Meeting Agenda
SOUTH DAKOTA BOARD OF BARBER EXAMINERS
Missouri River Plaza, Sharpe Conference Room
123 W Missouri Ave, Pierre, South Dakota
June 28, 2021 10:00 am CDT

To join the meeting via conference call:
Dial: 1 605-679-7263,, Conference ID: 230 349 173#

A=Action
D=Discussion
I=Information

A. 10:00 am -- Call Meeting to Order.......................... President --Vacant
B. Roll Call .......................................................... Kristy Wright, Secretary-Treasurer
C. A - Approval of Agenda........................................ President
D. A - Election of officers.........................................
E. A - March 29, 2021 Meeting Minutes......................... Secretary-Treasurer
F. D - Introduction of New Staff and Newly Appointed Board Member
   • Teresa Diederich, Executive Director
   • Deborah Jensen, Program Assistant 1
   • Jessica Doorn, Senior Secretary
   • James McGuire Newly Appointed Board Member
G. I - Treasurer's Report......................................... Secretary-Treasurer
H. Open for Public Comment
I. I- Executive Directors Report
   1. NIC Scholarship
   2. Complaints
   3. Renewal Update
J. I - Meeting & Exam Calendar
   1. Barber Theory
      Thursday, July 29, 2021 – Barber Board Office in Pierre
   2. Barber Practical
      Monday August 2, 2021 – Practical Exam Testing in Rapid City/ South Dakota
      Barber College
K. **D** - Board Policy Regarding **SDCL 36-14-28**, Future Board Meeting Dates & Other Goals of The Board

L. **A** - South Dakota Barber College School License Renewal Application

M. Other Business

N. **A** - Adjourn--12:00 Noon
Meeting Minutes
SOUTH DAKOTA BOARD OF BARBER EXAMINERS
1601 Cambell St. Suite 1, Rapid City, South Dakota
March 29, 2021

The South Dakota Board of Barber Examiners met on Monday, March 29, 2021, at the South Dakota Barber College located at 1601 Cambell St., Suite 1, Rapid City, South Dakota for the purpose of administering State Board examinations. The meeting was called to order at 9:00 am MDT by President Darrell Deheer. Roll call was taken by Secretary Kristy Wright with the following individuals present.

Members Present: Darrell Deheer, President
Kristie Wright, Secretary-Treasurer
Randy Scott

Members Absent: Alex Jensen

Others Present: Ten Applicants Taking Exams
Kate Boyd, Executive Director
Teresa Diederich, Program Assistant

Randy Scott made a motion to go into Executive Session to conduct State Board exams. Darrell Deheer seconded the motion. MOTION PASSED.

The examinations were completed at 12:05 pm and Executive Session ended.

Randy Scott made a motion to adjourn. Darrell Deheer seconded the motion. MOTION PASSED.

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Kristy Wright, Secretary-Treasurer
Board of Barber Examiners
<table>
<thead>
<tr>
<th>DATE</th>
<th>06/26/2021</th>
<th>PAY DAYS REMAINING:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTER</td>
<td>10200</td>
<td>FTP YEAR REMAINING:</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY YEAR REMAINING:</td>
<td>0.59</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AVAILABLE RANGES</td>
<td></td>
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<tr>
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<td></td>
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</tbody>
</table>
AURIE J. GOSNELL SCHOLARSHIP
APPLICATION FORM
Application period: March 1 to May 31, 2021

Four scholarships are awarded each year. To apply for a $1,250 Aurie J. Gosnell Scholarship, for study and training in the cosmetology field, complete and mail (no faxes or emails) the application to the address below. Be sure to also include:

1. Three letters of personal reference – the letters must be signed.
2. Personal essay (at least 250 words, typed) signed by the applicant detailing why you want to be a licensee in the cosmetology (cosmetologist, esthetician or nail technician) or barbering field, what influences have brought you to this conclusion and your future professional goals. Also include how long you have been considering a career in this field, why you feel you deserve a scholarship and how will being in the cosmetology or barbering field give back to your community.
3. Signed copy of the Scholarship rules (attached)
4. The application consists of four parts as follows: the completed application form, a signed copy of the rules, a personal essay signed by the applicant and 3 letters of personal references. All documents must be written in English and mailed (POSTMARKED) on or before May 31, 2021. (You are required to submit one original and four copies of each document or your application will NOT be considered.)

