a – Reflecting on Teaching

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher considers the lesson but draws incorrect conclusions about its effectiveness. <input type="checkbox"/> The teacher makes no suggestions for improvement.	<input type="checkbox"/> The teacher has a general sense of whether or not instructional practices were effective. <input type="checkbox"/> The teacher offers general modifications for future instruction.	<input type="checkbox"/> The teacher accurately assesses the effectiveness of instructional activities used. <input type="checkbox"/> The teacher identifies specific ways in which a lesson might be improved.	<input type="checkbox"/> The teacher’s assessment of the lesson is thoughtful and includes specific indicators of effectiveness. <input type="checkbox"/> The teacher’s suggestions for improvement draw on an extensive repertoire.
<p>Comments: Click here to enter text.</p>			

4b – Maintaining Accurate Records

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> There is no system for either instructional or non-instructional records. <input type="checkbox"/> Record-keeping systems are in disarray and provide incorrect or confusing information.	<input type="checkbox"/> The teacher has a process for recording student work completion. However, it may be out of date or may not permit students to access the information. <input type="checkbox"/> The teacher’s process for tracking student progress is cumbersome to use. <input type="checkbox"/> The teacher has a process for tracking some, but not all, non-instructional information, and it may contain some errors.	<input type="checkbox"/> The teacher’s process for recording completion of student work is efficient and effective; students have access to information about completed and/or missing assignments. <input type="checkbox"/> The teacher has an efficient and effective process for recording student attainment of learning goals; students are able to see how they’re progressing. <input type="checkbox"/> The teacher’s process for recording non-instructional information is both efficient and effective.	<input type="checkbox"/> Students contribute to and maintain records indicating completed and outstanding work assignments. <input type="checkbox"/> Students contribute to and maintain data files indicating their own progress in learning. <input type="checkbox"/> Students contribute to maintaining non-instructional records for the class.
<p>Comments: Click here to enter text.</p>			

4c – Communicating with Families

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> Little or no information regarding the instructional program is available to parents.	<input type="checkbox"/> School- or district-created materials about the instructional program are sent home.	<input type="checkbox"/> The teacher regularly makes information about the instructional program available.	<input type="checkbox"/> Students regularly develop materials to inform their families about the instructional program.

<input type="checkbox"/> Families are unaware of their children's progress. <input type="checkbox"/> Family engagement activities are lacking. <input type="checkbox"/> There is some culturally inappropriate communication.	<input type="checkbox"/> The teacher sends home infrequent or incomplete information about the instructional program. <input type="checkbox"/> The teacher maintains a school-required gradebook but does little else to inform families about student progress. <input type="checkbox"/> Some of the teacher's communications are inappropriate to families' cultural norms.	<input type="checkbox"/> The teacher regularly sends home information about student progress. <input type="checkbox"/> The teacher develops activities designed to engage families successfully and appropriately in their children's learning. <input type="checkbox"/> Most of the teacher's communications are appropriate to families' cultural norms.	<input type="checkbox"/> Students maintain accurate records about their individual learning progress and frequently share this information with families. <input type="checkbox"/> Students contribute to regular and ongoing projects designed to engage families in the learning process. <input type="checkbox"/> All of the teacher's communications are highly sensitive to families' cultural norms.
<p>Comments: Click here to enter text.</p>			

4d – Participating in a Professional Community

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher’s relationships with colleagues are characterized by negativity or combativeness. <input type="checkbox"/> The teacher purposefully avoids contributing to activities promoting professional inquiry. <input type="checkbox"/> The teacher avoids involvement in school activities and district and community projects.	<input type="checkbox"/> The teacher has cordial relationships with colleagues. <input type="checkbox"/> When invited, the teacher participates in activities related to professional inquiry. <input type="checkbox"/> When asked, the teacher participates in school activities, as well as district and community projects.	<input type="checkbox"/> The teacher has supportive and collaborative relationships with colleagues. <input type="checkbox"/> The teacher regularly participates in activities related to professional inquiry. <input type="checkbox"/> The teacher frequently volunteers to participate in school events and school district and community projects.	<input type="checkbox"/> The teacher takes a leadership role in promoting activities related to professional inquiry. <input type="checkbox"/> The teacher regularly contributes to and leads events that positively impact school life. <input type="checkbox"/> The teacher regularly contributes to and leads significant district and community projects.
<p>Comments: Click here to enter text.</p>			

