

**MEETING AGENDA**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
February 19, 2020

This meeting will be held via video conference.

To join the meeting via **Zoom**, use the link below:

- <https://state-sd.zoom.us/j/93929747177?pwd=TDREUVBPUWIZSjRoT01xV3VQT010UT09>

To listen to the meeting via **conference call**, please use the following information:

- Call: +1312.626.6799
- Meeting ID: 939 2974 7177
- Passcode: 890102

**This meeting will be held via conference call.**

- A. 10:00 am (CST) - Convene..... Tami Stokes
- B. Roll Call..... Annette Petersen
- C. Approval of Agenda
- D. December 11, 2020 Meeting Minutes ..... Annette Petersen
- E. Treasurer's Report..... Annette Petersen
- F. Executive Director Report..... Kate Boyd
- G. Disciplinary Actions ..... Violations Committee
  - 1. Case E -2018
  - 2. Lapsed Case 22-2020
  - 3. Lapsed Case 24-2020
  - 4. Lapsed Case 25-2020
  - 5. Lapsed Case 30-2020
  - 6. Lapsed Case 31-2020
  - 7. Lapsed Case 01-2021
  - 8. Lapsed Case 02-2021
  - 9. Lapsed Case 03-2021
  - 10. Lapsed Case 04-2021
  - 11. Lapsed Case 05-2021
  - 12. Lapsed Case 06-2021
  - 13. Lapsed Case 07-2021
  - 14. Lapsed Case 08-2021
  - 15. Lapsed Case 09-2021
- H. Open for Public Comment

- I. Application and Licensee Request Review
  - 1. School license Renewal Application – Stewart School, Sioux Falls
  - 2. School license Renewal Application – The Salon Professional Academy, Rapid City
  - 3. Instructor Continuing Education Request – The Salon Professional Academy, Rapid City
  - 4. Apprenticeship Request – Megan Rolla at Revive Day Spa, Aberdeen
  - 5. 1033 Request to sell salon before the terms of consent agreement are completed

J. Meeting & Exam Calendar for Remainder of 2021

**Commission Meetings** (All times Central Time except Rapid City is Mountain Time)  
Thursday/Friday, April 8 & 9 – Watertown & Sioux Falls School Visits/Commission Meeting  
Friday, July 16 -- Pierre  
Thursday/Friday, September 23 & 24 – Rapid City School Visits/Commission Meeting  
Friday December 10 – Teleconference

**State Board Exams** (All dates Saturday)

March 13  
April 17  
May 15  
June 12  
July 24  
September 18  
October 16  
November 13

K. Other Business

L. 11:00 am – Adjourn

*Anyone interested in attending by video conference or by phone is welcome. For more information or accommodations, please contact Kate Boyd by Thursday, February 18, 2021 at 605.773.6193 or email [kate.boyd@state.sd.us](mailto:kate.boyd@state.sd.us)*

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
December 11, 2020  
Meeting held via teleconference

President Tami Stokes called the meeting to order at 10:00 am CST.

Secretary-Treasurer Annette Petersen read the roll and a quorum was established.

**Members Present:** Renee Graf  
Annette Petersen  
Tami Stokes

**Members Absent:** Debbie Pageler

**Others Present:** Graham Oey, Senior Staff Attorney  
Kate Boyd, Executive Director  
Teresa Diederich, Program Assistant  
Danielle Bouwman, Stewart School  
Wendy Beaumont, The Salon Professional Academy

Renee Graf made a motion to approve the agenda. Tami Stokes seconded the motion.  
**MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the minutes of the September 25, 2020 meeting as presented. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Treasurer Annette Petersen reported that as of November 30, 2020, the available funds balance was \$233,999.17 and the cash center balance was \$153,223.13.

The Executive Director's Report was included in the meeting handouts and included: (1) the required tri-annual agreed upon procedures review of our revenues has been completed. The auditor reported no findings; (2) suggestion to discontinue mailing of the NIC Theory Candidate Information Bulletins since the schools all have copies and they are available from the NIC website and we can also post them on our website. This will save considerable on postage costs; Tami Stokes and Kate Boyd participated in the NIC annual conference that was held virtually for the first time. Tami was elected NIC President and Kate was elected as one of two Executive Directors to serve as a voting member of the NIC Executive Board; (4) Victoria Sweet, a cosmetology school owner from Colorado is moving to Spearfish and has called to discuss her tentative plans to open an esthetics school in Spearfish.

Annette Petersen made a motion to discontinue mailing the Candidate Information Bulletins to applicants. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

**Case J- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Oscar Nails and Spa's salon license will be suspended for a period of 14 days beginning December 28, 2020.

- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Oscar Nails and Spa will pay \$450 by December 28, 2020.
  - b. Dep Ho and all employees and booth renters shall take and pass the Online Infection Control Course sponsored by Milady.
  - c. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Case K- 2020-** Annette Peterson made a motion to approve the Consent Agreement for the following items:

- a) K Nails and Beauty Bar license will be suspended for a period of 14 days beginning December 28, 2020.
- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. K Nails and Beauty Bar will pay \$450 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 16- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Tory Mohnen personal and booth license will be suspended for a period of 30 days beginning December 28, 2020.
- b) The 30 days of suspension will be held in abeyance for a period of one year and the personal and booth license will not be actively suspended so long as the following conditions are observed:
  - a. Tory Mohnen will pay \$400 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 17- 2020-** Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Prestige Hair Design salon license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Prestige Hair Design will pay \$250 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)



**Lapsed Case 18- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Dow Rummel Village Salon salon license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Dow Rummel Village Salon will pay \$225 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 19- 2020-** Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) Ricci Simon's booth license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and the booth license will not be actively suspended so long as the following conditions are observed:
  - a. Ricci Simon will pay \$275 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 20- 2020-** Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Trish Javers' personal and booth license will be suspended for a period of 30 days beginning December 28, 2020.
- b) The 30 days of suspension will be held in abeyance for a period of one year and the personal and booth license will not be actively suspended so long as the following conditions are observed:
  - a. Trish Javers will pay \$490 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 21- 2020-** Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) Rachel Guenther's personal license will be suspended for a period of 10 days and her booth license will be suspended for 5 days beginning December 28, 2020.
- b) The 10 days of suspension for her personal license and the 5 days of suspension for the booth license will be held in abeyance for a period of one year and her personal and booth license will not be actively suspended so long as the following conditions are observed:
  - a. Rachel Guenther will pay \$165 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 26- 2020-** Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) The Upper Cut Salon's license will be suspended for a period of 14 days beginning December 28, 2020.
- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. The Upper Cut Salon will pay \$250 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 27- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Sharp Shears salon license will be suspended for a period of 10 days beginning December 28, 2020.
- b) The 10 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Sharp Shears salon will pay \$125 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 28- 2020-** Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Danica Johnsen's booth license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and the booth license will not be actively suspended so long as the following conditions are observed:
  - a. Danica Johnsen will pay \$225 by December 28, 2020.
  - a. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 29- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Vanessen Hair Design's salon license will be suspended for a period of 14 days beginning December 28, 2020.
- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:

- a. Vanessen Hair Design will pay \$250 by December 28, 2020.
- b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

The meeting was opened for public comment; no public comments were received.

Executive Director Boyd informed the Commission that a legislative bill has been drafted for introduction in the 2021 legislative session to combine the Cosmetology Commission, Board of Barber Examiners, and Massage Therapy Board into one board. The final bill won't be available until it has received approval from the Governor's office. There is also a possibility that legislation may be introduced to allow for esthetics apprenticeships and to increase the maximum number of apprentices allowed in a salon.

Tami Stokes made a motion to approve the Eyelash Extension Education Provider application of Ayla Archer, Sioux Falls. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the Eyelash Extension Education Provider application of Chantelle Duncan, Sioux Falls. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the apprentice application of Madison Metzger at Revive Day Spa in Aberdeen. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Renee Graf reported on the interview and inspection of proposed apprentice salon at Adam & Eve Styling Salon in Aberdeen that she and Executive Director Kate Boyd conducted on November 13, 2020. She recommended that the Commission approve the apprentice salon application and the apprentice applications for Stacey Burgard and Elizabeth Murray. Tami Stokes made a motion to approve the apprentice salon application submitted by Adam & Eve Styling Salon. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the apprentice application of Stacey Burgard. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the apprentice application of Elizabeth Murray. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to add birthday parties to the list of Commission-approved special events to provide hair styling, makeup application and nail painting. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the two requests from The Salon Professional Academy for approval of instructor continuing education on an on-going basis. The first training is offered through The Salon Professional Academy franchise for instructors at T-Spa schools. The second training is offered by Teresa Jahner, entitled "Imagine All You Can Be." Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

The tentative meeting calendar and state board examination dates were briefly reviewed. It was agreed to use video conferencing instead of teleconference for the meetings. Anyone who cannot join via video conferencing can still join via phone.

Annette Petersen made a motion to adjourn. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

The meeting was adjourned at 10:53 am.

Respectfully submitted,

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Kate Boyd, Executive Director

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Annette Petersen, Secretary-Treasurer

**SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT**

**December 11, 2020**

1. **Tri-Annual Audit** – Our tri-annual Agreed-Upon Procedures review of revenues has been completed. The draft report is enclosed; we are happy to inform you that the auditor reported (no findings).
  
2. **Candidate Information Bulletins** – Now that we are not administering a practical hands-on examination, I would like to propose that we discontinue mailing the Theory Candidate Information Bulletin (CIB) to State Board exam applicants. The Practical exam CIB contained South Dakota specific instructions and information about testing. Now that we no longer need to provide the state-specific information, we can save on postage by having candidates access the Candidate Information Bulletins in a different manner.
  - The schools all have copies of the CIB's
  - CIB's are available from the NIC website
  - We can post the CIB's to our website
  
3. **NIC Virtual Conference** – Tami Stokes and Kate Boyd participated in the NIC annual conference that was held virtually. Tami was elected as President of NIC for the upcoming year and Kate was elected to serve as one of two Executive Director voting members of the NIC Executive Board.
  
4. **Potential New School in Spearfish** – Victoria Sweet from Colorado is moving to Spearfish and called to discuss her tentative plans to open an esthetics school in Spearfish. She has been provided with a school application and laws/rules book for her information and review.

BA20JB60

January 2021

MONTHLY

AVAILABLE FUNDS  
AS OF: 01/31/2021

PAGE 1,581

BUDGET UNIT 1033

FY YEAR REMAINING: 41.4%  
PAY DAYS REMAINING: 10

DATE 01/30/2021

BUDGET UNIT NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	381,968.00	0.00	0.00	10,517.10	200,151.47	171,299.43	157,377.61
BUDGETED TOT	381,968.00	0.00	0.00	10,517.10	200,151.47	171,299.43	
ALL COMP TOT	381,968.00	0.00	0.00	10,517.10	200,151.47	171,299.43	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	195,858.00	0.00	0.00	15,962.26	107,101.89	88,756.11	45.3
5102 EMPLOYEE BENEFITS	58,601.00	0.00	0.00	4,738.33	31,800.58	26,800.42	45.7
5203 TRAVEL	42,268.00	0.00	0.00	2,686.26	16,604.45	25,663.55	60.7
5204 CONTRACTUAL SVCS	74,760.00	0.00	10,517.10	5,038.87	31,241.83	33,001.07	44.1
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	3,481.43	13,262.74	2,781.74	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	139.98	139.98	0.0
TOTALS	381,968.00	0.00	10,517.10	31,907.15	200,151.47	171,299.43	44.8

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	195,858.00	0.00	0.00	15,962.26	107,101.89	88,756.11	45.3
5102000 EMPLOYEE BENEFITS	58,601.00	0.00	0.00	4,738.33	31,800.58	26,800.42	45.7
5203000 TRAVEL	42,268.00	0.00	0.00	2,686.26	16,604.45	25,663.55	60.7
5204000 CONTRACTUAL SVCS	74,760.00	0.00	10,517.10	5,038.87	31,241.83	33,001.07	44.1
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	3,481.43	13,262.74	2,781.74	0.0
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	139.98	139.98	0.0
PS SUBTOTALS	254,459.00	0.00	0.00	20,700.59	138,902.47	115,556.53	45.4
OE SUBTOTALS	127,509.00	0.00	10,517.10	11,206.56	61,249.00	55,742.90	43.7
COMPANY 6503-I TOT	381,968.00	0.00	10,517.10	31,907.15	200,151.47	171,299.43	44.8

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	157,377.61	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			157,377.61	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			157,377.61	DR **	
BUDGET UNIT TOTAL 1033			157,377.61	DR ***	





STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 01/31/2021

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C101C0060	01/22/2021	265185	01/22/2021	1,005.00	DR
6503	103300061806	4293901	C101C0060	01/22/2021	265185	01/22/2021	1,005.00	CR
6503	103300061806	4293901	C101C0060	01/22/2021	265185	01/22/2021	1,005.00	CR
6503	103300061806	4293969	C101C0060	01/22/2021	265185	01/22/2021	440.00	CR
6503	103300061806	4293971	C101C0060	01/22/2021	265185	01/22/2021	54.00	CR
6503	103300061806	4293972	C101C0060	01/22/2021	265185	01/22/2021	90.00	CR
6503	103300061806	4293984	C101C0060	01/22/2021	265185	01/22/2021	200.00	CR
6503	103300061806	4293901	C101C0064	01/06/2021	266029	01/06/2021	1,345.00	DR
6503	103300061806	4293901	C101C0064	01/06/2021	266029	01/06/2021	1,345.00	CR
6503	103300061806	4293969	C101C0064	01/06/2021	266029	01/06/2021	1,345.00	CR
6503	103300061806	4293970	C101C0064	01/06/2021	266029	01/06/2021	840.00	CR
6503	103300061806	4293972	C101C0064	01/06/2021	266029	01/06/2021	35.00	CR
6503	103300061806	4293984	C101C0064	01/06/2021	266029	01/06/2021	6.00	CR
6503	103300061806	4293901	C101C0065	01/08/2021	266076	01/08/2021	300.00	CR
6503	103300061806	4293901	C101C0065	01/08/2021	266076	01/08/2021	1,915.00	DR
6503	103300061806	4293901	C101C0065	01/08/2021	266076	01/08/2021	1,915.00	CR
6503	103300061806	4293969	C101C0065	01/08/2021	266076	01/08/2021	1,915.00	CR
6503	103300061806	4293972	C101C0065	01/08/2021	266076	01/08/2021	960.00	CR
6503	103300061806	4293984	C101C0065	01/08/2021	266076	01/08/2021	360.00	CR
6503	103300061806	4293901	C101C0066	01/04/2021	20.00	01/04/2021	20.00	CR
6503	103300061806	4293901	C101C0066	01/04/2021	20.00	01/04/2021	1,770.00	DR
6503	103300061806	4293901	C101C0066	01/04/2021	20.00	01/04/2021	1,770.00	CR
6503	103300061806	4293969	C101C0066	01/04/2021	20.00	01/04/2021	1,770.00	CR
6503	103300061806	4293970	C101C0066	01/04/2021	20.00	01/04/2021	1,770.00	CR
6503	103300061806	4293972	C101C0066	01/04/2021	20.00	01/04/2021	760.00	CR
6503	103300061806	4293984	C101C0066	01/04/2021	20.00	01/04/2021	35.00	CR
6503	103300061806	4293901	C101C0067	01/13/2021	266398	01/13/2021	120.00	CR
6503	103300061806	4293901	C101C0067	01/13/2021	266398	01/13/2021	1,405.00	DR
6503	103300061806	4293901	C101C0067	01/13/2021	266398	01/13/2021	1,405.00	CR
6503	103300061806	4293969	C101C0067	01/13/2021	266398	01/13/2021	1,405.00	CR
6503	103300061806	4293970	C101C0067	01/13/2021	266398	01/13/2021	720.00	CR
6503	103300061806	4293972	C101C0067	01/13/2021	266398	01/13/2021	35.00	CR
6503	103300061806	4293984	C101C0067	01/13/2021	266398	01/13/2021	120.00	CR
6503	103300061806	4293901	C101C0068	01/20/2021	266650	01/20/2021	1,405.00	DR
6503	103300061806	4293901	C101C0068	01/20/2021	266650	01/20/2021	1,405.00	CR
6503	103300061806	4293969	C101C0068	01/20/2021	266650	01/20/2021	1,405.00	CR
6503	103300061806	4293970	C101C0068	01/20/2021	266650	01/20/2021	720.00	CR
6503	103300061806	4293972	C101C0068	01/20/2021	266650	01/20/2021	35.00	CR
6503	103300061806	4293984	C101C0068	01/20/2021	266650	01/20/2021	180.00	CR
6503	103300061806	4293901	C101C0068	01/15/2021	266956	01/15/2021	880.00	DR
6503	103300061806	4293901	C101C0068	01/15/2021	266956	01/15/2021	880.00	CR
6503	103300061806	4293969	C101C0068	01/15/2021	266956	01/15/2021	880.00	CR
6503	103300061806	4293970	C101C0068	01/15/2021	266956	01/15/2021	880.00	CR
6503	103300061806	4293972	C101C0068	01/15/2021	266956	01/15/2021	880.00	CR
6503	103300061806	4293984	C101C0068	01/15/2021	266956	01/15/2021	880.00	CR
6503	103300061806	4293901	C101C0069	01/15/2021	266938	01/15/2021	240.00	CR
6503	103300061806	4293901	C101C0069	01/15/2021	266938	01/15/2021	3,930.00	DR
6503	103300061806	4293969	C101C0069	01/15/2021	266938	01/15/2021	3,930.00	CR
6503	103300061806	4293970	C101C0069	01/15/2021	266938	01/15/2021	3,930.00	CR
6503	103300061806	4293972	C101C0069	01/15/2021	266938	01/15/2021	1,760.00	CR
6503	103300061806	4293984	C101C0069	01/15/2021	266938	01/15/2021	900.00	CR
6503	103300061806	4293901	C101C0070	01/22/2021	267348	01/22/2021	60.00	CR
6503	103300061806	4293901	C101C0070	01/22/2021	267348	01/22/2021	1,195.00	DR
6503	103300061806	4293901	C101C0070	01/22/2021	267348	01/22/2021	1,195.00	CR
6503	103300061806	4293969	C101C0070	01/22/2021	267348	01/22/2021	1,600.00	CR