PERSONAL INFORMATION: (illegible or incomplete applications will NOT be accepted)

Name: ___________________________ ___________________________ ___________________________

Address: ____________________________________________________________

City: ___________________________ State: __________ Zip: __________

Daytime Phone: ___________________________ Email: ___________________________

Are you currently enrolled in a training program. ____ (yes); ____ (no)

Identify Training Program (Cosmetology, Barber, Esthetics, Nail Technology): ___________________________

School you attend or plan to attend:

School Address: ____________________________________________________________

City: ___________________________ State: __________ Zip: __________ Phone #: ___________________________

Anticipated graduation date from school stated above (mo/yea): ___________________________

I declare that the statements made in this application and all accompanying materials are true and complete to the best of my knowledge and belief. I understand that in the event any information is found to be intentionally falsified by me or other contributors that I will be immediately disqualified from consideration for the scholarship. I certify that I have read and understand the attached eligibility requirements and rules for administration of this scholarship.

Applicant Signature ___________________________ Date ___________________________

7632 Briarwood Circle  Little Rock, AR 72205  501-237-8262  www.nicnc.org
The application, which includes the application form (completed & signed), a signed copy of the scholarship rules, a personal essay signed by the applicant, and three signed letters of personal references must be mailed to the office of NIC at 7622 Briarwood Circle, Little Rock, AR 72205, and must be POSTMARKED on or before May 31, 2021. All documentation must be written in English. Illegible or incomplete applications will NOT be considered. Due to the expected large number of applications, NIC is unable to send out a receipt confirmation or denial letters.

Applications will be reviewed by a committee appointed by the President of NIC. Four applicants will be selected as candidates for the scholarships. Notice of eligibility for the Scholarships will be mailed to each candidate on or about July 31, 2021. All scholarships are funded and administered by NIC. All scholarship awards are final.

- Applicant must submit one original and four copies of the following:
  
  (a) completed & signed application form;
  (b) a signed copy of this document (Scholarship Rules);
  (c) a personal essay signed by the applicant, and
  (d) 3 personal references (a letter of personal reference, from 3 different individuals.) Each letter must be signed by the individual writing the letter. DO NOT send additional personal references as additional references WILL NOT be considered.

NOTE: The applicant is required to submit one (1) original & four (4) copies of each document noted above (items a through d) or your application will not be considered. The applicant is to assemble (collate) the application in the order noted above (items a through d) and staple the documents together in the upper-left hand corner. Once assembled (collated) the applicant must submit the original application & four (4) copies. If the applicant does not explicitly follow these instructions then the applicant’s application may not make it through the screening process which means the applicant’s application will not be sent to the evaluation committee for consideration.

- A scholarship will only be awarded to a candidate who is currently enrolled or eligible to enroll as a full-time student, under the laws and regulations of the state where the candidate resides, in a program leading to licensure as a cosmetologist, esthetician, barber or nail technologist. A minimum of 30 hours per week is required to qualify as a full-time student.

- If the candidate is not currently enrolled in school in a program leading to licensure as a cosmetologist, esthetician, barber or nail technologist, then the candidate’s eligibility for the scholarship will be null and void unless the candidate registers as a full-time student in a school within 6 months from the date notice of eligibility is given to the candidate. A minimum of 30 hours per week is required to qualify as a full-time student.

- Awarded scholarship shall not exceed the cost of the tuition for the training program.

- Payment of the scholarship will be made directly to the school chosen by the candidate upon completion of 50% of the training program.

- Any recipient of a scholarship who fails to complete the training program shall be required to pay back the scholarship to NIC.

I certify that I have read, understand and will comply with the above-stated rules.

Applicant Signature ___________________________________ Date ____________________

36-14-28. Inspection before issuance of shop license—Fee.

No shop license may be issued to any person for any new shop wanting to commence operation, or for any shop changing hands, or changing location, until the shop has passed an inspection of the premises and equipment. The inspection shall be made by the Board of Barber Examiners pursuant to the rules promulgated by the board pursuant to chapter 1-26. The fee for the original inspection may not exceed one hundred twenty-five dollars, as established by the board by rule promulgated pursuant to chapter 1-26, and shall be submitted along with the application for license and license fee.
SOUTH DAKOTA BOARD OF BARBER EXAMINERS
SCHOOL LICENSE RENEWAL FORM

Instructions
Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of $150.00 for one (1) school license renewal. The expiration date is June 30 each year. The renewal form and fee should be submitted at least one month before the expiration date.