4e – Growing and Developing Professionally

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher is not involved in any activity that might enhance knowledge or skill. <input type="checkbox"/> The teacher purposefully resists discussing performance with supervisors or colleagues. <input type="checkbox"/> The teacher ignores invitations to join professional organizations or attend conferences.	<input type="checkbox"/> The teacher participates in professional activities when they are required or provided by the district. <input type="checkbox"/> The teacher reluctantly accepts feedback from supervisors and colleagues. <input type="checkbox"/> The teacher contributes in a limited fashion to professional organizations.	<input type="checkbox"/> The teacher seeks regular opportunities for continued professional development. <input type="checkbox"/> The teacher welcomes colleagues and supervisors into the classroom for the purposes of gaining insight from their feedback. <input type="checkbox"/> The teacher actively participates in organizations designed to contribute to the profession.	<input type="checkbox"/> The teacher seeks regular opportunities for continued professional development, including initiating action research. <input type="checkbox"/> The teacher actively seeks feedback from supervisors and colleagues. <input type="checkbox"/> The teacher takes an active leadership role in professional organizations in order to contribute to the profession.
<p>Comments: Click here to enter text.</p>			

4f – Showing Professionalism

Unsatisfactory	Basic	Proficient	Distinguished
<input type="checkbox"/> The teacher is dishonest.	<input type="checkbox"/> The teacher is honest.	<input type="checkbox"/> The teacher is honest and known for having high standards of integrity.	<input type="checkbox"/> The teacher is considered a leader in terms of honesty, integrity, and confidentiality.

<ul style="list-style-type: none"> <input type="checkbox"/> The teacher does not notice the needs of students. <input type="checkbox"/> The teacher engages in practices that are self-serving. <input type="checkbox"/> The teacher willfully rejects district regulations. 	<ul style="list-style-type: none"> <input type="checkbox"/> The teacher notices the needs of students but is inconsistent in addressing them. <input type="checkbox"/> The teacher does not notice that some school practices result in poor conditions for students. <input type="checkbox"/> The teacher makes decisions professionally but on a limited basis. <input type="checkbox"/> The teacher complies with district regulations. 	<ul style="list-style-type: none"> <input type="checkbox"/> The teacher actively addresses student needs. <input type="checkbox"/> The teacher actively works to provide opportunities for student success. <input type="checkbox"/> The teacher willingly participates in team and departmental decision making. <input type="checkbox"/> The teacher complies completely with district regulations. 	<ul style="list-style-type: none"> <input type="checkbox"/> The teacher is highly proactive in serving students. <input type="checkbox"/> The teacher makes a concerted effort to ensure opportunities are available for all students to be successful. <input type="checkbox"/> The teacher takes a leadership role in team and departmental decision making. <input type="checkbox"/> The teacher takes a leadership role regarding district regulations.
<p>Comments: Click here to enter text.</p>			

Summary of Professional Growth Review

Evaluator Summary Statement (summary of formal and informal observations performed throughout the year):

*Attached to annual review and evaluation are Professional Rating form and Student Growth Rating documentation.

Overall Proficiency Practice Rating:

~~Distinguished (3.5-4.0)~~

~~Proficient (2.50-3.49)~~

~~Basic (1.50-2.49)~~

~~Unsatisfactory (1.00-1.49)~~

Overall Student Growth Rating:

~~High Growth~~

~~Expected Growth~~

~~Low Growth~~

Overall Teacher Proficiency Rating:

~~Exceeds Expectations~~

~~Meets Expectations~~

~~Below Expectations~~

Directions: Using the scoring matrix below, classify overall teacher performance by combining the professional practice rating and student growth rating into an overall performance rating of Exceeds Expectations, Meets Expectations or Below Expectations.

		PROFESSIONAL PRACTICE			
		UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
STUDENT GROWTH	HIGH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EXPECTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	EXCEEDS EXPECTATIONS		
		<input type="checkbox"/>	MEETS EXPECTATIONS		
		<input type="checkbox"/>	BELOW EXPECTATIONS		

Areas of Commendation:

Areas of Improvement:

Recommendation (X) :-

- Recommended for continued employment
- Recommended for continued employment with conditions
- Not recommended for continued employment

EVALUATOR RECOMMENDATION

Based on the evidence gathered throughout the evaluation cycle, the teacher's performance will result in the development of a:

PROFESSIONAL GROWTH PLAN	PLAN OF ASSISTANCE	Not Recommended for Continued Employment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURES

The signature of the employee shall not imply that the employee agrees with evaluation, but merely indicates that the evaluation has been discussed.

We have discussed the evaluation.