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AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
6503	103300061806	4293971	C101C0070	01/22/2021	267348	01/20/2021	120.00	CR	
6503	103300061806	4293972	C101C0070	01/22/2021	267348	01/20/2021	120.00	CR	
6503	103300061806	4293901	C101C0071	01/27/2021	267638	01/22/2021	925.00	DR	
6503	103300061806	4293901	C101C0071	01/27/2021	267638	01/22/2021	925.00	CR	
6503	103300061806	4293969	C101C0071	01/27/2021	267638	01/22/2021	925.00	CR	
6503	103300061806	4293972	C101C0071	01/27/2021	267638	01/22/2021	840.00	CR	
6503	103300061806	4293901	C101C0072	01/27/2021	267596	01/22/2021	246.00	CR	
6503	103300061806	4293901	C101C0072	01/27/2021	267596	01/21/2021	3,500.00	DR	
6503	103300061806	4293901	C101C0072	01/27/2021	267596	01/21/2021	3,500.00	CR	
6503	103300061806	4293969	C101C0072	01/27/2021	267596	01/21/2021	1,400.00	CR	
6503	103300061806	4293972	C101C0072	01/27/2021	267596	01/21/2021	900.00	CR	
6503	103300061806	4293984	C101C0072	01/27/2021	267596	01/21/2021	80.00	CR	
6503	103300061806	4293901	C101C0073	01/27/2021	267917	01/26/2021	765.00	DR	
6503	103300061806	4293901	C101C0073	01/27/2021	267917	01/26/2021	765.00	CR	
6503	103300061806	4293969	C101C0073	01/27/2021	267917	01/26/2021	440.00	CR	
6503	103300061806	4293972	C101C0073	01/27/2021	267917	01/26/2021	126.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							32,422.00	CR	*
6503	103300061806	4393903	C101C0060	01/22/2021	265185	01/22/2021	2,645.00	CR	
6503	103300061806	4393903	C101C0064	01/06/2021	266029	01/06/2021	425.00	CR	
6503	103300061806	4393903	C101C0065	01/08/2021	266076	01/04/2021	420.00	CR	
6503	103300061806	4393903	C101C0066	01/13/2021	266398	01/08/2021	210.00	CR	
6503	103300061806	4393903	C101C0067	01/20/2021	266650	01/12/2021	160.00	CR	
6503	103300061806	4393903	C101C0068	01/15/2021	266956	01/14/2021	180.00	CR	
6503	103300061806	4393903	C101C0069	01/15/2021	266938	01/14/2021	880.00	CR	
6503	103300061806	4393903	C101C0070	01/22/2021	267348	01/20/2021	390.00	CR	
6503	103300061806	4393903	C101C0071	01/27/2021	267638	01/22/2021	260.00	CR	
6503	103300061806	4393903	C101C0072	01/27/2021	267596	01/21/2021	900.00	CR	
6503	103300061806	4393903	C101C0073	01/27/2021	267917	01/26/2021	140.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							6,610.00	CR	*
6503	103300061806	4896007	C101C0060	01/22/2021	265185	01/22/2021	500.00	CR	
6503	103300061806	4896007	C101C0064	01/06/2021	266029	01/06/2021	100.00	CR	
6503	103300061806	4896007	C101C0066	01/13/2021	266398	01/08/2021	260.00	CR	
6503	103300061806	4896007	C101C0068	01/15/2021	266956	01/14/2021	60.00	CR	
6503	103300061806	4896007	C101C0070	01/22/2021	267348	01/20/2021	560.00	CR	
6503	103300061806	4896020	C101C0070	01/22/2021	267348	01/20/2021	2.00	CR	
6503	103300061806	4896004	C101C0071	01/27/2021	267638	01/22/2021	85.00	CR	
6503	103300061806	4896020	C101C0071	01/27/2021	267638	01/22/2021	2.00	CR	
6503	103300061806	4896004	C101C0073	01/27/2021	267917	01/26/2021	35.00	CR	
6503	103300061806	4896007	C101C0073	01/27/2021	267917	01/26/2021	300.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,904.00	CR	*
6503	103300061806	52053100	CD112032	01/08/2021		01/04/2021	1,650.73	DR	

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AGENCY 10 LABOR & REGULATION  
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COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503	103300061806	52041800	DP112098	01/22/2021		01/11/2021	573.75	DR	
6503	103300061806	52049600	D101CC008	01/15/2021	MC211136	01/04/2021	308.86	DR	
6503	103300061806	52049600	D101CC008	01/15/2021	MC211136	01/04/2021	308.86	DR	
6503	103300061806	52049600	D101CC008	01/15/2021	MC211136	01/04/2021	308.86	DR	
6503	103300061806	52053500	MS112045	01/20/2021		01/15/2021	564.37	DR	
6503	103300061806	52042000	PL112058	01/20/2021		01/15/2021	305.61	DR	
6503	103300061806	52042000	RM112049	01/08/2021		01/04/2021	31.90	DR	
6503	103300061806	52042000	RM112049	01/08/2021		01/04/2021	319.90	DR	
6503	103300061806	52042000	RM112049	01/08/2021		01/04/2021	319.90	DR	
6503	103300061806	52045300	TL112052	01/08/2021		01/08/2021	155.25	DR	
6503	103300061806	5228000	T101-095	01/13/2021		01/11/2021	1,015.63	DR	
TOTAL ACCOUNT GROUP NET CHANGE								4,606.10	DR *
6503	103300061806	82044900	REALE/COSMOJUN21	01/13/2021	509818	01/13/2021	1,157.50	CR	
6503	103300061806	82040500	21-1000-030 380	01/06/2021	21SC100030	01/05/2021	1,365.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE								2,522.50	CR *
TOTAL COMPANY--NET CHANGE								38,852.40	CR **

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AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX201230	01/06/2021					5,677.43	DR
6503	103300061806	51010100	CGEX210113	01/15/2021					5,811.90	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX201230	01/06/2021					11,489.33	DR *
6503	103300061806	51010200	CGEX210113	01/15/2021					2,041.77	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX201230	01/06/2021					4,292.93	DR *
OBJSUB: 5101030 BOARD & COMM MERS FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX201230	01/06/2021					180.00	DR *
6503	103300061806	51020100	CGEX210106	01/06/2021	542090				15,962.26	DR **
6503	103300061806	51020100	CGEX210106	01/06/2021	545319				7.49	DR
6503	103300061806	51020100	CGEX210106	01/06/2021	530142				4.28	DR
6503	103300061806	51020100	CGEX210107	01/08/2021	549435				1.07	DR
6503	103300061806	51020100	CGEX210113	01/15/2021					4.28	DR
6503	103300061806	51020100	CGEX210114	01/15/2021	553722				600.19	DR
6503	103300061806	51020100	CGEX210114	01/15/2021	553723				5.35	DR
6503	103300061806	51020100	CGEX210121	01/22/2021	559049				4.28	DR
6503	103300061806	51020100	CGEX210128	01/31/2021	561234				5.36	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX201230	01/06/2021					1,223.81	DR *
6503	103300061806	51020200	CGEX210113	01/15/2021					340.62	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX201230	01/06/2021					689.32	DR *
6503	103300061806	51020600	CGEX210113	01/15/2021					1,399.49	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX201230	01/06/2021					2,780.99	DR *
6503	103300061806	51020800	CGEX210113	01/15/2021					13.91	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX201230	01/06/2021					28.43	DR *
6503	103300061806	51020900	CGEX210113	01/15/2021					7.74	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
GROUP: 51 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030300	CGEX210106	01/06/2021	545319				15.78	DR *
6503	103300061806	52030300	CGEX210106	01/06/2021	542090				4,738.33	DR **
6503	103300061806	52030300	CGEX210106	01/06/2021	530142				20,700.59	DR ***
6503	103300061806	52030300	CGEX210107	01/08/2021	549435				341.88	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
GROUP: 51 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030300	CGEX210106	01/06/2021	545319				300.72	DR
6503	103300061806	52030300	CGEX210106	01/06/2021	542090				42.42	DR
6503	103300061806	52030300	CGEX210107	01/08/2021	549435				314.58	DR

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AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	52030300	CGEX210114	01/15/2021	553723				331.38	DR
6503	103300061806	52030300	CGEX210114	01/15/2021	553722				207.48	DR
6503	103300061806	52030300	CGEX210121	01/22/2021	559049				307.44	DR
6503	103300061806	52030300	CGEX210128	01/31/2021	561234				244.86	DR
6503	103300061806	AUTO-PRIV (IN-ST.) H/RTE	CGEX210106	01/06/2021	545319				2,090.76	DR *
6503	103300061806	52031000	CGEX210106	01/06/2021	545319				79.50	DR *
6503	103300061806	52031400	CGEX210106	01/06/2021	542090				98.00	DR
6503	103300061806	52031400	CGEX210106	01/06/2021	545319				56.00	DR
6503	103300061806	52031400	CGEX210106	01/06/2021	530142				14.00	DR
6503	103300061806	52031400	CGEX210107	01/08/2021	549435				56.00	DR
6503	103300061806	52031400	CGEX210114	01/15/2021	553722				70.00	DR
6503	103300061806	52031400	CGEX210114	01/15/2021	553723				56.00	DR
6503	103300061806	52031400	CGEX210121	01/22/2021	559049				70.00	DR
6503	103300061806	52031400	CGEX210128	01/31/2021	561234				56.00	DR
6503	103300061806	TAXABLE MEALS/IN-STATE	CGEX210106	01/06/2021	545319				476.00	DR *
6503	103300061806	52031500	CGEX210106	01/06/2021	545319				40.00	DR
6503	103300061806	52040500	NON-TAXABLE MEALS/IN-ST TRAVEL	21-1000-030 380	02375151	SMARTSOFTW	12221150		40.00	DR *
6503	103300061806	52040500	COMPUTER CONSULTANT	DP112098	02375151	SMARTSOFTW	12221150		2,686.26	DR **
6503	103300061806	52041800	COMPUTER SERVICES-STATE	PL112058	02375151	SMARTSOFTW	12221150		1,365.00	DR
6503	103300061806	52042000	COMPUTER SERVICES-STATE	PL112058	02375151	SMARTSOFTW	12221150		1,365.00	DR *
6503	103300061806	52042000	COMPUTER SERVICES-STATE	RM112049	02375151	SMARTSOFTW	12221150		573.75	DR *
6503	103300061806	52042000	COMPUTER SERVICES-STATE	RM112049	02375151	SMARTSOFTW	12221150		305.61	DR
6503	103300061806	52042000	COMPUTER SERVICES-STATE	RM112049	02375151	SMARTSOFTW	12221150		31.90	DR
6503	103300061806	52042000	COMPUTER SERVICES-STATE	RM112049	02375151	SMARTSOFTW	12221150		319.90	DR
6503	103300061806	52042200	CENTRAL SERVICES	IN790222	02373173	ABBUSINESS	12036980		337.51	DR *
6503	103300061806	52042200	CENTRAL SERVICES	IN790222	02373173	ABBUSINESS	12036980		43.58	DR
6503	103300061806	52042300	EQUIPMENT SERV & MAINT	0411819	02374904	SERVALLUNI	12049672		43.58	DR *
6503	103300061806	52042300	EQUIPMENT SERV & MAINT	0438345	02380473	SERVALLUNI	12049672		3.94	DR
6503	103300061806	52044900	JANITORIAL & MAINT SERV	REALE/COSMOJUN21	509818	TSRHRDLING	12646306		4.13	DR
6503	103300061806	52044900	JANITORIAL & MAINT SERV	REALE/COSMOJUN21	509818	TSRHRDLING	12646306		8.07	DR *
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP.	TL112052	01/08/2021	INTRADOENT	12142271		1,157.50	DR *
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP.	TL112052	01/13/2021	INTRADOENT	12142271		155.25	DR
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP.	8381416X12242020	00695810	ATTMOBILIT	12279233		16.71	DR
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP.	8381416X12242020	00036385	ATTMOBILIT	12279233		113.57	DR

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AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS	415031401 1220	01/13/2021	02375003	MUNICIPALU	12054968	01	285.53	DR *
	103300061806 52045400								84.95	DR
6503	OBJSUB: 5204540	ELECTRICITY	112180-1353862	01/22/2021	00697441	ENVIROTECH	12037175	08	84.95	DR *
	103300061806 52045500								10.12	DR
6503	OBJSUB: 5204550	GARBAGE & SEWER	D101CC008	01/15/2021	MC211136				10.12	DR *
	103300061806 52049600		D101CC008	01/15/2021	MC211136				308.86	DR
6503	OBJSUB: 52049600		D101CC008	01/15/2021	MC211136				308.86	DR
	103300061806 52049600		7588	01/20/2021	00697033	NATLINTERS	12114840	02	308.86	CR
	103300061806 52049600								864.00	DR
6503	OBJSUB: 5204960	OTHER CONTRACTUAL SERVICE							1,172.86	DR *
	103300061806 52050200	CONTRACTUAL SERVICES	IN3202199	01/06/2021	02373717	INNOVATIVE	12550348		5,038.87	DR **
6503	OBJSUB: 52050200		0459504	01/06/2021	00694434	HPINC	12125515	11	70.92	DR
	103300061806 52050200		0460245	01/31/2021	00700362	HPINC	12125515	11	84.31	DR
	103300061806 52050200		18382 JAN21	01/20/2021	00696957	INMANSWATE	12044712		104.64	DR
	103300061806 52050200								13.75	DR
6503	OBJSUB: 5205020	OFFICE SUPPLIES		01/13/2021	00695852	SMT	12239534		273.62	DR *
	103300061806 52050400		10518						960.00	DR
6503	OBJSUB: 5205040	EDUC & INSTRUC SUPPLIES	CD112032	01/08/2021					960.00	DR *
	103300061806 52053100								1,650.73	DR
6503	OBJSUB: 5205310	PRINTING-STATE		01/06/2021	542090				1,650.73	DR *
	103300061806 52053500		CGEX210106	01/15/2021	553722				7.70	DR
6503	OBJSUB: 52053500		CGEX210114	01/22/2021	559049				1.20	DR
	103300061806 52053500		CGEX210121	01/31/2021	561234				1.60	DR
	103300061806 52053500		MS112045	01/20/2021					4.00	DR
	103300061806 52053500								564.37	DR
6503	OBJSUB: 5205350	POSTAGE	68870010003 1220	01/27/2021	00697949	MONTANADAK	12020954	12	578.87	DR *
	103300061806 52055180								18.21	DR
6503	OBJSUB: 5205518	HEATING & COOKING FUELS		01/13/2021					18.21	DR *
	103300061806 5228000	SUPPLIES & MATERIALS	T101-095						3,481.43	DR **
	103300061806 5228000								1,015.63	DR
6503	OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT							1,015.63	DR *
	103300061806 5228000	NONOP EXP/NONBGTD OP TR							1,015.63	DR **
	103300061806 5228000	OPERATING EXPENSES							12,222.19	DR ***
	103300061806 5228000								32,922.78	DR ****
	103300061806 5228000								32,922.78	DR *****
	103300061806 5228000								32,922.78	DR *****
	103300061806 5228000								32,922.78	DR *****

STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
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AGENCY	BUDGET UNIT	CENTER-5	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION							
1033	COSMETOLOGY COMMISSION - INFO							
10330	COSMETOLOGY COMMISSION							
5101	F-T EMP SAL & WAGES						11,489.33	75,559.63
51010200	P-T/TEMP EMP SAL & WAGES						4,292.93	30,342.26
51010300	BOARD & COMM MBR FEES						180.00	1,200.00
5101	EMPLOYEE SALARIES						15,962.26	107,101.89
51020100	OASI-EMPLOYER'S SHARE						1,223.81	8,143.77
51020200	RETIREMENT-ER SHARE						689.32	4,533.56
51020600	HEALTH/LIFE INS.-ER SHARE						2,780.99	18,826.72
51020800	WORKER'S COMPENSATION						28.43	190.67
51020900	UNEMPLOYMENT COMPENSATION						15.78	105.86
5102	EMPLOYEE BENEFITS						4,738.33	31,800.58
51	PERSONAL SERVICES						20,700.59	138,902.47
52030200	AUTO PRIV (IN-ST.) L/RTE						.00	86.02
52030300	AUTO-PRIV (IN-ST.) H/RTE						2,090.76	12,539.94
52031000	LODGING/IN-STATE						79.50	1,118.49
52031400	TAXABLE MEALS/IN-STATE						476.00	2,266.00
52031500	NON-TAXABLE MEALS/IN-ST						40.00	594.00
5203	TRAVEL						2,686.26	16,604.45
52040200	DUES & MEMBERSHIP FEES						.00	310.00
52040400	ACCOUNTING CONSULTANT						.00	2,688.00
52040500	COMPUTER CONSULTANT						1,365.00	3,495.60
52041800	COMPUTER SERVICES-STATE						573.75	3,613.50
52041810	BIT DEVELOPMENT COSTS						.00	43.00
52042000	CENTRAL SERVICES						337.51	5,080.28
52042200	EQUIPMENT SERV & MAINT						43.58	43.58
52042300	JANITORIAL & MAINT SERV						8.07	32.24
52043600	ADVERTISING-NEWSPAPER						.00	35.11
52044900	RENTS-PRIVATE OWNED PROF.						1,157.50	7,871.00
52045300	TELECOMMUNICATIONS SRVCS						285.53	1,935.45
52045400	ELECTRICITY						84.95	711.25
52045500	GARBAGE & SEWER						10.12	67.85
52049600	OTHER CONTRACTUAL SERVICE						1,172.86	5,314.97
5204	CONTRACTUAL SERVICES						5,038.87	31,241.83
52050200	OFFICE SUPPLIES						273.62	1,738.08
52050280	OFFICE SUPPLIES						.00	57.46
52050400	EDUC & INSTRUC SUPPLIES						960.00	3,375.00
52053100	PRINTING-STATE						1,650.73	3,686.72
52053500	POSTAGE						578.87	4,331.08
52053180	HEATING & COOKING FUELS						18.21	74.40
5205	SUPPLIES & MATERIALS						3,481.43	13,262.74
52079010	COMPUTER HARDWARE						.00	139.98

STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 01/31/2021

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO  
CENTER-5 10330 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
ACCT: 5207		CAPITAL OUTLAY			
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	1,015.63	5,969.19
ACCT: 5228		NONOP EXP/NONBGTD OP TR		1,015.63	5,969.19
ACCT: 52		OPERATING EXPENSES		12,222.19	67,218.19
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		32,922.78	206,120.66
CENTER: 103300061806				32,922.78	206,120.66
B UNIT: 1033				32,922.78	206,120.66

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December 2020

BA20JB60

MONTHLY

PAGE 1,575

BUDGET UNIT 1033

AVAILABLE FUNDS  
AS OF: 12/31/2020  
FY YEAR REMAINING: 50.0%  
PAY DAYS REMAINING: 12

DATE 01/02/2021

BUDGET UNIT NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	381,968.00	0.00	0.00	13,039.60	168,244.32	200,684.08	149,364.39
BUDGETED TOT	381,968.00	0.00	0.00	13,039.60	168,244.32	200,684.08	
ALL COMP TOT	381,968.00	0.00	0.00	13,039.60	168,244.32	200,684.08	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	195,858.00	0.00	0.00	15,506.19	91,139.63	104,718.37	53.5
5102 EMPLOYEE BENEFITS	58,601.00	0.00	0.00	4,605.21	27,062.25	31,538.75	53.8
5203 TRAVEL	42,268.00	0.00	0.00	986.70	13,918.19	28,349.81	67.1
5204 CONTRACTUAL SVCS	74,760.00	0.00	13,039.60	8,078.89	26,202.96	35,517.44	47.5
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	2,001.00	9,781.31	699.69	6.7
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	139.98	139.98-	0.0
TOTALS	381,968.00	0.00	13,039.60	31,177.99	168,244.32	200,684.08	52.5

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	195,858.00	0.00	0.00	15,506.19	91,139.63	104,718.37	53.5
5102000 EMPLOYEE BENEFITS	58,601.00	0.00	0.00	4,605.21	27,062.25	31,538.75	53.8
5203000 TRAVEL	42,268.00	0.00	0.00	986.70	13,918.19	28,349.81	67.1
5204000 CONTRACTUAL SVCS	74,760.00	0.00	13,039.60	8,078.89	26,202.96	35,517.44	47.5
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	2,001.00	9,781.31	699.69	6.7
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	139.98	139.98-	0.0
PS SUBTOTALS	254,459.00	0.00	0.00	20,111.40	118,201.88	136,257.12	53.5
OE SUBTOTALS	127,509.00	0.00	13,039.60	11,066.59	50,042.44	64,426.96	50.5
COMPANY 6503-I TOT	381,968.00	0.00	13,039.60	31,177.99	168,244.32	200,684.08	52.5

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	149,364.39	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			149,364.39	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			149,364.39	DR **	
BUDGET UNIT TOTAL 1033			149,364.39	DR ***	

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 12/31/2020

AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503					
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	13,395.00	74,915.00	
103300061806	6503	4293969	COS-SALONS LICENSE	6,570.00	32,435.00	
103300061806	6503	4293970	COS-INSTRUCTORS LIC	175.00	1,120.00	
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	75.00	1,061.00	
103300061806	6503	4293972	COS-PERMITS	1,758.00	16,802.00	
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	300.00	
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	1,400.00	7,840.00	
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	23,373.00	134,473.00	*
ACCT: 42			LICENSES, PERMITS & FEES	23,373.00	134,473.00	**
103300061806	6503	4393903	COS-PENALTY'S	3,320.00	25,335.00	
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	3,320.00	25,335.00	*
ACCT: 43			FINES, FORFEITS & PENALTIES	3,320.00	25,335.00	**
103300061806	6503	4896004	COS-EDUCATION COURSE COST	420.00	2,180.00	
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	720.00	15,280.00	
103300061806	6503	4896020	MISCELLANEOUS INCOME	2.00	432.00	
ACCT: 4896				1,142.00	17,892.00	*
ACCT: 48			OTHER REVENUE	1,142.00	17,892.00	**
103300061806	6503	4920045	NONOPERATING REVENUES	.00	3,283.88	
ACCT: 4920			NONOPERATING REVENUE	.00	3,283.88	*
ACCT: 49			OTHER REVENUE	.00	3,283.88	**
CNTR: 103300061806				27,835.00	180,983.88	***
COMP: 6503				27,835.00	180,983.88	****
B UNIT: 1033				27,835.00	180,983.88	*****

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C101C0053	12/04/2020	263535	12/03/2020	970.00	DR
6503	103300061806	4293901	C101C0053	12/04/2020	263535	12/03/2020	970.00	CR
6503	103300061806	4293901	C101C0053	12/04/2020	263535	12/03/2020	970.00	CR
6503	103300061806	4293969	C101C0053	12/04/2020	263535	12/03/2020	760.00	CR
6503	103300061806	4293972	C101C0053	12/04/2020	263535	12/03/2020	180.00	CR
6503	103300061806	4293984	C101C0053	12/04/2020	263535	12/03/2020	900.00	CR
6503	103300061806	4293901	C101C0054	12/04/2020	263442	12/02/2020	1,215.00	DR
6503	103300061806	4293901	C101C0054	12/04/2020	263442	12/02/2020	1,215.00	CR
6503	103300061806	4293969	C101C0054	12/04/2020	263442	12/02/2020	400.00	CR
6503	103300061806	4293972	C101C0054	12/04/2020	263442	12/02/2020	70.00	CR
6503	103300061806	4293984	C101C0054	12/04/2020	263442	12/02/2020	240.00	CR
6503	103300061806	4293901	C101C0055	12/09/2020	263813	12/08/2020	1,315.00	DR
6503	103300061806	4293901	C101C0055	12/09/2020	263813	12/08/2020	1,315.00	CR
6503	103300061806	4293969	C101C0055	12/09/2020	263813	12/08/2020	1,560.00	CR
6503	103300061806	4293984	C101C0055	12/09/2020	263813	12/08/2020	200.00	CR
6503	103300061806	4293901	C101C0056	12/16/2020	264158	12/11/2020	1,035.00	DR
6503	103300061806	4293901	C101C0056	12/16/2020	264158	12/11/2020	1,035.00	CR
6503	103300061806	4293969	C101C0056	12/16/2020	264158	12/11/2020	1,640.00	CR
6503	103300061806	4293972	C101C0056	12/16/2020	264158	12/11/2020	66.00	CR
6503	103300061806	4293901	C101C0057	12/16/2020	264355	12/11/2020	2,320.00	DR
6503	103300061806	4293901	C101C0057	12/16/2020	264355	12/11/2020	2,320.00	CR
6503	103300061806	4293969	C101C0057	12/16/2020	264355	12/11/2020	2,320.00	CR
6503	103300061806	4293972	C101C0057	12/16/2020	264355	12/11/2020	1,280.00	CR
6503	103300061806	4293984	C101C0057	12/16/2020	264355	12/11/2020	240.00	CR
6503	103300061806	4293901	C101C0058	12/18/2020	264584	12/16/2020	60.00	CR
6503	103300061806	4293901	C101C0058	12/18/2020	264584	12/16/2020	1,070.00	DR
6503	103300061806	4293969	C101C0058	12/18/2020	264584	12/16/2020	1,070.00	CR
6503	103300061806	4293971	C101C0058	12/18/2020	264584	12/16/2020	490.00	CR
6503	103300061806	4293972	C101C0058	12/18/2020	264584	12/16/2020	75.00	CR
6503	103300061806	4293984	C101C0058	12/18/2020	264584	12/16/2020	6.00	CR
6503	103300061806	4293901	C101C0059	12/23/2020	264784	12/16/2020	20.00	CR
6503	103300061806	4293901	C101C0059	12/23/2020	264784	12/16/2020	1,830.00	DR
6503	103300061806	4293969	C101C0059	12/23/2020	264784	12/16/2020	1,830.00	CR
6503	103300061806	4293970	C101C0059	12/23/2020	264784	12/16/2020	840.00	CR
6503	103300061806	4293972	C101C0059	12/23/2020	264784	12/16/2020	35.00	CR
6503	103300061806	4293984	C101C0059	12/23/2020	264784	12/16/2020	120.00	CR
6503	103300061806	4293901	C101C0061	12/23/2020	265174	12/21/2020	20.00	CR
6503	103300061806	4293901	C101C0061	12/23/2020	265174	12/21/2020	1,445.00	DR
6503	103300061806	4293969	C101C0061	12/23/2020	265174	12/21/2020	1,445.00	CR
6503	103300061806	4293969	C101C0061	12/23/2020	265174	12/21/2020	1,480.00	CR

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 12/31/2020

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
6503	103300061806	4293970	C101C0061	12/23/2020	265174	12/21/2020	70.00		CR
6503	103300061806	4293972	C101C0061	12/23/2020	265174	12/21/2020	480.00		CR
6503	103300061806	4293901	C101C0062	01/01/2021	265738	12/30/2020	1,120.00		DR
6503	103300061806	4293901	C101C0062	01/01/2021	265738	12/30/2020	1,120.00		CR
6503	103300061806	4293969	C101C0062	01/01/2021	265738	12/30/2020	1,600.00		CR
6503	103300061806	4293972	C101C0062	01/01/2021	265738	12/30/2020	186.00		CR
6503	103300061806	4293984	C101C0062	01/01/2021	265738	12/30/2020	100.00		CR
6503	103300061806	4293901	C101C0063	01/01/2021	265667	12/28/2020	1,075.00		DR
6503	103300061806	4293901	C101C0063	01/01/2021	265667	12/28/2020	1,075.00		CR
6503	103300061806	4293969	C101C0063	01/01/2021	265667	12/28/2020	1,075.00		CR
6503	103300061806	4293972	C101C0063	01/01/2021	265667	12/28/2020	520.00		CR
6503	103300061806	4293984	C101C0063	01/01/2021	265667	12/28/2020	240.00		CR
							80.00		CR
TOTAL ACCOUNT GROUP NET CHANGE							23,373.00		CR *
6503	103300061806	4393903	C101C0053	12/04/2020	263535	12/03/2020	200.00		CR
6503	103300061806	4393903	C101C0054	12/04/2020	263442	12/02/2020	380.00		CR
6503	103300061806	4393903	C101C0055	12/09/2020	263813	12/08/2020	260.00		CR
6503	103300061806	4393903	C101C0056	12/16/2020	264158	12/11/2020	320.00		CR
6503	103300061806	4393903	C101C0057	12/16/2020	264355	12/11/2020	400.00		CR
6503	103300061806	4393903	C101C0058	12/18/2020	264584	12/16/2020	380.00		CR
6503	103300061806	4393903	C101C0059	12/23/2020	264784	12/15/2020	380.00		CR
6503	103300061806	4393903	C101C0061	12/23/2020	265174	12/21/2020	320.00		CR
6503	103300061806	4393903	C101C0062	01/01/2021	265738	12/30/2020	300.00		CR
6503	103300061806	4393903	C101C0063	01/01/2021	265667	12/28/2020	380.00		CR
TOTAL ACCOUNT GROUP NET CHANGE							3,320.00		CR *
6503	103300061806	4896007	C101C0053	12/04/2020	263535	12/03/2020	100.00		CR
6503	103300061806	4896004	C101C0056	12/16/2020	264158	12/11/2020	70.00		CR
6503	103300061806	4896007	C101C0056	12/16/2020	264158	12/11/2020	100.00		CR
6503	103300061806	4896004	C101C0058	12/18/2020	264584	12/16/2020	350.00		CR
6503	103300061806	4896007	C101C0058	12/18/2020	264584	12/16/2020	320.00		CR
6503	103300061806	4896007	C101C0062	01/01/2021	265738	12/30/2020	200.00		CR
6503	103300061806	4896020	C101C0062	01/01/2021	265738	12/30/2020	2.00		CR
TOTAL ACCOUNT GROUP NET CHANGE							1,142.00		CR *
6503	103300061806	52053100	CD111035	12/04/2020		12/01/2020	1,024.27		DR
6503	103300061806	52041800	DP111099	12/18/2020		12/10/2020	573.75		DR
6503	103300061806	52049600	D101CC007	12/09/2020	MC21869	12/02/2020	238.60		DR
6503	103300061806	52049600	D101CC007	12/09/2020	MC21869	12/02/2020	238.60		DR
6503	103300061806	52049600	D101CC007	12/09/2020	MC21869	12/02/2020	238.60		CR
6503	103300061806	52042000	FM109075	12/11/2020		12/10/2020	1,648.84		DR
6503	103300061806	52053500	MS111047	12/11/2020		12/10/2020	486.98		DR
6503	103300061806	52053500	MS111047	12/11/2020		12/10/2020	486.98		DR
6503	103300061806	52053500	MS111047	12/11/2020		12/10/2020	486.98		CR

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 12/31/2020

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503	103300061806	52045300	TL111052	12/11/2020		12/11/2020	170.11	DR	
6503	103300061806	52045300	TL111052	12/11/2020		12/11/2020	170.11	DR	
6503	103300061806	52045300	TL111052	12/11/2020		12/11/2020	170.11	CR	
6503	103300061806	5228000	T101-077	12/11/2020		12/11/2020	467.63	DR	
TOTAL ACCOUNT GROUP NET CHANGE								4,610.18	DR *
6503	103300061806	82044900	REALE/COSMOJUN21	12/16/2020	509818	12/13/2020	1,157.50	CR	
6503	103300061806	82040400	21-1000-02428487	12/16/2020	21SCI00024	12/16/2020	2,688.00	CR	
6503	103300061806	82040500	21-1000-030 368	12/16/2020	21SCI00030	12/16/2020	85.20	CR	
6503	103300061806	82040500	21-1000-030 373	12/16/2020	21SCI00030	12/16/2020	315.00	CR	
6503	103300061806	82040500	21-1000-030 377	12/16/2020	21SCI00030	12/16/2020	240.00	CR	
6503	103300061806	82040500	21-1000-030 379	12/16/2020	21SCI00030	12/16/2020	265.20	CR	
6503	103300061806	82040400	21SCI00024	12/16/2020	12554000	12/15/2020	3,500.00	DR	
6503	103300061806	82040400	21SCI00024	12/16/2020	12554000	12/15/2020	2,700.00	DR	
6503	103300061806	82040400	21SCI00024	12/16/2020	12554000	12/15/2020	3,500.00	CR	
6503	103300061806	82040400	21SCI00024	12/16/2020	12554000	12/15/2020	2,800.00	CR	
6503	103300061806	82040400	21SCI00024	12/16/2020	12554000	12/16/2020	2,688.00	DR	
6503	103300061806	82040400	21SCI00024	12/16/2020	12554000	12/16/2020	2,700.00	CR	
6503	103300061806	82040500	21SCI00030	12/16/2020	12221150	12/16/2020	70,000.00	DR	
6503	103300061806	82040500	21SCI00030	12/16/2020	12221150	12/16/2020	7,000.00	DR	
6503	103300061806	82040500	21SCI00030	12/16/2020	12221150	12/16/2020	70,000.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE								2,137.10	DR *
TOTAL COMPANY--NET CHANGE								21,087.72	CR **



STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 12/31/2020

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
			OBJSUB: 5204040 ACCOUNTING CONSULTANT							
6503	103300061806	52040500	21-1000-030 368	12/23/2020	02371189	SMARTSOFTW	12221150		2,688.00	DR *
6503	103300061806	52040500	21-1000-030 373	12/23/2020	02371189	SMARTSOFTW	12221150		85.20	DR
6503	103300061806	52040500	21-1000-030 377	12/23/2020	02371189	SMARTSOFTW	12221150		315.00	DR
6503	103300061806	52040500	21-1000-030 379	12/23/2020	02371189	SMARTSOFTW	12221150		240.00	DR
			OBJSUB: 5204050 COMPUTER CONSULTANT							
6503	103300061806	52041800	DP111099	12/18/2020					905.40	DR *
			OBJSUB: 5204180 COMPUTER SERVICES-STATE							
6503	103300061806	52042000	FM109075	12/11/2020					573.75	DR *
			OBJSUB: 5204200 CENTRAL SERVICES							
6503	103300061806	52042300	0422414	12/18/2020	02370118	SERVALLUNI	12049672		1,648.84	DR *
			OBJSUB: 5204230 JANITORIAL & MAINT SERV							
6503	103300061806	52044900	REALE/COSMOJUN21	12/16/2020	509818	TSRHOLDING	12646306		3.94	DR *
			OBJSUB: 5204490 RENTS-PRIVATE OWNED PROP.							
6503	103300061806	52045300	TL111052	12/11/2020					1,157.50	DR *
6503	103300061806	52045300	TL111052	12/11/2020					170.11	DR
6503	103300061806	52045300	TL111052	12/11/2020					170.11	DR
6503	103300061806	52045300	8381416X11242020	12/11/2020	00035231	ATTMOBILIT	12279233		170.11	CR
			OBJSUB: 5204530 TELECOMMUNICATIONS SRVCS							
6503	103300061806	52045400	415031401 1120	12/18/2020	02370193	MUNICIPALU	12054968	01	1,157.50	DR *
			OBJSUB: 5204540 ELECTRICITY							
6503	103300061806	52045500	112180-1347085	12/18/2020	00691370	ENVIROTECH	12037175	08	86.99	DR *
			OBJSUB: 5204550 GARBAGE & SEWER							
6503	103300061806	52049600	D101CC007	12/09/2020	MC21869				9.62	DR *
6503	103300061806	52049600	D101CC007	12/09/2020	MC21869				238.60	DR
6503	103300061806	52049600	D101CC007	12/09/2020	MC21869				238.60	DR
6503	103300061806	52049600	7556	12/16/2020	00690909	NATLINTERS	12114840	02	486.00	DR
			OBJSUB: 5204960 OTHER CONTRACTUAL SERVICE							
6503	103300061806	52050200	CONTRACTUAL SERVICES 18382 DEC20	12/18/2020	00691409	INMANSWATE	12044712		724.60	DR *
			OBJSUB: 5205020 OFFICE SUPPLIES							
6503	103300061806	52050280	CGEX201214	12/16/2020	520298				8,078.89	DR **
			OBJSUB: 5205028 OFFICE SUPPLIES							
6503	103300061806	52050400	10447	12/09/2020	00689567	SMT	12239534		10.37	DR *
			OBJSUB: 5205040 EDUC & INSTRUC SUPPLIES							
6503	103300061806	52053100	CD111035	12/04/2020					26.59	DR *
									435.00	DR
									435.00	DR *
									1,024.27	DR



AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
		OBJSUB: 5205310 PRINTING-STATE								
6503	103300061806	52053500	CGEX201214	12/16/2020	520298				1,024.27	DR *
6503	103300061806	52053500	MS111047	12/11/2020					5.60	DR
6503	103300061806	52053500	MS111047	12/11/2020					486.98	DR
6503	103300061806	52053500	MS111047	12/11/2020					486.98	DR
		OBJSUB: 5205350 POSTAGE								
6503	103300061806	52055180	68870010003	12/23/2020	00691767	MONTANADAK	12020954	12	492.58	DR *
		OBJSUB: 5205518 HEATING & COOKING FUELS								
		OBJECT: 5205 SUPPLIES & MATERIALS								
6503	103300061806	5228000	T101-077	12/11/2020					12.19	DR *
		OBJSUB: 5228000 OPER TRANS OUT -NON BUDGT								
		OBJECT: 5228 NONOP EXP/NONBGTD OP TR								
		GROUP: 52 OPERATING EXPENSES								
		COMP: 6503								
		CNTR: 103300061806								
		B. UNIT: 1033								
									2,001.00	DR **
									467.63	DR
									467.63	DR **
									11,534.22	DR ***
									31,645.62	DR ****
									31,645.62	DR *****
									31,645.62	DR *****

STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 12/31/2020

AGENCY	BUDGET UNIT	CENTER-5	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION						
1033	COSMETOLOGY COMMISSION - INFO						
10330	COSMETOLOGY COMMISSION						
COMPANY NO	6503						
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	51010100	F-T EMP SAL & WAGES	10,892.99	64,070.30		
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	4,553.20	26,049.33		
103300061806	6503	51010300	BOARD & COMM MBRFS FEES	60.00	1,020.00		
ACCT: 5101	EMPLOYEE SALARIES						
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	15,506.19	91,139.63	*	
103300061806	6503	51020200	RETIREMENT-ER SHARE	1,167.16	6,919.96		
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	653.58	3,844.24		
103300061806	6503	51020800	WORKER'S COMPENSATION	2,741.25	16,045.73		
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	27.80	162.24		
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	15.42	90.08		
ACCT: 5102	EMPLOYEE BENEFITS						
ACCT: 51	PERSONAL SERVICES						
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	86.02	86.02		
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	812.70	10,449.18		
103300061806	6503	52031000	LODGING/IN-STATE	.00	1,038.99		
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	174.00	1,790.00		
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	.00	554.00		
ACCT: 5203	TRAVEL						
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	986.70	13,918.19	*	
103300061806	6503	52040400	ACCOUNTING CONSULTANT	.00	310.00		
103300061806	6503	52040500	COMPUTER CONSULTANT	2,688.00	2,688.00		
103300061806	6503	52041800	COMPUTER SERVICES-STATE	905.40	2,130.60		
103300061806	6503	52041810	BIT DEVELOPMENT COSTS	573.75	3,039.75		
103300061806	6503	52042000	CENTRAL SERVICES	.00	43.00		
103300061806	6503	52042300	JANITORIAL & MAINT SERV	1,648.84	4,742.77		
103300061806	6503	52043600	ADVERTISING-NEWSPAPER	3.94	24.17		
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	.00	35.11		
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	1,157.50	6,713.50		
103300061806	6503	52045400	ELECTRICITY	280.25	1,649.92		
103300061806	6503	52045500	GARBAGE & SEWER	86.99	626.30		
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	9.62	57.73		
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	724.60	4,142.11		
ACCT: 5204	CONTRACTUAL SERVICES						
103300061806	6503	52050200	OFFICE SUPPLIES	8,078.89	26,202.96	*	
103300061806	6503	52050280	OFFICE SUPPLIES	10.37	1,464.46		
103300061806	6503	52050400	EDUC & INSTRUC SUPPLIES	26.59	57.46		
103300061806	6503	52053100	PRINTING-STATE	435.00	2,415.00		
103300061806	6503	52053500	POSTAGE	1,024.27	2,035.99		
103300061806	6503	52055180	HEATING & COOKING FUELS	492.58	3,752.21		
103300061806	6503	52055180	HEATING & COOKING FUELS	12.19	56.19		
ACCT: 5205	SUPPLIES & MATERIALS						
103300061806	6503	52079010	COMPUTER HARDWARE	2,001.00	9,781.31	*	
ACCT: 5207	CAPITAL OUTLAY						
103300061806	6503	52079010	COMPUTER HARDWARE	.00	139.98		
103300061806	6503	52079010	COMPUTER HARDWARE	.00	139.98	*	

STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 12/31/2020

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO  
CENTER-5 10330 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	OPER TRANS OUT	-NON BUDGT	CURRENT MONTH	YEAR-TO-DATE
103300061806	6503	5228000	NONOP EXP/NONBCTD OP TR			467.63	4,953.56
ACCT: 5228			OPERATING EXPENSES			467.63	4,953.56
ACCT: 52						11,534.22	54,996.00
COMP: 6503			PROFESSIONAL & LICENSING BOARDS			31,645.62	173,197.88
CENTER: 103300061806						31,645.62	173,197.88
B UNIT: 1033						31,645.62	173,197.88

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**SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT**

**February 19, 2021**

**1. 2021 LEGISLATIVE UPDATE**

**HB 1018 – Combine Cosmetology Commission, Barber Board, and Massage Therapy Board into one board.** This bill was strongly opposed by the barbers and by a group of massage therapists, although other massage therapists were in favor of the bill. The bill was killed in the first committee to hear the bill.

**HB 1258 – Esthetics Apprenticeships.** At the request of Fallon Helm, owner of Revive Day Spa in Aberdeen, a legislator has introduced a bill regarding apprenticeships. As currently written the bill will:

**a. Allow for Esthetics Apprenticeships.** Current Cosmetology law allows for cosmetology apprenticeships and nail technology apprenticeships, but not for esthetics. The bill as introduced proposes 900 hours of apprentice education in esthetics.

**b. Increase Maximum Allowable Number of Apprentices in a Salon.** Current law limits a salon to four apprentices and each instructor can mentor two apprentices. The bill as proposed would increase the allowable number of apprentices to eight, but still maintain the instructor/apprentice ratio at 1:2.

**c. Possible Amendments.** Amendments are anticipated to reduce the required apprentice education to the same number of hours required for students in cosmetology, esthetics and nail technology school programs as shown below:

Cosmetology – from 2150 hours to 1500 hours  
Esthetics – from proposed 900 hours to 600 hours  
Nail Technology – from 900 hours to 400 hours

**2. APPRENTICESHIPS**

**a. Increased Interest.** We are receiving an increasing number of phone calls inquiring about apprenticeships. On February 4 received one apprenticeship request for a salon in Sioux Falls. This will be presented at April 8 Commission meeting because we need to visit the salon for an interview with the instructor and proposed apprentice and ensure that the salon is set up appropriately to meet the apprenticeship requirements.

**b. Apprentice Instructor State Laws/Rules Examination.** With the increasing interest in apprenticeships, the staff is in the process of creating a laws/rules exam specifically for apprentice instructors. The current examination is geared toward instructors in a school. Copies of the draft exam will be sent to the Commission members for your review and input.

For office use only:

License number: \_\_\_\_\_

Date processed: \_\_\_\_\_ Date expires: \_\_\_\_\_

Cosmetology Commission  
500 E Capitol Ave  
Pierre SD 57501  
605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION  
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 \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

**1. TYPE OF LICENSE RENEWING**

Cosmetology School       Nail School       Esthetics School       Branch School

**2. SCHOOL INFORMATION**

School Name: STEWART SCHOOL

Current On-site Director: ANGELA TAYLOR

School Address: 604 WEST AVE NORTH

City/State/Zip SIOUX FALLS, SD 57104

Telephone: 605-336-2775

Fax:605-357-0288

Email:

ANGELA.TAYLOR@STEWARTSCHOOL.COM

Programs Offered:

Cosmetology      YES      NO

Number of clock hours 1580

Nail Technology      YES      NO

Number of clock hours 400

Esthetics      YES      NO

Number of clock hours 600

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

Days/Times Open: Attach a separate sheet with this information Attachment #1

Days and Times of Theory Classes: Attach a separate sheet with this information Attachment #2

Days and Times of Clinic: Attach a separate sheet with this information Attachment #3

What months are programs started? Cos: April, June, Sept. Nov & Feb Est: April, July & Jan NT: Jan

Current Enrollment in - - - - Cosmetology Program: 84

Nails Program: 4

Esthetics Program:11

Approximate Square Footage of school physical premises: 15,799

**3. SCHOOL OWNER INFORMATION**

Ownership (check one): Sole 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

Owner Residence Address/City/State/Zip

Telephone Number

Matthew Fiegen

18518 Raylan Rd. Durango, Iowa 52039

563-588-2379 ext. 308

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. Stewart School, 604 West Ave. North, Sioux Falls, SD 57104

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. Robert Fiegen, 25644 475<sup>th</sup> Ave., Renner, SD 57055

**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 instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) instructor for every 15 students or a faction thereof. IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM. Attachment #4**

**5. REQUIRED ATTACHMENTS – the following need to be attached.**

- List of required and non-required equipment (ARSD 20:42) Attachment #5
- School's current catalog Attachment #6
- List of textbook(s) and workbook(s) used Attachment #7
- School advertising brochures and website address Attachment #8 and [www.stewartschool.edu](http://www.stewartschool.edu)
- School rules and regulations Attachment #9
- Student policies and procedures Attachment #10
- Explanation of procedure to track student hours Attachment #11
- Explanation of how student records are kept and stored Attachment #12
- Schedule of days and times open, showing theory and practical times, holidays closed Attachment #13
- Listing of proposed field trips on Commission form Attachment #14
- Listing of substitute instructors and guest demonstrators Attachment #15
- List any changes made since the last renewal application Attachment #16

**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 Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months 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 Commission 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 Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if 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 Commission, 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: 2/1/2021

Owner or School Director Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Notary

Subscribed and sworn to before me this 1 day of 2, 2021.

SEAL

Notary Public – South Dakota

My Commission expires: 12/31/22

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment #1:*

*Days/Times Open:*

Our hours of operations are:

Mondays	9:00 am - 3:00 pm (Clinic Only)
Tuesdays	8:30 am - 8:00 pm
Wednesdays	8:30 am - 4:30 pm
Thursdays	8:30 am - 8:00 pm
Fridays	8:30 am - 4:30 pm
Saturdays	9:00 am - 3:00 pm (Clinic Only)



Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

## *Attachment 2*

### *Days and Times of Theory Classes:*

#### **Cosmetology:**

Our classes start in April, June, September, November, and February. Students have basic training for ten weeks (166 hours of theory training). After a student graduates from basics, they have Advance Training for 7.5 hours one day each week until they graduate (theory averages three hours and the remaining time is hands-on/practical training). We hold advance training by class start date. Advance training classes are scheduled Tuesdays, Wednesdays, Thursdays and Fridays.

#### **Esthetics:**

We hold an Esthetics course three times a year, January, April, and July. They have four weeks of basics training (120 hours) which consists of 55 – 60% theory and the remaining is hands-on/practical training. After the completion of basics, they have Advance Training one day (7.5 hours) each week until they graduate with 3.5 hours of theory and 4 hours hands-on/practical training. Their Advance Training is held on Fridays.

#### **Nail Technology:**

We hold a Nail Technology course one time a year in January. They have two weeks of basic training (80 hours), which consists of about 45 – 50% theory, and the remaining is hands on practice. After the completion of basics, they have Advance Training one day (7.5 hours) each week until they graduate consisting of three hours of theory and the remaining time hands-on/practical training. Their Advance Training would be held on Wednesdays.



Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 3*

*Days and Times of Clinic:*

Our Clinic Floor hours of operation are as follows:

Monday	9:00 am - 3:00 pm
Tuesday	9:00 am - 8:00 pm
Wednesday	9:00 am - 4:30 pm
Thursday	9:00 am - 8:00 pm
Friday	9:00 am - 4:30 pm
Saturday	9:00 am - 3:00 pm

**Cosmetology:** After the completion of the first ten weeks of basic training the students have 29 hours of clinical training each week, except when they have skill evolutions or specialty classes. During the hours of clinic operations there is a mixture of students at all levels who have completed their ten weeks (280 hours) of basic training.

**Esthetics:** After the completion of the first four weeks of basic training the students have 29 hours of clinical training each week.

**Nail Technology:** After the completion of the first two weeks of basic training the students have 29 hours of clinical training each week.

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 4*

*Instructors:*

<u>Name</u>	<u>Instructor License</u>	<u>Cosmetology License</u>	<u>Expiration Date</u>
Danielle Bouwman	IC-13808-2022	CO-12124-2022	01/28/2022
Lyndsey Braunesreither	IC-09333-2021	CO-07746-2021	04/25/2021
Gabrielle Chase	IC-14634-2021	CO-12115-2021	11/08/2021
Amanda Doyle	IC-13987-2021	CO-10752-2021	12/26/2021
Haley Hohn	IC-14978-2021	CO-13244-2021	11/30/2021
Madaline Knutson	IC-09595-2021	CO-09591-2021	12/31/2021
Angi Marso	IC-07968-2021	CO-05937-2021	07/17/2021
Shelbie Mittendorf	IC-14306-2021	CO-12971-2021	12/17/2021
Angela Taylor	IC-07167-2022	CO-04735-2022	02/15/2022
Karma Sanner	IC-07967-2021	CO-06471-2021	08/23/2021
Katie VanBallegooyen	IC-11551-2021	CO-09161-2021	08/29/2021

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 5*

*List of required and non-required equipment (ARSD 20:42)*

Please see our most current inspection conducted on 08/19/2020 following this page. It indicates that we do have all the required equipment.

