Meeting Agenda SOUTH DAKOTA BOARD OF BARBER EXAMINERS

via Microsoft Teams

or Call: +1 605.679.7263, ID: 704 686 523#

June 30, 2022, 3:30 p.m. CDT

A=Action
D=Discussion
I=Information

- A. Call to Order
- B. Roll Call
- C. **A** Approval of Meeting Minutes March 21, 2022
- D. **I** Treasurer's Report
- E. Public Comment
- F. **A** Approval of Application a. School License Renewal – SD Barber College – Rapid City
- G. **D** Rule Revisions
- H. Other Business
- I. I Meeting & Exam Calendar
- J. **A** Adjourn 4:30 p.m. CDT

Meeting Minutes SOUTH DAKOTA BOARD OF BARBER EXAMINERS

March 21, 2022 1601 Cambell St. Ste 1, Rapid City, South Dakota

The South Dakota Board of Barber Examiners met on Monday, March 21, 2022, at the South Dakota Barber College for the purpose of administering state board examinations. The meeting was called to order at 9:15 a.m. MDT by President Fox. Roll call was taken by Secretary McGuire with the following individuals present:

Members Present: Jesse Fox, President

James McGuire, Secretary-Treasurer

Kristy Wright

Members Absent: Alex Jensen

Others Present: Four Applicants Taking Exams

Four Applicants' Models

Bradi Stampe, Executive Director

Fox made a motion to approve the meeting minutes from March 8, 2022. McGuire seconded the motion. **MOTION PASSED.**

McGuire made a motion to go into Executive Session to conduct state board exams. Wright seconded the motion. **MOTION PASSED**.

The examinations were completed at 12:15 p.m. and Executive Session was ended.

Fox made a motion to adjourn. Wright seconded the motion. MOTION PASSED.

The meeting adjourned at 12:22 p.m. MDT.

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CASH CENTER BALANCES
AS OF: 05/31/2022

AGENCY: 10 LABOR & REGULATION

BUDGET UNIT: 1032 BOARD OF BARBER EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1032000618	04 1140000	23,185.95	DR	BOARD OF BARBER EXAMINERS
COMPANY/S	OURCE TOTAL	6503 618	23,185.95	DR *	
COMP/BUDG	UNIT TOTAL	6503 1032	23,185.95	DR **	
BUDGET UN	IT TOTAL	1032	23,185.95	DR ***	

For office use only:	License number:					
	Date processed:		Date expires:			
Board of Barber Examiners						
500 E Capitol Ave	COUTH DAKOTA BOADI	OF DADDED I	EVAMINEDO			
Pierre SD 57501	SOUTH DAKOTA BOARI					
605/773-6193						
Instructions						
Please print or type. All areas should be	a completed If not applicable print NA	Information may be	listed on a sonarate sheet and			
attached. Attach a non-refundable Scho						
each year. The renewal form and fee s	hourd be submitted at least one month	before the expirati	on date.			
1. TYPE OF LICENSE RENE	WING					
Barber School M						
2. SCHOOL INFORMATION						
School Name: South Dokora	· Bor by lokene					
Current On-site Director:						
School Address: 1601. Cambe						
City/State/Zip Rapid CIG	50 07701					
Telephone (605) 711-0167	Fax:	Email: Donnie	acolber br collers co			
Programs Offered:	Barber YES NO	Number of clock				
800 in & MACRON broken	Cross-over YES NO	Number of clock	hours Zoo			
	V					
Are the courses in clock or credit hours?		t hours, attach the co	nversion.			
Days/Times Open: Attach a separate sh						
Days and Times of Theory Classes: Att		n				
Days and Times of Clinic: Attach a sep-	arate sheet with this information					
What months are programs started?	cond hesday of mor	nta				
Current Enrollment in Barber P	Program: Cross-over	Program: 6	1			
Approximate Square Footage of school	physical premises: 4400	0				
	•					
3. SCHOOL OWNER INFORM	MATION					
Ownership (check one): Welle Pr	roprietorship 🗶 Partnership	Corpora	tion [
List the name and address of each indivi						
Owner Name	Owner Residence Address/0		Telephone Number			
Donnie Valderrama	The international and the international and in the international and international a	INTERNATION OF THE PROPERTY OF	A NATIONAL PROPERTY OF THE PRO			
If a corporation or partnership, lis	at the name and address of the prin	cipal place of bus	siness of the partnership			
or corporation.	tine manne and address of the prin	respons process or our	mess of the partitions			
or corporation.						
If the corporation has a registered	agent in South Dakota authorized	d to accept legal s	ervice. list the name and			
address of the agent.	ATTACKY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	with the desire	av daviv			
address of the agent.	MARINE AND	AND REAL PROPERTY OF THE PARTY	History III			
4. INSTRUCTOR(S) AND QU.	ALIFICATIONS - ATTACH a list	of all instructors In	clude their names license			
numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota barber instructor license and a current barber certificate. There must be one (1) instructor for every 15 students or a fraction						
thereof. IF THIS LIST CHANGES, TH		NEW INSTRUCTO	NAIVIE TO THE BAKBER			
BOARD OFFICE TO ADD TO THIS F		-1-16-11-11	. 1)			
5. REQUIRED ATTACHMEN	15 – the following need to be atta	ached. (single-side	ea)			