1. TYPE OF LICENSE RENEWING
Barber School ☑

2. SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>Program Offered</th>
<th>Barber</th>
<th>Cross-over</th>
<th>Barber</th>
<th>Cross-over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: 605-777-0147</td>
<td>YES</td>
<td>NO</td>
<td>Telephone: 605-777-0147</td>
<td>YES</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td></td>
<td>Email: <a href="mailto:contact@sdbarbercollege.com">contact@sdbarbercollege.com</a></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Rapid City, SD 57701</td>
<td>Rapid City, SD 57701</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are the courses in clock or credit hours? CLOCK ☑ CREDIT □ If in credit hours, attach the conversion.

Days/Times of Clinic: Attach a separate sheet with this information

What months are programs started? Flexible

Current Enrollment in: Barber Program: 11 Cross-over Program: 11

Approximate Square Footage of school physical premises: 44100

3. SCHOOL OWNER INFORMATION
Single member LLC

<table>
<thead>
<tr>
<th>Ownership (check one):</th>
<th>Sole Proprietorship ☐</th>
<th>Partnership ☐</th>
<th>Corporation ☐</th>
</tr>
</thead>
</table>
List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Owner Residence Address/City/State/Zip</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donnie Valderrama</td>
<td>6547 Alberta St, Rapid City, SD 57703</td>
<td>605-254-5177</td>
</tr>
</tbody>
</table>

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation.

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent.

<table>
<thead>
<tr>
<th>Agent Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donnie Valderrama</td>
<td>6547 Alberta St, Rapid City, SD 57703</td>
</tr>
</tbody>
</table>

4. INSTRUCTOR(S) AND QUALIFICATIONS – ATTACH a list of all instructors. Include 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, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE BARBER BOARD OFFICE TO ADD TO THIS FORM

5. REQUIRED ATTACHMENTS – the following need to be attached. (single-sided)

School Renewal Form 5/2020
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 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

6. AGREEMENT AND SIGNATURE

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 new application must be submitted for approval by the Board of Barber Examiners at least two months before the change.

It is further understood that the school license expires annually on June 30. A renewal application must be submitted at least one month prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty fee.

It is further understood that the Board will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

It is further understood and acknowledged that the Board may revoke or suspend the license of such school for any violation of the law or rules relating to barbering or of any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Board, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and the best of my knowledge and belief, is in all things true and correct.

Owner or School Director Signed: __________________________ Dated: 6/15/21
Owner or School Director Signed: __________________________ Dated: ________________

Notary
Subscribed and sworn to before me this ______ day of ________, 20____

SEAL

Notary Public – South Dakota

My Commission expires: __________________________
INSTRUCTORS:

JoAnn Robbins
Barber Instructor License: BI-14903-2021
Barber License: BN-14751-2021 6/30/2021

Donnie Valderrama
Barber Instructor License: BI-14767-2020 (No EXP date)
Barber License: BL-14311-2021 6/30/2021

- List of required and non-required equipment: SEE attached sheet
- Catalog: SEE Catalog
- 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: Ryan Sherman will update more as substitutes become available
- Changes Made: N/A
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 GRIEVANCE FORM

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>State:</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td></td>
<td>Work Phone:</td>
</tr>
<tr>
<td>Date the event occurred:</td>
<td>Today's Date:</td>
</tr>
</tbody>
</table>

1) Please provide a one or two sentence description of your complaint.

2) Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side or attach an additional piece of paper.

3) Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4) Indicate what specific resolution you are seeking or recommending.

I certify that the statements made pertaining to my complaint are truthful and accurate.

<table>
<thead>
<tr>
<th>Signature of Complainant</th>
<th>Date</th>
<th>Printed Name of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Time</td>
<td>Activity</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Sunday</td>
<td>9:00 AM - 3:00 PM</td>
<td>Doors Open</td>
</tr>
<tr>
<td>Monday</td>
<td>3:30 PM</td>
<td>Clean</td>
</tr>
<tr>
<td>Tuesday</td>
<td>4:30 PM</td>
<td>Practice Theory 9</td>
</tr>
<tr>
<td>Wednesday</td>
<td>4:30 PM</td>
<td>Practice Theory 8</td>
</tr>
<tr>
<td>Thursday</td>
<td>4:30 PM</td>
<td>Practice Theory 5</td>
</tr>
<tr>
<td>Friday</td>
<td>4:30 PM</td>
<td>Practice Theory 4</td>
</tr>
<tr>
<td>Saturday</td>
<td>4:30 PM</td>
<td>Practice Full Day</td>
</tr>
<tr>
<td>Sunday</td>
<td>5:00 PM</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Notes:
- Doors close at 5:00 PM.
- Practice Theory sessions vary in duration.
- Closed when applicable.