# SCHOOL INSPECTION REPORT

South Dakota Cosmetology Commission  
 500 E Capitol Ave Pierre SD 57501  
 605/773-6193 cosmetology@state.sd.gov

## Section A

1. Name of School: *Stewart School*

2. Address: *605 W Ave N*

3. City: *Sioux Falls*

4. Telephone Number: *336-2775*

5. School License Number: *SLC-00010-202*

6. Expiration Date: *6-1-21*

7. Type of school (circle one only)

Cosmetology     Nails     Esthetics

8. Programs Taught (circle all that apply)

Cosmetology (hair, nails, esthetics)  
 Nails (separate)  
 Esthetics (separate)

## Section B

**Yes=In compliance; No=Not in compliance; NA=not applicable**  
**If a Bolded No is circled, item must be corrected within 2 hours of inspection**

<input checked="" type="radio"/> Yes	<input type="radio"/> No	9. Sign on clinic floor clearly indicating that all services are performed by students SDCL 36-15-38
<input checked="" type="radio"/> Yes	<input type="radio"/> No	10. Sign above must be in a conspicuous location SDCL 36-15-38
<input checked="" type="radio"/> Yes	<input type="radio"/> No	11. Student Price List on Display ARSD 20:42:06:30
<input checked="" type="radio"/> Yes	<input type="radio"/> No	12. Infection Control Rules & Regulations displayed in reception area ARSD 20:42:06:31
<input checked="" type="radio"/> Yes	<input type="radio"/> No	13. Blood Exposure procedures posted in the dispensary ARSD 20:42:06:32
<input checked="" type="radio"/> Yes	<input type="radio"/> No	14. Unregulated Services Sign displayed in reception area ARSD 20:42:06:33

15. TOTAL ENROLLMENT OF STUDENTS IN SCHOOL (Attach list of official current students)

## Section C

### INSTRUCTOR LICENSES

1. All licenses current and displayed. (SDCL 36-15-25, ARSD 20:42:06:29)

2. Minimum of one instructor for 15 students present on clinic floor. (ARSD 20:42:06:10)

3. Last Name	Instructor License Number	Expiration	Work area of responsibility during inspection	On Duty	Identified
<i>Jay</i>	<i>IC-07157</i>	<i>9-15-21</i>	<i>Clinic - office</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Jay</i>	<i>CO-04735</i>	<i>2-15-21</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Brauman</i>	<i>IC-13808</i>	<i>1-28-21</i>	<i>Clinic floor</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Brauman</i>	<i>CO-12124</i>	<i>1-28-21</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Blanchard</i>	<i>CO-07746-21</i>	<i>4-15-21</i>	<i>Clinic floor</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Blanchard</i>	<i>IC-09333-21</i>	<i>4-25-21</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Chase</i>	<i>IC-14834-20</i>	<i>11-8-20</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Chase</i>	<i>CO-12115-20</i>	<i>11-8-20</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Coyle</i>	<i>IC-13987-20</i>	<i>12-26-20</i>	<i>Clinic - floor</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Coyle</i>	<i>CO-14752-20</i>	<i>12-25-20</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Kristen</i>	<i>IC-04593-20</i>	<i>12-31-20</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Kristen</i>	<i>CO-09591-20</i>	<i>12-31-20</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Manni</i>	<i>IC-07968-21</i>	<i>7-27-21</i>	<i>Clinic floor</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Manni</i>	<i>CO-09537-21</i>	<i>7-17-21</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Mittendorf</i>	<i>IC-14306-20</i>	<i>12-11-20</i>	<i>Clinic floor</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Mittendorf</i>	<i>CO-12971-20</i>	<i>12-11-20</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Sanner</i>	<i>IC-07967-21</i>	<i>8-23-21</i>	<i>Classroom</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Sanner</i>	<i>CO-06471-21</i>	<i>8-23-21</i>		<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Stover</i>	<del><i>IC-14577-21</i></del>	<del><i>5-8-21</i></del>	<i>CO-12683-5-8-21</i>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<i>Van Ballegooyen</i>	<i>IC-11531-21</i>	<i>8-29-21</i>		<i>CO-09161-5-8-21</i>	<input checked="" type="radio"/> Yes

**Section D**

**General Requirements and Equipment**

(20:42:06:01 and 20:42:06:02)

<input checked="" type="checkbox"/>	No	1. Separate closed storage area for required equipment for each enrolled student	ARSD 20:42:06:01(1)
<input checked="" type="checkbox"/>	No	2. Time clock or timekeeping software for student hours	ARSD 20:42:06:01(1)
		3. Classrooms	ARSD 20:42:06:01(1)
<input checked="" type="checkbox"/>	No	Separated from public areas	ARSD 20:42:06:02
<input checked="" type="checkbox"/>	No	Instruction board or chalkboard	ARSD 20:42:06:02
<input checked="" type="checkbox"/>	No	Sufficient tables/desks and chairs to meet the needs of scheduled students	ARSD 20:42:06:02(1)
<input checked="" type="checkbox"/>	No	Lesson plans related to the subjects taught	ARSD 20:42:06:02(2)
		Course title observed:	ARSD 20:42:06:02(3)
<input checked="" type="checkbox"/>	No	Textbooks & SD Law/Rule book for each student	ARSD 20:42:05
<input checked="" type="checkbox"/>	No	4. Student licenses posted at primary work station	ARSD 20:42:06:29

**Section E**

**Required Minimum Equipment and Supplies**

**COSMETOLOGY** (20:42:06:01.01)

<input checked="" type="checkbox"/>	No	1. Work Station for each working student that includes:	
		Mirror	ARSD 20:42:06:01.01(1)
		Table top or counter	ARSD 20:42:06:01.01(1)
		Client chair	ARSD 20:42:06:01.01(1)
		Clean covered labeled container to store clean tools and implements	ARSD 20:42:06:01.01(1)
		Clean covered labeled container to store used or soiled tools and implements	ARSD 20:42:06:01.01(1)
<input checked="" type="checkbox"/>	No	2. Simulated human head with real or synthetic hair	ARSD 20:42:06:01.01(2)
<input checked="" type="checkbox"/>	No	3. One marcel iron	ARSD 20:42:06:01.01(2)
<input checked="" type="checkbox"/>	No	4. One hand-held hair dryer	ARSD 20:42:06:01.01(2)
<input checked="" type="checkbox"/>	No	5. Chemical wave rods	ARSD 20:42:06:01.01(2)
<input checked="" type="checkbox"/>	No	6. One properly functioning shampoo bowl for five working students	ARSD 20:42:06:01.01(3)
<input checked="" type="checkbox"/>	No	7. One hooded hair dryer per five working students	ARSD 20:42:06:01.01(3)
<input checked="" type="checkbox"/>	No	8. Required equipment in 20:42:06:01.02 for esthetics instruction	ARSD 20:42:06:01.01(3)
<input checked="" type="checkbox"/>	No	9. Required equipment in 20:42:06:01.03 for nail technology instruction	ARSD 20:42:06:01.01(3)
<input checked="" type="checkbox"/>	No	10. Combs and brushes so that clean, disinfected combs and brushes are used on each client.	ARSD 20:42:06:01.01(3)

**Section F**

**Required Minimum Equipment and Supplies**

**ESTHETICS** (20:42:06:01.02)

<input checked="" type="checkbox"/>	No	1. Work station for each working student that includes:	
		Facial chair or massage table	ARSD 20:42:06:01.02(1)
		Table top or counter	ARSD 20:42:06:01.02(1)
		Mirror	ARSD 20:42:06:01.02(1)
		Clean, covered, labeled container to store soiled or used tools & implements	ARSD 20:42:06:01.02(1)
		Clean, covered labeled container to store clean tools & implements	ARSD 20:42:06:01.02(1)
<input checked="" type="checkbox"/>	No	2. At least one steamer	ARSD 20:42:06:01.02(2)
<input checked="" type="checkbox"/>	No	3. At least one magnifying lamp or derma scope	ARSD 20:42:06:01.02(2)
<input checked="" type="checkbox"/>	No	4. Simulated human head forms	ARSD 20:42:06:01.02(3)
<input checked="" type="checkbox"/>	No	5. For hair removal instruction: wax pot and supplies for waxing and chemical and physical depilatories	ARSD 20:42:06:01.02(4)
<input checked="" type="checkbox"/>	No	6. At least one working microdermabrasion machine that meets the requirements of 20:42:04:04.02 for each school offering microdermabrasion instruction	ARSD 20:42:06:01.02(6)



**Section G**  
**Required Minimum Equipment and Supplies**

**NAIL TECHNOLOGY - (20:42:06:01.03)**

<input checked="" type="radio"/> Yes	<input type="radio"/> No	1. Work station for each working student that includes:	
		Nail technology table or pedicure station	ARSD 20:42:06:01.03
		Client chair	ARSD 20:42:06:01.03(a)
		Chair for student	ARSD 20:42:06:01.03(b)
		Adjustable light for table	ARSD 20:42:06:01.03(c)
		Clean, covered, labeled container to store disinfected tools & implements	ARSD 20:42:06:01.03(d)
		Clean, covered, labeled container to store used or soiled tools & implements	ARSD 20:42:06:01.03(e)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Simulated human hands	ARSD 20:42:06:01.03(f)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	4. Pedicure foot-spas that include a foot bath large enough to completely immerse both feet of the client	ARSD 20:42:06:01.03(2)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	5. At least one electric file or drill with appropriate attachments and that meets the requirements of 20:42:04:04.01.	ARSD 20:42:06:01.03(3)
			ARSD 20:42:06:01.03(4)

**Section H**  
**Minimum Requirements for Premises and Facilities**

<input checked="" type="radio"/> Yes	<input type="radio"/> No	1. Space – Main cosmetology school	
		Main esthetics school	ARSD 20:42:06:19(1)(a)
		Main nail technology school	ARSD 20:42:06:19(1)(c)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Plumbing: shampoo bowls for cosmetology courses and sinks for all courses that are connected to a central sewer system and a faucet or outlet for hot and cold running water connected to each bowl	ARSD 20:42:06:19(1)(d) ARSD 20:42:06:19(2)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	3. Restrooms – minimum of two with liquid soap dispenser, disposable towels or air hand dryer. If school has personnel or students of both sexes, school must provide separate rest rooms for each sex. Restrooms must be available within the structure of the school and must contain at least one sink with hot and cold running water, connected to a central sewer system.	ARSD 20:42:06:19(3)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	4. Supply dispensary with a sink located within easy access to the student work area	ARSD 20:42:06:19(4)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	5. Provide ventilation to allow the free flow of air in a room of the proportion to the size and capacity of the room.	ARSD 20:42:06:19(5)

**Section I**  
**Infection Control Requirements**

<input type="radio"/> Yes	<input type="radio"/> No	1. Disinfectant with manufacturer label available at each student work station	ARSD 20:42:06:24 & ARSD 20:42:05:01(12)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. One large wet disinfectant container for use by all students or separate wet disinfectant containers for each student to disinfect implements	ARSD 20:42:06:01 & ARSD 20:42:06:24
<input checked="" type="radio"/> Yes	<input type="radio"/> No	3. Wet disinfection fresh, clean, and free from contaminants	ARSD 20:42:06:24, & ARSD 20:42:04:05.01(14)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	4. One or more covered labeled containers for all cleaned and disinfected tools & implements	ARSD 20:42:06:01(5)
<input type="radio"/> Yes	<input type="radio"/> No		
<input checked="" type="radio"/> Yes	<input type="radio"/> No	6. A covered labeled waste receptacle for every five students	ARSD 20:42:06:01(9)
		7. A covered label container for soiled towels & linens	ARSD 20:42:06:01(8)
<input type="radio"/> Yes	<input type="radio"/> No	7. Pedicure station(s) and tools clean and disinfected	ARSD 20:42:06:24 & ARSD 20:42:05:08
<input checked="" type="radio"/> Yes	<input type="radio"/> No	8. Hand sanitizer or hand-washing facilities available	20:42:07:24 & 20:42:05:01(6)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	9. Floors in work area clean and free of hair and other debris after each client	ARSD 20:42:06:24 & 20:42:04:05.01(16)
<input type="radio"/> Yes	<input type="radio"/> No	10. Sinks clean and disinfected, no hair or soap scum	ARSD 20:42:06:24 & ARSD 20:42:05:01(3)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	11. All waste containers closed & labeled and emptied when full or at least daily	ARSD 20:42:06:24 & ARSD 20:42:04:05.01(15)
<input type="radio"/> Yes	<input type="radio"/> No	12. Fluids, semifluids, creams and powders kept in a clean, closed, labeled container & dispensed with disinfected spatula, shaker, pump, spray dispenser or single-use item	ARSD 20:42:06:24 & 20:42:04:05.01(7)
<input checked="" type="radio"/> Yes	<input type="radio"/> No	13. Clean cape for each client of use of towel or neck strip	ARSD 20:42:06:25 & ARSD 20:42:04:06
<input checked="" type="radio"/> Yes	<input type="radio"/> No	14. Wigs: covering used to prevent direct contact of client's scalp or hair	ARSD 20:42:06:26 & 20:42:04:17
<input checked="" type="radio"/> Yes	<input type="radio"/> No	15. Hair work stations clean and disinfected	ARSD 20:42:06:24, & ARSD 20:42:04:05.01
<input checked="" type="radio"/> Yes	<input type="radio"/> No	16. Nail work stations clean and disinfected	ARSD 20:42:06:24 & ARSD 20:42:04:05.01
<input checked="" type="radio"/> Yes	<input type="radio"/> No	17. Esthetics work stations clean and disinfected	ARSD 20:42:06:24 & ARSD 20:42:04:05.01



**Section J**  
**Equipment for Safety**  
 (20:42:06:20)

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	1. First Aid kits (at least two) with blood exposure procedures	ARSD 20:42:06:20 & ARSD 20:42:06:3
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	2. Fire Extinguisher, charged, ABC type, 5-pounds each 1,500 feet of space	ARSD 20:42:06:20
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	3. Electrical	ARSD 20:42:06:20

**Section J**

**Student Clinic Floor Station Inspections (attached)**

The school is responsible for any student non-compliance. All student station inspection reports will be given to the school manager. It is expected that the instructors will have any non-compliance issues by any individual student corrected quickly.

**Section K**

1. Inspected by: [Signature] [Signature]  
 (signature of all inspectors)

2. Date inspected:

8-19-20

3. Inspection start time: 9:30 am  
 Inspection end time: 10:15

4. Signed by Owner or School Manager: [Signature]

5. An inspection has been made of your School, employees, and students on the above date. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out=not applicable. **If a Bolded above No is circled it is an automatic overall failure.** If a school fails, an unannounced recheck inspection will be completed within three weeks.

**Section L**

**SCHOOL OVERALL INSPECTION RATING (circle)**

If inspector observed 4 violations of any one or more of any item in sections A through I then the inspection is failed

In Compliance **PASS**

Not in Compliance - FAIL

**Section M**

1. MULTIPLE VIOLATIONS OF ITEMS LISTED IN SECTIONS A THROUGH I.

School complies with all requests of previous inspections.

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 6*

*Current copy of the Student Catalog*

Please see our Student Catalog following this page.



Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 7*

*List of Textbooks and Workbooks used.*

Stewart School uses the following books in our programs:

Cosmetology:

Milady Text and Mind Tap ISBN 9781305721937

Natural Hair Care and Braiding ISBN 9781133693680

Esthetics:

Milady Text and Mind Tap ISBN 9780357255148

Nail Technology:

Milady Text and Mind Tap ISBN 9780357483640

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 8*

*Web page address:*

[www.stewartschool.edu](http://www.stewartschool.edu)

\*\* We no longer have printed materials.

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

### *Attachment 9 & 10*

*Schools rules and regulations AND Student policies and procedures:*

#### **IV Administrative Policies**

##### **Class Size:**

To ensure that the individual needs of the student are met the maximum number of students allowed in a Freshman course is 40. Maximum enrollment at any time is 150. Nail Technology, Esthetics and Massage Therapy have a maximum class size of twelve students. The minimum clinical ratio for Nail Technology, Esthetics and Cosmetology, as per the South Dakota Cosmetology Commission, is one instructor per twenty students.

##### **Grading Procedure:**

###### Written Grades:

To maintain Satisfactory Progress (necessary to remain enrolled and qualify for financial aid) the student must attain at least a 75% written average by the end of each evaluation period. Students must pass their written evaluations with a minimum of a 75% and an 80% on their Senior Written exams.

###### Practical/Technical Grading Criteria:

Students are graded in each skill area four different times while enrolled. Specific tasks are performed and assigned a point value based on demonstrated skill and outcome. Total possible combined score is 100 points. 75 points is the minimum to maintain satisfactory progress. Students must pass their practical exams with a minimum of 75 points and 80 points on their Senior Practical exam.