JUN 0 2 2022 JUN 2 1 2022

List of required and non-required equipment (ARSD 20:39)				
School's current catalog				
List of textbook(s) and workbook(s) used				
School advertising brochures and website address				
School rules and regulations				
Student policies and procedures				
Explanation of procedure to track student hours				
Explanation of procedure to track student nours Explanation of how student records are kept and stored				
Schedule of days and times open, showing theory and practical times, holidays closed				
Listing of proposed field trips on board form				
Listing of substitute instructors and guest demonstrators				
List any changes made since the last renewal application				
and the state of t				
6. AGREEMENT AND SIGNATURE				
It is understood and agreed that any license granted is not transferable to another person, partnership, or				
It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a				
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School Renewal Form 5/2020

JoAnn Robbins

Barber Instructor License: BI-14903-2021 Barber License: BL-14751-2021 6/30/2021

Donnie Valderrama

Barber Instructor License: BI-14767-2020 (No EXP date)

Barber License: BL-14311-2021 6/30/2021

Chevy Check

Barber Instructor License BI- 15424-2022

Barber License: BL-15296-2022

Samantha Zapata

Barber Instructor License BI 15300-2022

Barber License: BL-15278-2022

Lucas Mehmen

Barber Instructor License BI 15301-2022

Barber License: BL -15292

- List of required and non-required equipment: SEE attached sheet
- Catalog: SEE Catalog
- Textbook:Milady Standard Barbering ISBN: 978-1-305-10055-8
- Workbook: Milady Standard Barbering ISBN: 978-1-305-10066-4
- School Brochures: N/A
- Website: www.sdbarbercollege.com
- School Rules/Regulations/Policies/Procedures: SEE Catalog and attached Grievance Policy
- Procedure of Student Hours: Digital Thumbprint clock-in system converted to student hours spreadsheet
- Student Records: Kept on file and stored in locked office
- Schedule: SEE attached school schedule
- Holidays: SEE catalog
- Proposed Field Trips: None scheduled at this time.
- Substitute Instructors: Curtis Green

List of required and non-required equipment (ARSD 20:39)

20:39:03:02 Equipment Requirements

- (1) Whiteboard in lecture room
- (2) Enlarged anatomical charts: skin, skeletal, muscle, hair, head
- (3) 8 total handwashing sinks available on campus 4 shampoo bowls
- (4) 15 barber chairs
- (5) Biometric digital time clock



GRIEVANCE PROCEDURE

In accordance with the South Dakota Barber College (SDBC) mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for SDBC. The following procedure outlines the specific steps of the complaint process.

- 1. The student should register the complaint in writing on the designated form provided by SDBC within 60 days of the date that the act which is subject of the grievance occurred.
- 2. The complaint form will be given to the school Director.
- 3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- 4. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
- 5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- 6. In case of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify with recommendations of the committee.
- 7. Students must exhaust SDBC's internal complaint process before submitting the complaint to any of the school's accrediting, regulatory, or partnership agencies.

	STUDENT GRIEVAN	CE FORM	
Student Name:	St	udent ID#	<u>kontralina kan en disebbasa y</u> ek ebeni <u>din je emili je bi kan di</u> po
Address:		City:	State:
Cell Phone:	Home Phone:	Work Phone:	
Date the event occurred:		Today's Date:	
Please provide a one or tv	vo sentence description of your complai	nt.	
2) Please describe the nature was involved. If additional space	of your complaint in full detail indicat pace is needed, use the reverse side or a	ing what happened, when the ttach an additional piece of pa	event occurred and who per.
3) Indicate when and with w toward resolution.	hom you have already spoken regarding	ng this grievance and what a	ttempts have been made
4) Indicate what specific reso	lution you are seeking or recommendin	~	
1) marcate what specific reso	iution you are seeking or recommending	5.	
			1
I certify that the statements	made pertaining to my complaint are	truthful and accurate	
•	, , , , , , , , , , , , , , , , , , , ,		
•			
Signature of Complainant	Date	Printed	Name of Student