Evaluator: _____ Date: _____

Employee: _____ Date: _____

~~I certify that I have read and discussed this report with the teacher.~~

Evaluator: _____ Date: _____

Signing shall not imply agreement by the teacher to the evaluation, but merely indicates that a conference was held and the above evaluation report was discussed.

Teacher: _____ Date: _____

Teacher comment attached

The teacher has the right to provide a written response within 48 hours should he or she disagree with any material contained herein. This response will be attached to the original copy of the evaluation and will be placed in the official personnel file.

Revised on: January 12, 2015

Revised on May 10, 2017

Garretson School District 49-4

"Growing Our Future - Every Child, Every Day"

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(605) 594-3451
Fax (605) 594-3443
www.garretson.k12.sd.us

Guy Johnson, *Superintendent*
Jacob Schweitzer, *Business Manager*
Katie Hoekman, *Elementary Principal*
Chris McGregor, *HS/MS Principal*
Kayli Coburn, *Special Education Dir.*

Elementary Principal School Board Update April 10, 2023

1. **State Assessments begin this week for 3-5. Ms. Waldner's students created some encouragement notes for our students.**
2. **Handbook review - Teachers will be meeting to discuss possible changes to the handbook. There are a lot of language pieces that just need to be updated or cleaned up for clarification.**
3. **Field Trip Season is in full swing!**

Curriculum Director Update

1. **K-2 ELA Curriculum - Agreed on a curriculum to meet our needs and submitted the proposal and purchase information to Mr. Johnson.**
2. **TSI funds - Amendment submitted to utilize the rest of the funds to purchase IXL for remediation help for students. April 25 staff have a training for the Math Intervention Curriculum that was purchased with this fund.**
3. **Goal for the rest of this year and heading into next year will be to review the Curriculum Surveys sent in the beginning of this year to staff and begin the process of creating a curriculum cycle for all areas K-12.**

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Kayli Coburn, *Special Education Dir.*
Kevin Steckler, *Athletic Director*

Principal's Report – Mr. McGregor

4-10-23

****Smarter Balanced Testing* is underway for MS and HS. We should be totally done by the end of the month before the window closes on May 5th.**

****Academic Awards Night Banquet – May 4th @ 7:00pm***

****State FFA Convention – April 16-18 @ Brookings***

**Garretson School District 49-4
Executive Summary
Certified Staff Contract Recommendation**

Purpose:
To Recommend renewal of certified staff contracts.

Explanation:

**Contact: Guy Johnson
Phone: 594-3451**

Teachers and other certified staff members have a contract that is governed by the Professional Agreement between the Board of Education and the Garretson Teacher’s Association. Individual contracts are issued based on their position and extra duties, as required by the professional agreement. The following staff are recommended for contract renewal.

Ageson, Denyelle	Etrheim, Elizabeth	Lundberg, Janie	Sittig, Nick
Anderson, Stacey	Gnadt, Julie	Macziewski, Kim	Stoterau, Lauren
Bly, Angela	Granberg, Lynsay	McGee, Darcy	Terwee, Andrew
Bohl, Jason	Heumiller, Jacob	Mudder, David	Thompson, Amy (0.75 FTE)
Brown, Erika	Hoefert-Veldhuisen, Alyxa	Nelson, Amanda	Waldner, Marissa
Buchholz, Kelsey	Hughes, Tim	Nelson, Anna	Whalen, Jillian
Coburn, Kayli	Kientopf, Alysha	Pliska, Michelle	Williamson, Amber
Danforth, Lisa	Lentz, Jeena	Schoenfish, Sherri	Zell, Mallory
Dauwen, Teddy	Liester, Jacki	Schroeder, Amber	

Recommendation:

A motion to renew the above contracts, and authorize the district to issue contracts at the earliest practicable time.

Garretson School District 49-4
Executive Summary
Administrative Contract Recommendation

Purpose:

To Recommend extension / renewal of administrator contracts.

Explanation:

Contact: Guy Johnson
Phone: 594-3451

The district has a number of administrators on different kinds of contracts. Those who serve in a capacity as a teacher are subject to the rules associated with certified teaching staff.

The superintendent and Principals are on a two-year rolling contract, while the Technology Administrator and Business Manager are on one year contracts. Activities Director will be a 0.43 FTE administrative contract.

Recommendation:

Superintendent Guy Johnson, Principal Katie Hoekman and Principal Chris McGregor's contracts be extended by one year (23-24 and 24-25), and that contracts for Technology Administrator Matt Schrank, Business Manager Jacob Schweitzer be renewed. Issue a 0.43 FTE contract to Kevin Steckler as the Activities Director, with terms for all contracts to be determined at a later date.