###### Grading scale/Grade Point Averages (GPA)

- 94% - 100% Superior (A)
- 87% - 93 % Above Average (B)
- 80% - 86% Average (C)
- 75% - 79% Below Average (D)
- 74% > Failing (F)

If a student falls below a 75% overall academic written and/or practical average they are in violation of our Student Code of Conduct and will meet with the Academic Director for a plan of action. If the overall grade average is not improved through the plan of action student may be terminated.

##### **Attendance Policy:**

All students must attend regularly scheduled classes. All absences need to be requested by student directly and authorized by a school staff official. If success is to be achieved, self-discipline in work habits is necessary. A student may be terminated if their attendance falls below 80%.

- *Freshman Training*

Freshman Students are **not allowed to miss more than 20 hours during the those first ten weeks of school**. If the student misses more than 20 hours they may be terminated and may be allowed to restart with our next basics. (Esthetic & Massage Therapy students cannot miss more than ten hours in first four weeks and Nail Technology students cannot miss more than four hours in the first two weeks, while in Freshman training.)

- *Sophomore Training*

Sophomore Students are **not allowed to miss more than 20 clinical hours during their Sophomore training**. If the student misses more than 20 hours they will be placed on in-school suspension for the hours missed over 20. Once completed the student will then transition to the Junior level.

Stewart School License Renewal Attachments  
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February 1<sup>st</sup>, 2021

- *Calling in Absences*

The student must notify the school **fifteen minutes before their scheduled starting time** by dialing (605) 336-2775 ext. 0 and speaking with a school official. *I.e. A student scheduled to be in class at 9:00 am must call before 8:45 am to notify the school of tardiness or absence.* Phonelines open at 8:00 am (8:30 on Monday and Saturday).

**Messages are only to be left on the voicemail in an emergency.** The student is expected to make a follow-up phone call to the School Director the same day of the absence. *Students who call the front desk and leave a voicemail to be absent before 8:00 am will be issued an attendance violation unless it was for a medical emergency.*

If a student can demonstrate that they attempted to contact the school at least two times with no answer and left a voice mail at either the Front Desk (ext. 100) or the School Director (ext. 3) extension, they will not be issued an Attendance Violation. If the student does not attempt to follow-up within the next day of attendance the AV will be issued.

- *Saturday Absences*

Saturday attendance is optional for Senior (1127 hours) Cosmetology students (based on availability), Elite Students (pass an Elite Skill Exam) or students that are on an approved schedule. Students who miss time on more than four scheduled Saturdays will not be given the option to not attend Saturdays during their Senior term. Students who habitually miss Saturday attendance will be put on a plan of action and may be terminated.

- *Lecture/Skill Class (Advance Class)*

Students are not allowed to miss lecture/skill classes. Students who are late will not receive training hours until they can enter class at break. Attendance in class is reflected as part of the student's final grade for that course. If a student misses any part of an evaluation day they will earn an attendance violation.

- *Behavioral Issues*

Students who refuse a practical assignment (client or mannequin work), are not productive during clocked in hours, do not follow directions of their Coach, ignore pages to the front desk, are demonstrating disrespectful behavior and/or are not where they are scheduled to be, will be sent home for the day and will earn an Attendance Violation.

- *Time Clock*

Students will clock-in using their fingerprint and their student number. Students who consistently fail to clock in and/or out will earn an Attendance Violation. They will also only get time based off their first appointment in Salon Iris as that is the only way to prove they were in attendance.

Students will be issued a four-digit number after their trial period and will have their fingerprint set up in the Insperity Attendance Timeclock. The fingerprint is used solely to verify the student and is not transmitted from the time clock. When a student graduates/withdrawal from school the fingerprint is removed from the time-clock system.

### **Attendance Violation**

An Attendance Violation (AV) is assessed for the following (this list is not limited to and can be added to at any time):

- Not calling into the school to speak with a staff member before their designated time.
- Leaving school before the designated leave time.
- Behavioral issues resulting in being sent home.
- Being paged three times for a guest and not checking in.
- Refusing a guest.
- Failing to clock in and/or out consistently.
- Being unexcused.
- Missing a Test, Evaluation, Guest Speaker or School Event.

Students will only be allowed to **earn six Attendance Violations** while enrolled, the seventh will be a termination from school. A student can erase an Attendance Violation by having **ten scheduled consecutive days of perfect attendance**. It is the student's responsibility to alert the School Director that they have achieved the ten days to eliminate an Attendance Violation, so it can be verified and erased. A student may, also, complete **two hours** of approved community service to eliminate one Attendance Violation. The community service must be for a nonprofit organization and approved by the School Director prior to commencing. **Medical notes will not be accepted to eliminate an Attendance Violation unless it was an emergency.**

Stewart School License Renewal Attachments  
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February 1<sup>st</sup>, 2021

- *Holiday Time*

The school requests that students have holiday time off scheduled/requested as early as possible prior to the holiday. The school reserves the right to require a reasonable lead-time for requests off. The school retains the right to make attendance mandatory for all school events, competitions, guest speakers and assemblies. Failure to attend may result in an Attendance Violation. Students are asked to have their late nights and/or Saturday time off excused ahead of time, failure to do so more than twice will result in an Attendance Violation.

- *Missing Student Notification and Procedure*

**Student must call in all absences prior to starting time for each absence.** If a student does not report an absence Stewart School will attempt to contact the student that day. Additionally, Stewart School requires each student to sign a release for an emergency contact in the event a student is unable to be reached.

**A student who is absent for 14 consecutive calendar days will be terminated on day 15. Students may not leave a voicemail and must speak to a staff member (unless an emergency occurs).** A voicemail is an unexcused absence resulting in an Attendance Violation. **Unexcused Absences are not acceptable!**

**Re-Take & Make up Exams:**

Re-take/makeup exams will be administered on students scheduled class day the week following initial exam date. Re-take exams are only allowed for students who fail the initial exam. 10% score reduction will be applied to re-takes. The retake test must be done within **one week after the initial exam was given.** If a student is absent on the day the initial exam is given, they will receive a zero and it will their responsibility to make arrangements with the Academic Director to take the exam on the re-take day. Senior final written and law exam re-takes must be arranged with the Academic Director. Students who need to retake the Senior Final practical exam must wait until the next time the full exam is offered. **Student may be terminated if they cannot pass senior final after three attempts.** If appeal is granted to take exam a fourth time, there will be a fee of \$80.00. This amount may be waived if student chooses to perform and present proof of four hours approved community service.

**Missed & Make Up Assignments:**

Students who miss class are required to complete the assigned task sheet in order to graduate.

**Leave of Absence (LOA)**

A LOA may be taken for medical, family emergency, or other serious circumstances as determined by the School Director. The leave will be at least five school days and up to 60 days. Circumstances that would require more than the allotted amount of leave will be at the discretion of the School Director but cannot exceed 180 calendar days within any 12-month period. **Documentation is required for all student requested leaves;** i.e. Doctors Notes, Funeral Announcements, Eviction Notices etc. Leaves are not counted against the student for the required completion time. All LOAs must be approved prior to the leave. If a leave needs to be extended the student must contact the school prior to scheduled return date. Medical documentation to extend the leave may be required. If a student fails to return from a LOA on their scheduled day of return, they will be expelled the next day. If a student is absent for 14 consecutive days without notifying the school, the student will be terminated from school. Withdrawal date to be determined as the last date student physically attended based on school's daily attendance records. Student must surrender their kit at time of taking a leave to be held as collateral if any balance is owed. **If student fails to return from LOA and are terminated from school, any balance due must be paid within thirty days, and the balance may be assigned to a professional collections agency, which may result in additional collection fees.**

**Medical Documentation:**

All Medical Leaves must be recommended by the student's physician and include the time frame the student will be absent. If the student is not able to return to scheduled classes by designated return date that was indicated by the physician, the student must provide a follow-up note from the physician stating why they cannot return along with a new return date.

**Medical notes will not be accepted to eliminate an Attendance Violation unless it was an emergency.** Students are only required to bring medical documentation when requesting a medical leave of absence or if requested by the school for validation of a medical emergency.

**Timeclock:**

Students are required to report accurate time by clocking in and out daily. Students are not required to clock out for lunch, unless the student leaves the premises or takes longer than the allotted time. Hours are calculated at the end of the week. It is the responsibility of the student to make sure that their time is accurate. No adjustments will be made after time is calculated

monthly. Students that fail to clock in or out will lose one hour of time. If this becomes habitually, the student will be dealt with on an individual basis and may forfeit hours that are unable to confirm. Due to the nature of our industry, lunch breaks may, on occasion, need to be taken in segments. Morning and afternoon breaks are at the discretion of the instructor. Any student who is caught off premises and not clocked will be terminated.

**Books/Equipment Kit/Professional Products/Right to Search:**

The kit contains the instruments and textbooks necessary for the satisfactory completion of the program. Part of our program materials are online requiring students to use a device (Chromebook or iPad). If you do not have a device, one can be purchased from the school. Students are not required to purchase books/kit/device from school, but books must be current version and equipment of same quality level (to be determined by school). The kit is to remain in the school for classroom and clinic use. Students who come to class without the needed kit items will be sent home for the remainder of the day. The student must replace items if broken or lost. Equipment being taken out of the building in sacks, kits or bags is subject to search by a school staff member. The use of another student's equipment without permission is unacceptable. It could be considered theft and may be grounds for disciplinary action or termination. A purchase receipt is required to take any product out of the building. The school reserves the right to inspect lockers, styling stations, sacks, kit bags and equipment at any time.

**Advancement Progress:**

Progress reports will be given to students monthly. The progress report outlines hours earned, absent hours, grades, advancement and any disciplinary activity, if any. Cosmetology students must advance through the Freshman level (0 -280 hours), Sophomore level (281 - 606 hours), Junior level (607 - 1126 hours), Senior level (1127 - 1580 hours). Elite status is achievable, but not required for graduation. Students who lose their Productive Time Books (PTB) will be required to purchase a new book on their own or through the school. Students are required have their PTB checked daily and signed by their classroom Coach weekly.

**Satisfactory Academic Progress:**

For Federal financial aid purposes, Satisfactory Academic Progress (SAP) is evaluated at the end of each payment period (hereinafter evaluation period). Maintaining SAP is required for a student to remain in school, and is applied uniformly, whether a student is using Federal financial aid or not. A student meeting the minimum requirements in attendance, written exam, practical evaluations, and advancement criteria at the end of an evaluation period is considered to be making satisfactory progress. Satisfactory progress must be verified at all evaluation periods before financial aid is disbursed.

Stewart School will consider accepted transfer hours as both attempted and completed in the quantitative calculation (100% attendance) and will exclude consideration of grades at previous school for SAP purposes. Transfer students will start fresh and will be evaluated based only on attendance % and grades for time attending Stewart School. SAP evaluation periods for transfer students will be based on actual contracted hours at the school, and time between evaluations will not exceed standard length (i.e. if student transfer into Cosmetology with 900 hours, they will have two evaluations at, or about, 1240 and 1580, hours.)

1. **Evaluation Periods:** Students will be evaluated in knowledge and skills development at the end of each evaluation period, which falls at the following scheduled hours. Students must achieve 75% GPA and attend 80% of scheduled hours to maintain SAP:

<u>Cosmetology</u>	<u>Esthetics</u>	<u>Massage Therapy</u>	<u>Nail Technology</u>
450 Hours	300 Hours	300 Hours	200 Hours
900 Hours	600 Hours	600 Hours	400 Hours
1240 Hours			
1580 Hours			

2. **Satisfactory Academic Progress:**

**Qualitative Component:**

- Written Exam (Freshman, theory and advanced): A student who fails to receive a 75% overall average on exams by the end of an evaluation period may be terminated and lose Financial Aid eligibility (if applicable).
- Practical Exam (Freshman, theory, and advanced): Students are graded on a point-based system. A student must pass all practical exams with a 75% or higher. A student who does not pass all practical exams by the end of an evaluation period may be terminated and lose of Financial Aid eligibility (if applicable).
- Advancement Criteria: Cosmetology students must have their required Clinic Service Requirements completed by the end of each evaluation period. If a student fails to complete all requirements by time of evaluation, they may be terminated and lose of Financial Aid eligibility (if applicable).

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- A student will not be able to progress to clinical from Freshman training if practical exams or written exams averages are below 75% and/or if any core exam has been failed. Three weeks will be allowed after Freshman s for students to re-take failed exams and increase average above 75%.

### Quantitative Components:

- If success is to be achieved, self-discipline in work habits is necessary: All students must attend regularly scheduled classes. A school official must authorize all absences. A student not clocked in by class starting time will not be able to clock in until their class returns from break and they are able to join class.
- If a student's attendance percentage is below 80% of scheduled hours at the end of an evaluation period, they may be terminated and lose financial aid eligibility (if applicable).
- The expected time frame in which the student must complete the program (not counting approved leaves, holidays, weather related or other school closures) is no more than 75weeks/2370-scheduled hours (Cosmetology), 26.75 weeks/788 scheduled hours (Esthetics & Massage Therapy), and 15 weeks/500-scheduled hours (Nail Technology). Allowances/Appeals may be made for unusual/extreme circumstances, but the maximum time frame to complete, not including leaves, is 150% of the published length of the program (97.5 weeks Cosmetology student, 25.5 weeks for an Esthetics & Massage Therapy student, and 20 weeks for a Nail Technology student). Attendance for all terms (including summer) are included in the maximum time frame to complete of 150% of the published length of the program. Changes in major, pursuit of a second degree and remedial courses do not apply to our institution and thus do not have any effect on SAP. Incompletes are counted as hours attempted in the GPA calculation.
- If a student's attendance falls below 80% at any time, the student will be advised immediately of repercussions of falling below 80% at next evaluation period.

**Appeal Process:** Procedures for re-establishing Satisfactory Academic Progress: If at the end of an evaluation period, a student is not in compliance with the standards of the Satisfactory Progress Policy, the student may be terminated and lose financial aid eligibility (if applicable). A student may appeal termination and loss of financial aid eligibility (if applicable) by presenting a written appeal, based on extenuating circumstances. A school committee of staff (to be formed and directed by the School Director) will review the appeal. The appeal will be approved or denied, based on whether facts indicate the student will be able to improve to minimum levels by the next evaluation period. If approved, the student will be placed on probationary status, retain financial aid eligibility (if applicable) and may re-establish Satisfactory Progress by following a prescribed plan, which may include extra assignments. If denied appeal, the student will be terminated and lose financial aid eligibility (if applicable).

### How GPA & Pace are affected by:

**Incompletes:** Students are required to complete all assignments, makeup all missed classes, and pass all exams in each subject. Assignments not submitted on time will result in a reduction in one grade level (what would have been an "A" is reduced to a "B"). Failed tests that are not made up will be given the original failing grade. Any of the above could result in a lower overall grade average and could result in student falling below 75% at the next satisfactory academic progress (SAP) evaluation. This could result in termination and loss of Financial Aid (if applicable) if student does not improve to 75% by the next SAP evaluation. Termination would result in student being required to re-apply, incurring additional costs and significantly delaying graduation.

In any event all material must be successfully completed (tests passed, assignments submitted, missed classes made-up) before school will award diploma.

**Withdrawal/Re-Entry:** Will not adversely affect GPA, but all requirements and state required Hours of attendance must be completed, so this will delay graduation.

**Transfer Credits:** SD Cosmetology Commission must approve any transfer hours for the Cosmetology, Esthetic and Nail Technology programs. If so, Stewart school will honor grades/hours given by previously attended schools, and this will not require additional hours beyond those required by SD. Student must, however, meet Stewart School grade/attendance requirements after enrolling.

### Student Code of Conduct:

The school considers good conduct necessary for managing our school, so fairness, effectiveness and safety are maintained. Violation of the rules may result in disciplinary action, or termination. In serious cases, or where a student has previously violated the same or similar rules, that student may be subject to immediate termination. Violent threats may result in immediate termination if witnessed by any Stewart School employee or verified by written, signed statement, by non-biased witness. Student understands we employ cameras, and that video and audio of student may be recorded.

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Reasons for disciplinary action (This list is for guidance only and not limited to the following):

- Students are required to remain under their Instructor's supervision, in their assigned classroom or assigned clinic work area at all times. Wandering or inactivity is considered unacceptable and non-professional behavior.
- Possessing or consuming alcoholic beverages or illegal drugs on school premises before, during, or after school hours. Students may not report to school under the influence of illegal drugs or alcohol.
- Misuse of school time.
- Fighting, provoking a fight, threatening, harassing, bullying (the use of force, threat, or coercion to abuse, intimidate, or aggressively to impose domination over others) or disrespecting another student, client, or staff member.
- No foul or profane language is permitted, nor are racial or sexual forms of harassment.
- Students smoking, eating, drinking, or chewing gum in presence of clients.
- Failure to maintain Satisfactory Progress.
- Unauthorized use of a cell phone or Device in a non-designated area.
- Cheating.
- Leaving school premises while being clocked in.
- Clocking other students in or out.
- Abuse of school property.
- Theft from school or any person at school, including data theft
- Dress code violations.
- Unauthorized photography/video recording.
- Inappropriate use of Social Media platforms.
- Slander or libel of school, personnel, students or clients.
- Gossip is a demonstration of negative behavior and is considered unprofessional.
- **Falling below 80% attendance.**
- **Falling below 75% written or practical GPA.**
- Excessive Unexcused Absences.
- Inappropriate sexual suggestions or physical contact.