SCHOOL SCHEDULE

4:30 PM 4:30 PM 4:30 PM 5:00 PM		12:30 PM 1:00 PM 1:30 PM		10:30 AM 10:30 AM 10:30 AM	9:30 AM 9:30 AM 10:00 AM	8:30 AM 9:00 AM
CTOSED CTOSED CTOSED CTOSED	CTOSED	CTOSED CTOSED	CLOSED	CLOSED CLOSED CLOSED	CTOSED CTOSED CTOSED	MONDAY CLOSED CLOSED
DOORS CLOSE CLEAN UP/REVIEW/PRACTICAL CLOCK OUT	EVEN # 10 MIN BREAK	HONDT NIW 0E # 000	ODD # 10 MIN BREAK	CROSSOVER PRACTICAL 10:30-4:30 EVEN # 10 MIN BREAK	CROSSOVER THEORY 9: 30-10:30 BARBER PRACTICAL 9: 30-4:30 DOORS OPEN	TUESDAY BARBER THEORY 8:30-9
DOORS CLOSE CLEAN UP/REVIEW/PRACTICAL CLOCK OUT CLOCK OUT CLOCK OUT	EVEN # 10 MIN BREAK	ODD # 30 MIN LUNCH ODD # ODD # ODD ODD # ODD # ODD	ODD # 10 MIN BREAK ODD # 10 MIN BREAK ODD # 10 MIN BREAK EVEN # 30 MIN LUNCH EVEN # 30 MIN LUNCH EVEN # 30 MIN LUNCH	CROSSOVER PRACTICAL 10:30-4:30 EVEN # 10 MIN BREAK	CROSSOVER THEORY 9: 30-10:30 BARBER PRACTICAL 9: 30-4:30 DOORS OPEN	TUESDAY WEDNESDAY THURSDAY BARBER THEORY 8:30-9: BARBER THEORY 8:30-9: 30 30
DOÓRS CLOSE CLEAN UP/REVIEW/PRACTICAL CLOCK OUT	EVEN # 10 MIN BREAK	ODD #30 MIN LUNCH	MIN LUNCH EVEN #30 MIN LUNCH EVEN #30 MIN	CROSSOVER PRACTICAL 10:30-4:30 EVEN # 10 MIN BREAK	CROSSOVER THEORY 9: 30-10:30 BARBER PRACTICAL 9: 30-4:30 DOORS OPEN	THURSDAY BARBER THEORY 8:30-9
DOORS CLOSE CLEAN UP/REVIEW/PRACTICAL	EVEN # 10 MIN BREAK EVEN # 10 MIN BREAK ODD # 10 MIN BREAK ODD # 10 MIN BREAK	ODD # 30 MIN LUNCH	<u> </u>	EVEN #10 MIN BREAK	BARBER PRACTICAL 9: 30-4:30 DOORS OPEN	FRIDA) BARBER THEOR 30
CLOSED CLOSED CLOSED CLOSE CLOSED CLOSE CLOSED CLOSE CLOSED CLOCK OUT CLOSED	EVEN # 10 MIN BREAK	ODD #30 MIN LUNCH ODD #30 MIN LUNCH	WEAK ODD # 10 MIN BREAK UNCH EVEN # 30 MIN LUNCH	EVEN # 10 MIN BREAK EVEN # 10 MIN BREAK		Y 8:30-9: ALL STUDENTS PRACTICAL FULL DAY DOORS OPEN
CTOSED CTOSED CTOSED	CLOSED CLOSED	CLOSED CLOSED CLOSED	CLOSED	CLOSED	CLOSED	SUNDAY CLOSED CLOSED

2022 CALENDAR

BOARD OF BARBER EXAMINERS State Board Examinations & Regular Commission Meetings

June	27	Monday	Board Meeting (video conference)	9:00 am CT
July	11	Monday	State Board Practical Exams	Rapid City
July	14	Thursday	State Board Theory Exams	Pierre
August	17	Wednesday	Board Meeting (video conference)	9:00 am CT
September	26	Monday	State Board Practical Exams	Rapid City
September	29	Thursday	State Board Theory Exams	Pierre
December	05	Monday	State Board Practical Exams	Rapid City
December	08	Thursday	State Board Theory Exams	Pierre
December	21	Wednesday	Board Meeting (video conference)	9:00 am CT

Note: Calendar is subject to change throughout the year