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.
<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CENTER ACCOUNT</th>
<th>CENTER ACCOUNT</th>
<th>BALANCE</th>
<th>DR/CR</th>
<th>CENTER DESCRIPTION</th>
</tr>
</thead>
<tbody>
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<td>6503</td>
<td>103200061804</td>
<td>1140000</td>
<td>23,185.95</td>
<td>DR</td>
<td>BOARD OF BARBER EXAMINERS</td>
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<td>COMPANY/SOURCE TOTAL 6503 618</td>
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<td>23,185.95</td>
<td>DR</td>
<td>*</td>
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<td>COMP/BUDG UNIT TOTAL 6503 1032</td>
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<td></td>
<td>23,185.95</td>
<td>DR</td>
<td>**</td>
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<td>BUDGET UNIT TOTAL 1032</td>
<td></td>
<td></td>
<td>23,185.95</td>
<td>DR</td>
<td>***</td>
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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
   School Name: South Dakota Barber College
   Current On-site Director: Donna Valdivanna
   School Address: 1601 Campbell St Suite 1, Rapid City, SD 57701
   Telephone: (605) 791-0164
   Fax: YES ☑ NO
   Programs Offered: Barber ☑ Cross-over ☑
   Number of clock hours: 1600

   Are the courses in clock or credit hours? CLOCK ☑ CREDIT ☑

   Days/Times Open: Attach a separate sheet with this information
   Days and Times of Theory Classes: Attach a separate sheet with this information
   Days and Times of Clinic: Attach a separate sheet with this information

   What months are programs started? [ ] Second Tuesday of month

   Current Enrollment in - Barber Program: 16 [ ] Cross-over Program: 0
   Approximate Square Footage of school physical premises: 4400

3. SCHOOL OWNER INFORMATION
   Ownership (check one): Single Proprietorship ☑ Partnership ☑ Corporation ☑
   List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.
   Owner Name: Donna Valdivanna
   Owner Residence Address/City/State/Zip: 1601 Campbell St Suite 1, Rapid City, SD 57701
   Telephone Number:

   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.

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)
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: 6/1/22

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: _______________________________
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
- 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
In accordance with the South Dakota Barber College (SDBC) mission statement, the school will make every effort 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>Details</th>
<th>Details</th>
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<tbody>
<tr>
<td>Student Name:</td>
<td>Student ID #</td>
</tr>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>State:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td><strong>Date the event occurred:</strong></td>
<td><strong>Today's Date:</strong></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>
</table>
# 2022 Calendar

**Board of Barber Examiners**  
State Board Examinations & Regular Commission Meetings

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>27</td>
<td>Monday</td>
<td>Board Meeting (video conference)</td>
<td>9:00 am CT</td>
</tr>
<tr>
<td>July</td>
<td>11</td>
<td>Monday</td>
<td>State Board Practical Exams</td>
<td>Rapid City</td>
</tr>
<tr>
<td>July</td>
<td>14</td>
<td>Thursday</td>
<td>State Board Theory Exams</td>
<td>Pierre</td>
</tr>
<tr>
<td>August</td>
<td>17</td>
<td>Wednesday</td>
<td>Board Meeting (video conference)</td>
<td>9:00 am CT</td>
</tr>
<tr>
<td>September</td>
<td>26</td>
<td>Monday</td>
<td>State Board Practical Exams</td>
<td>Rapid City</td>
</tr>
<tr>
<td>September</td>
<td>29</td>
<td>Thursday</td>
<td>State Board Theory Exams</td>
<td>Pierre</td>
</tr>
<tr>
<td>December</td>
<td>05</td>
<td>Monday</td>
<td>State Board Practical Exams</td>
<td>Rapid City</td>
</tr>
<tr>
<td>December</td>
<td>08</td>
<td>Thursday</td>
<td>State Board Theory Exams</td>
<td>Pierre</td>
</tr>
<tr>
<td>December</td>
<td>21</td>
<td>Wednesday</td>
<td>Board Meeting (video conference)</td>
<td>9:00 am CT</td>
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</tbody>
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Note: Calendar is subject to change throughout the year