Concealed weapons, guns, firearms, explosives or dangerous chemicals, etc. are not allowed on school premise, on college owned or controlled property or at college sponsored activities, this includes lunch and break time. Any infraction will be immediately turned over to local police & possible charges will be filed

**Appeal Process:**

A student may write an appeal to the School Director if they feel enforcement of a rule or policy should be waived due to circumstance. The appeal must provide as much detail and evidence as possible.

**Copyright & Peer-to-Peer File Sharing:**

Stewart School will not tolerate any infringement of copyright laws or illegal downloading, including peer-to-peer file sharing. Student will be subject to standard Stewart School disciplinary measures, as well as, any local, state or federal punishment.

Penalties for violation of copyright laws (infringement) can be either civil or criminal. Criminal penalties for first time offenders can be up to five years in prison and up to \$250,000 in fines. Civil penalties can include legal fees and thousands of dollars in damages. Each song has a minimum penalty of \$750.00. For additional information, please visit the U.S. Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

**Photography or Electronic Photo Imaging Communications:**

Video and still photography, without permission of the participant or permission from Stewart School, may be subject to disciplinary action. This is to protect the school, its students and employees from libel or bullying charges. Photos used for portfolio, client before and after shots, etc. must have the permission of the person in the photo. Pictures posted on social webpages must be removed immediately if requested by the subject or the school.

**Social Media:**

Social Network Sites (i.e. Facebook, Twitter, Instagram, Snap Chat etc.) are effective ways of communicating with fellow students, potential clients and employers. While Stewart School encourages communication on these sites, it is advisable to remember that your comments, language and opinions should maintain a respectful and mature nature that would represent a professional



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and refined image. Comments posted that could be considered slanderous, harassing, disparaging, ill-mannered, hostile, sexual, or demeaning, or that project a distorted image of Stewart School, its students, staff or clients will not be tolerated and will be mandated to be immediately removed. Private and/or public apologies may be required, and the student posting the inappropriate comment will face disciplinary action or termination from school. Legal action may also ensue as a result of libelous posts or slanderous comments.

**Readmission:**

Students that wish to be readmitted to Stewart School after withdrawal will be treated as a Transfer Student. Terminated (expelled) students may be required to demonstrate up to six months of good work history and/or community service to be readmitted, to be determined on a case-by-case basis, based on Student record before termination. The school may follow the Transfer Student Guidelines when assessing tuition costs and class placement.

**Assigned Sanitations & Dispensary Duties:**

Assigned Sanitations & Dispensary Duties: Students are required to complete a daily sanitation procedure. These small assignments and tasks satisfy a portion of the State requirements referencing infection control. Students also are on a rotating schedule of laundry and dispensary activity assignments to sanitize instruments and equipment and to dispense products. This requirement does not include employee provided janitorial activities.

**Phone Use:**

Relatives and friends should be informed that only emergency calls may be received during school hours. Students will be allowed to take the call at the discretion of a school staff member. Messages will be taken on other calls and the information will be given to the student who can return the call during a break or lunch period. If the call is an emergency and the student does not have a cell phone, they can use the School Director's phone under the supervision of a School Official. Incoming long-distance telephone calls for students will be handled immediately by giving a message to the individual as soon as possible. Collect calls will not be accepted.

**Cellular Phones must be left in the student vehicle, or in their locker!** Cellular phones are to be used by the student only in the main student break room or outside of the school building. **Failure to do so will result in the student immediately being clocked out and sent home for the remainder of that day.**

**Harassment and Discrimination Policy**

Stewart School strives to maintain an environment free from discrimination and harassment, where students treat each other with respect, dignity, and courtesy. This policy applies to all students and employees of the school.

**Prohibited Behavior**

Stewart School does not and will not tolerate any type of harassment of our employees, students, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification. Bullying/harassment of fellow students, guests of the school or employees will not be tolerated. This includes abuses that are verbal, physical; involve electronic devices (internet or social networking pages, cell phones, photography, video or text messaging) or other actions to be determined by the school as such. Also, any action that interferes with any person's school performance or creates an intimidating, hostile school or work environment.

Sexually harassing behavior includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. The types of conduct covered by this policy include demands or subtle pressure for sexual favors or threats.

Specifically, it includes sexual behavior such as:

- sexual flirtations, advances, or propositions
- verbal abuse of a sexual nature,
- sexually related comments and joking,
- degrading comments about someone's appearance,
- displaying sexually suggestive objects or pictures, including cartoons and vulgar email messages,
- any uninvited physical contact or touching, such as patting, pinching, or repeated brushing against another's body.

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All incidents of harassment that are reported will be fully investigated. The investigation will be completed as soon as possible and a written determination regarding the reported harassment will be made and communicated to the complainant and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge or termination, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Theft of any kind will not be tolerated. If a student is suspected of stealing the school will contact the Sioux Falls Police Department to investigate. If a student is caught stealing from another student, the school encourages that student to contact authorities and school personnel. If a student is caught stealing, they will be terminated immediately. Stewart School reserves the right to search lockers, purses, and bags at any time.

Poor behavior outside of school may result in disciplinary actions or termination.

### **Retaliation**

Any student who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

### **Equal Opportunity Policy**

Stewart School provides equal opportunity to all, regardless of race, color, religion, gender, gender identity, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws.

### **Student Complaint and/or Grievances:**

Stewart School maintains an open-door policy, and encourages communication, transparency, and trust. If a problem exists, the student is to see their instructor first to find a solution. If the problem cannot be resolved at this level, the student is encouraged to write a brief description of the problem and approach the School Director for a resolution. In most cases the problem can be resolved at this point, but in an instance where it can't the school owner may be contacted (PO Box 873 Dubuque, Iowa 52004 or 563-588-2379 x 308). A formal documentation of the complaint/grievance will be made and signed by both the student and the School Director with the plan of action or the outcome. This will be placed in the student's file.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School Director or online at [www.accsc.org](http://www.accsc.org).

The South Dakota Cosmetology Commission, who also has a formal complaint policy, licenses Stewart School. They may be reached at: 500 E. Capital, Pierre, SD 57501, or by phone at (605) 773-6193.

The South Dakota Board of Massage Therapy does not license Massage Therapy schools but may recognize training from accredited schools. They have a complaint form on their website, <https://doh.sd.gov/boards/massage/complaint.aspx>. Their contact email is [sdbomt@gmail.com](mailto:sdbomt@gmail.com)

The South Dakota Attorney General also handles complaints against schools registered in the State: <https://consumer.sd.gov/>.

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**Graduation Requirements:**

To graduate (successfully complete) from Stewart School a student must:

- Complete the contracted number of hours, complete and pass (75% min) all class assignments (including job search), tests and senior testing (80% min), and complete an exit interview.
- Meet all academic policies (including maintaining satisfactory academic and attendance progress) and financial obligations to the school.
- Pass all advancement levels.

*Cosmetology, Nail Technology and Esthetics graduates must take a State Board Exam at their own expense and pass to receive a license. Please note that it takes about ten working days for the Commission to issue a temporary work permit, assuming student did not test while still enrolled.*

**Diploma Awarded:**

Upon successful completion of the above graduation requirements, the student will be issued a diploma from Stewart School. *(In order for Cosmetology, Esthetic or Nail Technology graduate to apply for a temporary license they must provide proof of a job to the South Dakota Cosmetology Commission.)* The student will be required to turn in their student license upon graduation.

**Clock Hour Conversion:**

One (1) Clock Hour = Sixty (60) minutes

**Classroom Policies** (This list is for guidance only and not limited to the following):

Our goal is to provide a classroom with a learning environment for all students. Classroom activities and lessons are designed to help the student prepare for the State Board Exam and prepare for the advanced services they will perform as professional. To remain in compliance, the following policies are to be adhered to:

- A student arriving late to class will not be allowed to enter until after the next break. The Instructor determines break times. The student will not accrue hours until they are allowed into class.
- No chewing gum, eating, smoking or drinking (except water) in the classroom. Any container other than a clear water bottle is prohibited.
- Talking out of turn, swearing or profanity, sleeping, feet on desk or being disrespectful is unacceptable.
- Students are expected to come to class prepared and in dress code; arriving to school with hair and makeup done. Textbooks, writing utensils, paper and the appropriate equipment for the lesson must be available.
- The Instructor schedules lunch breaks and breaks.
- Coats, purses, cell phones, devices and all other items not needed for class must be left in the student's locker.
- All students are required to participate in classroom practical application, i.e. being a model for makeup etc.

**Clinic Floor Policies** (This list is for guidance only and not limited to the following):

Our goal is to provide a work environment that closely simulates a salon situation. The objective is to help the students perfect their technical skills, client communication, and to develop good working habits. Some procedures for clinic operation are governed by federal and state agencies. To remain in compliance, the following policies are to be adhered to:

- All services performed must have a consultation with an instructor before beginning. An instructor must check all steps to a chemical service. An instructor at the end of each service must check all clients.
- No chewing gum, eating, smoking or drinking on the clinic floor.
- When students are not working with a client while on the clinic floor or on approved breaks or lunch, students are expected to be working on practical skills (practicing state board skills, mannequin work, etc.). If students are not productively practicing such skills, they will be instructed to clock out and go home for the remainder of that day.
- Refusing a guest is an attendance violation and results in the student being dismissed for the day.
- If a student cannot perform services on the clinic floor will need to request a LOA with a Dr. note or withdrawal.
- For safety reasons, students and clients are not allowed to bring in personal hair care products. Only professional products provided by the school are used apart from a physician's prescription.
- Appointments are not to be changed or exchanged without an instructor's permission.
- Students are always to have all equipment in good working order.
- Vanity tops, mirrors and chairs must be cleaned every day.
- Students are not to swear, use profanity, or hold conversations with each other when servicing clients, the client should have your undivided attention.
- Problems with clients should be immediately referred to an instructor.

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- Students are expected to comply with all dress code rules.
- Students are not to have their cell phones on their person or in their vanities.
- Only use sanitary tools.
- Wash hands thoroughly before each service.
- Guests are not allowed to visit the school unless they are a model for classroom demonstration/testing or a clinic floor guest receiving services.
- Family and friends are not permitted to eat lunch or spend break time on campus with a student.

### Dress Code

Stewart School always expects students to dress appropriately in professional attire. We are preparing you for your future, therefore building your professional image and client base is important. Your customers will make decisions about the quality of your products and services based on their interaction with you. **First impressions are very important.**

The acceptable attire is Black, White and Gray which includes shoes and socks. The allowed attire is Dress Pants, Dress Shorts or Capris, Leggings, Jeggings, Skinnies and Dress Tops that are **appropriate for a professional environment**. Students that chose to wear leggings, jeggings or skinnies are strongly encouraged to wear a dress top that is long enough to completely cover their butts, or they may wear a dress or skirt with leggings under them. Students may wear black, white or gray jeans. Students may accessorize with color in the form of belts, scarves, and hair accessories. Attire that is deemed inappropriate will be addressed on an individual basis and student potentially sent home if deemed necessary.

Please **do not wear** anything that others might find offensive or that might make anyone uncomfortable. This includes (but not limited to):

- Clothing with profane language.
- Clothing that promote drugs and/or alcohol.
- Clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.
- Clothing that has logos or writing of any kind. (The exception is Stewart School shirts that are in good condition may be worn.)
- Cotton t-shirts are not allowed (unless they are a Stewart School t-shirt)
- Sleeveless shirts and Cap Sleeve shirts where the underarm is exposed are not allowed.
- Sweatshirts are not allowed.
- No skirts or dresses with sheer leggings, sheer tights, pantyhose. Students must wear solid leggings etc.

Unacceptable footwear would be:

- Combat boots,
- Uggs,
- Flip-Flops,
- Sandals with toe separates that do not have a dress heel or sling back.
- Cowboy Boots

Undergarments must always be worn and cannot be visible. Hair must be dry, clean and styled. Ponytails are discouraged but acceptable if done professionally. Female students must wear a minimum of three types of makeup (example: lip gloss, mascara and powder). Students are required to have their hair and makeup done prior to entering the building for the day. Students may pay \$2.00 to wear blue jeans or colored jeans/pants and colored shoes on Fridays with the black, white and/or gray top. The \$2.00 will be put towards our Charity of the month.

Please ensure that your cleavage, chest area, lower back, back side, underarms, and belly are always covered. Being part of the fashion world also means learning to have good sense when choosing your attire. Please make sure to wear clothing that is flattering to your body type. This dress code is for classroom and clinical training. Stewart School reserves the right to change the dress code at any time. What is appropriate attire will be determined by the school. If you are in question of something, please have it approved prior to wearing it. Stewart School is not responsible for damage done to clothing you chose to wear.

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*Attachment 11*

*Explanation of the procedure to track student hours:*

Students clock in and out on a computerized finger scan time clock that tracks their hours. At the end of each week Angela Taylor calculates the hours recorded by the student through their time clock and checks them with the student absence book, the appointment book and the roll-call roster. The students will verify the accuracy of those hours and hour placement. Ms. Taylor enters these hours into our Freedom software program where monthly reports are printed for each student. She will then record those hour breakdowns into the Student Time Report prepared for the SD Cosmetology Commission.

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*Attachment 12*

*Explanation of how student records are kept and stored:*

All current student records are kept in a fireproof locked cabinet within a locked room. All terminated and graduated student records are kept in an alphabetized filing cabinet with a copy of each graduate and terminated student transcript kept in a fireproof locked cabinet within a locked room.

All student hour and grades are stored in a computer program called Freedom. This program is backed up on regular basis for protection of the records it holds. This program is also password protected for student confidentiality and held on a computer within a locked office and separate server.

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*Attachment 13*

*Schedule of days and times open, showing theory and practical times, holidays closed:*

**Cosmetology:**

Our classes start in April, June, September, November, and February. Students have basic training for ten weeks (166 hours of theory training). After a student graduates from basics, they have Advance Training for 7.5 hours one day each week until they graduate (theory averages three hours and the remaining time is hands-on/practical training). We hold advance training by class start date. Advance training classes are scheduled Tuesdays, Wednesdays, Thursdays and Fridays.

**Esthetics:**

We hold an Esthetics course three times a year, January, April, and July. They have four weeks of basics training (120 hours) which consists of 55 – 60% theory and the remaining is hands-on/practical training. After the completion of basics, they have Advance Training one day (7.5 hours) each week until they graduate with 3.5 hours of theory and 4 hours hands-on/practical training. Their Advance Training is held on Fridays.

**Nail Technology:**

We hold a Nail Technology course one time a year in January. They have two weeks of basic training (80 hours), which consists of about 45 – 50% theory, and the remaining is hands on practice. After the completion of basics, they have Advance Training one day (7.5 hours) each week until they graduate consisting of three hours of theory and the remaining time hands-on/practical training. Their Advance Training would be held on Wednesdays.

**Stewart School Hours of operation:**

Student schedules vary based on start date. Students are scheduled to attend an average of 32.5 hours a week unless arranged otherwise with administrative staff.

Monday	9:00 am – 3:00 pm
Tuesday	8:30 am – 8:00 pm
Wednesday	8:30 am – 4:30 pm
Thursday	8:30 am – 8:00 pm
Friday	8:30 am – 4:30 pm
Saturday	9:00 am – 3:00 pm

**Holiday Schedule:**

The school is closed on the following holidays:

- New Year Day
- Easter
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Christmas

Stewart School will offer waived days off determined by the administrative staff for the 4<sup>th</sup> of July Holiday and the Christmas Holiday. These will be posted for students at least two months in advance.

**Weather Closings:**

Notice of school closings due to snow or natural disasters will be aired on local radio stations and/or television stations in the city of Sioux Falls, South Dakota. They will also be posted on the school's Facebook page and voicemail system.

Following this page is our Holiday closings for 2020/2021.

# *Holiday Hours, Closings & Waived Time*

Holiday	CLOSED DATES	WAIVED DATES
<b>Easter 2021</b>	Monday, April 5 <sup>th</sup> , 2021	Saturday, April 3 <sup>rd</sup> , 2021
<b>Memorial Day</b>	Monday, May 31 <sup>st</sup> , 2021	Saturday, May 29 <sup>th</sup> , 2021
<b>4<sup>th</sup> of July 2021</b>	Friday, July 2 <sup>nd</sup> , 2021 Saturday, July 3 <sup>rd</sup> , 2021 Monday July 5 <sup>th</sup> , 2021	Thursday, July 1 <sup>st</sup> , 2021 <i>All 8:30 – 4:30</i> Tuesday, July 6 <sup>th</sup> , 2021
<b>Labor Day 2021</b>	Monday, September 6 <sup>th</sup> , 2021 Tuesday, September 7 <sup>th</sup> , 2021 Wednesday, September 8 <sup>th</sup> , 2021	Saturday, September 4 <sup>th</sup> , 2021
<b>Thanksgiving 2021</b>	Thursday, November 25 <sup>th</sup> , 2021 Friday, November 26 <sup>th</sup> , 2021 Saturday, November 27 <sup>th</sup> , 2021	
<b>Christmas 2021</b>	Thursday, December 23 <sup>rd</sup> , 2021 Friday, December 24 <sup>th</sup> , 2021 Saturday, December 25 <sup>th</sup> , 2021	Monday, December 20 <sup>th</sup> , 2021 Tuesday, December 21 <sup>st</sup> , 2021 <i>All 8:30 – 4:30</i> Wednesday, December 22 <sup>nd</sup> , 2021
<b>New Year's 2022</b>	Thursday, December 30 <sup>th</sup> , 2021 Friday, December 31 <sup>st</sup> , 2021 Saturday, January 1 <sup>st</sup> , 2021	Monday, December 27 <sup>th</sup> , 2021 Tuesday, December 28 <sup>th</sup> , 2021 <i>All 8:30 – 4:30</i> Wednesday, December 29 <sup>th</sup> , 2021
<b>Easter 2022</b>	Monday, April 17 <sup>th</sup> , 2022	Saturday, April 15 <sup>th</sup> , 2022
<b>Memorial Day</b>	Monday, May 30 <sup>th</sup> , 2022	Saturday, May 28 <sup>th</sup> , 2022
<b>4<sup>th</sup> of July 2022</b>	Monday July 4 <sup>th</sup> , 2022 Tuesday, July 5 <sup>th</sup> , 2022	Wednesday July 6 <sup>th</sup> , 2022 <i>Thursday July 7<sup>th</sup>, 2022</i> <i>All 8:30 – 4:30</i> Friday July 8 <sup>th</sup> , 2022 Saturday July 9 <sup>th</sup> , 2022
<b>Labor Day 2022</b>	Monday, September 5 <sup>th</sup> , 2022 Tuesday, September 6 <sup>th</sup> , 2022 Wednesday, September 7 <sup>th</sup> , 2022	Saturday, September 3 <sup>rd</sup> , 2022
<b>Thanksgiving 2022</b>	Thursday, November 24 <sup>th</sup> , 2022 Friday, November 25 <sup>th</sup> , 2022 Saturday, November 26 <sup>th</sup> , 2022	
<b>Christmas 2022</b>	Friday December 23 <sup>rd</sup> , 2022 Saturday December 24 <sup>th</sup> , 2022 Monday December 26 <sup>th</sup> , 2022	Tuesday, December 27 <sup>th</sup> , 2022 <i>All 8:30 – 4:30</i> Wednesday, December 28 <sup>th</sup> , 2022 Thursday, December 29 <sup>th</sup> , 2022 <i>All 8:30 – 4:30</i> Friday December 30 <sup>th</sup> , 2022 Saturday December 31 <sup>st</sup> , 2022
<b>New Year's 2023</b>	Monday January 2 <sup>nd</sup> 2023	



Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 14*

*Listing of proposed field trips on Commission form:*

Please see the field trip form following this page.

**SCHOOL FIELD TRIP PLANS for school license year June 1, 2021 through May 31st, 2022.**


**1. School Name: Stewart School**

We are requesting approval for the following field trips. We know this list must be submitted each year with our school license renewal and will be added to our school application for the year indicated above.

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. Charity Work Sioux Falls Community	Dates are Open	16 Hours Cos	<ul style="list-style-type: none"> <li>Students will learn the importance of doing outreach services to build their reputation within the community where their salon is, so people see they are interested in serving others at no charge. Request from organizations vary, Good Shepard Center calls for people to do haircuts for the homeless and needy people who are trying to get back into the work force; girl scouts call to have people come do up-styles for an event they have; Sr. Citizen Organizations have called to have people come to do manicures; Elementary Schools call to have people come to do hairstyles for the career and health classes.</li> </ul>
2. Salon Tours Sioux Falls Area	Dates are Open	16 Hours Cos 8 Hours Esthetic 8 Hours Nail Techs	<ul style="list-style-type: none"> <li>Students will have the opportunity to observe the functioning of a variety of salons in order to help them make a career decision for their future in the salon.</li> <li>Students will have a worksheet with questions they will need to ask the manager/receptionist as well as questions they can answer from observing or touring the salon.</li> </ul>

If more space is required, please use the reverse side.

I realize that if these field trips need to be changed or dropped, I must write to the Commission for prior approval. All those involved shall follow all the requirements as required by the Commission. (see reverse side).

**School representative's signature:** \_\_\_\_\_ 

**Date:** 02/01/2021

Date received by Commission: \_\_\_\_\_

To be attached to the school license application or renewal fee.

The Commission recognizes and approves off-premise field trips under a present school license as long as the beauty school meets the following requirements:

1. completes a School Field Trip plan which lists:
  - a. name and location of field trip;
  - b. approximate date(s);
  - c. number of hours;
  - d. educational objectives (important);
  - e. number of students involved.
2. submit appropriate lesson plans;
3. submits this plan with the renewal of the school license;
4. 32 hours allowed for cosmetology students and 16 hours for esthetics and nail technician students;
5. instructor(s) directly supervise the students at all times on the field trip;
6. students and instructors wear identification nametags while on field trip.

(hair show trips may be requested, but they must be well-organized and have specific educational objectives.)

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
5.			
6.			

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 15*

*Listing of substitute Instructors and guest demonstrators:*

Substitute Instructors:

None

Guest Demonstrators:

Product Trainers through:

Joico

Clinical Care

Sebastian

Aquage

Nioxin

OPI

Deva Curl

Local Salons:

Great Clips

Smart Styles

Hollywood Styles

The Barbershop a Hair Salon for Men

Sports Clips

The Man Salon

Ulta Beauty

Bombshell Beauty

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
February 1<sup>st</sup>, 2021

*Attachment 16*

*List any changes made since the last renewal application:*

Changes:

Tara Stammer no longer works for us.

We have added Gabrielle Chase and Haley Hohn onto our teaching staff.

For office use only:

License number: \_\_\_\_\_

Date processed: \_\_\_\_\_ Date expires: \_\_\_\_\_

Cosmetology Commission  
500 E Capitol Ave  
Pierre SD 57501  
605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION  
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 \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

**1. TYPE OF LICENSE RENEWING**

Cosmetology School

Nail School

Esthetics School

Branch School

**2. SCHOOL INFORMATION**

School Name: The Salon Professional Academy

Current On-site Director: Wendy Beaumont

School Address: 623 Saint Joseph St

City/State/Zip Rapid City S.D. 57701

Telephone: 605-342-0697

Fax: \_\_\_\_\_

Email: wbeaumont@tspa.rapidcity.com

Programs Offered:

Cosmetology  YES  NO

Number of clock hours

1500

Nail Technology  YES  NO

Number of clock hours

400

Esthetics  YES  NO

Number of clock hours

600

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

Days/Times Open: Attach a separate sheet with this information Monday, Wed, Fri, Sat 9:00-4:30 Tues: Thur 9-8:30

Days and Times of Theory Classes: Attach a separate sheet with this information see attached schedule

Days and Times of Clinic: Attach a separate sheet with this information see attached schedule

What months are programs started? found on page 51 of catalog

Current Enrollment in - - - - Cosmetology Program: 37 Nails Program: 4 Esthetics Program: 10

Approximate Square Footage of school physical premises: 10,500 sq ft.

**3. SCHOOL OWNER INFORMATION**

Ownership (check one): Sole 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	Owner Residence Address/City/State/Zip	Telephone Number
<u>Ron Beaumont</u>	<u>905 Enchantment Rd Rapid City 57701</u>	<u>605-545-0079</u>
<u>Wendy Beaumont</u>	<u>905 Enchantment Rd Rapid City SD 57701</u>	<u>605-430-3216</u>

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. 623 Saint Joseph St. Rapid City S.D. 57701

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 instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. 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 COMMISSION OFFICE TO ADD TO THIS FORM.**

**5. REQUIRED ATTACHMENTS** - the following need to be attached. Most Documents are listed in the student handbook s/or Catalog

- ✓ List of required and non-required equipment (ARSD 20:42) attached
- ✓ School's current catalog included in the packet
- ✓ List of textbook(s) and workbook(s) used *Milady, FUEL Haircutting, Prosper U*
- ✓ School advertising brochures and website address *www.taparapidcity.com*
- ✓ School rules and regulations *Listed in Student Handbook*
- ✓ Student policies and procedures *Student Handbook-*
- Explanation of procedure to track student hours *SMART Time Clock, switching to Genesis*
- ✓ Explanation of how student records are kept and stored *pg 20 of Student Handbook*
- ✓ Schedule of days and times open, showing theory and practical times, holidays closed *Catalog pg 51, 26, 30, 33, 37*
- ✓ Listing of proposed field trips on Commission form *None*
- ✓ Listing of substitute instructors and guest demonstrators *No substitute instructor or demonstrator*
- List any changes made since the last renewal application *none but will be moving to the new location around 5/1/2021*

**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 Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months 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.

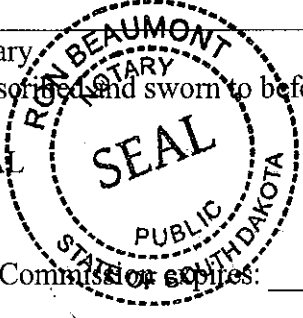
It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if 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 Commission, 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: *[Signature]* Dated: *1/22/2021*  
 Owner or School Director Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Notary Public and sworn to before me this *30<sup>th</sup>* day of *JANUARY*, 20 *20*.



\_\_\_\_\_  
Notary Public - South Dakota

My Commission expires: *MAY 12, 2026*



**Dates, Times Academy is Open:**

**Cosmetology Program Schedule:**

Program Schedules: Full Time Schedules are Monday to Thursday from 9:00 AM to 8:30 PM, Friday 9:00 AM to 6:00 PM, Saturday from 9:00 AM to 4:30 PM with a one hour scheduled lunch break. Total scheduled hours per week 32.5.

Foundations Schedule: Monday to Friday from 9:00 AM to 4:30 PM. Total scheduled hours per week 32.5.

		Mon Sat	Tue	Wed	Thurs	Fri	
Schedule	A	Off	1 8:30	9 – 4:30	1 – 8:30	11 - 6	9 – 4:30
Schedule	B	1 – 8:30	1 – 8:30	9 – 4:30	9 – 4:30	OFF	9 – 4:30
Schedule	C	9 – 4:30	9 – 4:30	1 – 8:30	11 – 6:30	9 – 4:30	Off

**Esthetics Program Schedule:**

Program Schedules: Full Time Schedules are Monday to Thursday from 9:00 AM to 8:30 PM, Friday from 9:00 AM – 6:00 PM, Saturday from 9:00 AM – 4:30 PM with a one hour scheduled lunch break. Total scheduled hours per week 32.5.

Foundations Schedule: Monday to Friday from 9:00 AM to 4:30 AM. Total scheduled hours per week 32.5.

Schedule	A	OFF	1:00 – 8:30	1:00 – 8:30	10:00 – 5:30	9:00 – 4:30	9:00 – 4:30
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**Nail Technology Program Schedule:**

Program Schedules: Half Time Schedules are Monday 5:00- 8:30, Wednesday 5:00- 8:30, to Saturday from 9:00 AM to 4:30 PM. Total scheduled hours per week 14.

Foundations: Monday, Tuesday, Wednesday 5:00–8:30 Total Scheduled hours per week 14.

Half-time		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule	A	5:00-8:30	OFF	5:00 – 8:30	OFF	OFF	9:00 – 4:30



Foundations Classes		Shampooing, Rinsing and Conditioning / Product Knowledge / Shampoos, Conditioners, Treatments Chapter		Review or Exam Salon Training Area Orientation	
History and Career Opportunities / Life Skills/PU Chapters 1 & 2	Your Professional Image/Communicating for Success / PU Chapters 3 & 4	Properties of the Hair and Scalp Chapter 11	PU / Art of Consultation	Shampooing, Rinsing and Conditioning / Product Knowledge / Shampoos, Conditioners, Treatments Chapter	Review or Exam Salon Training Area Orientation
Principles of Hair Design Chapter 14	Styling Aids and Finishing Product / Hairstyling - Wet	Wet Hairstyling -Pin curls	Wet Hairstyling - Rollers	Hair Cutting / Finishing Chapter 16	
Hair Cutting / Finishing	Hair Cutting / Finishing	Hair Cutting / Finishing	Hair Cutting / Finishing	Hair Cutting / Finishing	
Hair Cutting / Finishing	Hair Cutting / Finishing	Guest Handling, PU / Social Media - Best Practices	Hair Cut Models / Test Prep/ PU	Lash and Brow Tint	
Infection Control Chapter 5	Infection Control Chapter 5	Additional Services / Facial Waxing, PU Chapter 22	Long Hair Styling / Special Occasion Chapter 17	Hair Color Chapter 21	
Hair Color	Hair Color	Hair Color	Hair Color	Hair Color	
Hair Color	Hair Color Test / Model	Nail Diseases and Disorders	Manicuring/ Gel Chapters 25 & 29	Pedicuring Chapter 26	
Chemical Texture Services Chapter 20	Chemical Texture Services Chapter 20	Chemical Texture Services Chapter 20	Chemical Texture Services Chapter 20 / Test Prep/ PU	Lash and Brow Tint	Review or Unit Written Unit Exam / Salon Training Area

<b>Advanced Theory Classes</b>		
Pink Block	ProsperU OR Unit 2 Review and Test	
	Chemical Hair Relaxing	
	Chemical Hair Relaxing	
	Advanced Hair Removal	Chapter 22
Purple Block	Basic Electricity	Chapter 13
	Basic Chemistry	Chapter 12
	Braiding	Chapter 18
	Advanced Hair Styling	Chapter 17
Red Block	Artificial Nails	Chapters 27 & 28
	Artificial Nails	Chapters 27 & 28
	Artificial Nails	Chapters 27 & 28
	eFile	
Blue Block	Highly Textured Hair Styling/Wigs and Extensions	Chapters 18 & 19
	Advanced Hair Cutting	
	Advanced Hair Color	
	Advanced Hair Color	
Yellow Block	Unit 2 Review/Final OR ProsperU	
	General Anatomy and Physiology	Chapter 6
	General Anatomy and Physiology	Chapter 6
	General Anatomy and Physiology	Chapter 6
Green Block	Skin Structure and Growth	Chapter 7
	Skin Diseases and Disorders	Chapter 8
	Facials	Chapter 23
	Facials	Chapter 23
Orange Block	Business Skills / Seeking Employment	Chapter 30
	Business / On The Job and The Salon Business	Chapters 31 & 32
	Make Up	Chapter 24

These blocks are set up so that any new class to the floor can enter in on the next available block. The last block (Cyan block) is meant for seniors. It will be offered on Tuesday and Thursday. If they have completed all the other blocks, this is what they would take instead of an advanced theory class. If they still have other classes, this senior block would be in addition.

	Make Up	Chapter 24
Cyan Block	State Laws	
	State Board Preparation	
	Total Look	
	Final Practical Exam/ Final Written Exam Review	
	Total Look+B3:B42/Final Written	

### Full Time Day 600 hour Esthetics Class Schedule

Orientation is done by the Admissions Director at the time of signing

Schedule = Five days a week @ 6.5 clock hours each for 32.5 hours a week

Weeks 1-4 = Foundations

Weeks 5 - graduation = Theory 2 days per week; 3.5 hrs per day; student salon training area the remaining time.

Resources: Milady, SPEG, Summit Salon Business Center, Local Distributor for Product Knowledge and Equipment education

Monday - Friday 9:00 am - 4:30 pm and with 1 hour for lunch. For a total of 32.5 hours a week (6.5 hours a day).

Date	Hrs.	Week	Monday	Tuesday	Wednesday	Thursday	Friday
	32.5	1	Orientation, Mindtap, ProsperU (Intro Chapter) Homework	History and Career Opportunities in Esthetics / Communicating for Success / PU	Your Professional Image / Life Skills / PU/ Intro to Facial Massage	Infection Control / PU	Open Kits - Product Knowledge Demo Facial
	65	2	General Anatomy and Physiology/PU/Diagram cell	General Anatomy and Physiology / PU	Anatomy and Physiology and History of the Skin	Histology of the Skin / Student facials	Histology of the Skin / Student facials
	97.5	3	Disorders and Diseases of the Skin / PU / Self Eval	Disorders and Diseases of the Skin / Basics in Chemistry	Skin Care Products, Safety	The Treatment Room, Sanitation / Student Facials	Skin Analysis / Student Facials Facial with a Machine, Sanitation / Student Facials w/machines
	130	4	Facial Treatments, Safety Precautions	Facial Massage / PU	Basics in Electricity / PU	Sanitation / Student Facials w/machines	Sanitation / Student Facials w/machines
<p>The student will begin their advanced training in the student salon area practicing their skills. In class week 5 - graduation 2 days per week 3.5 hours per day.</p> <p>Day to be determined by schedule</p>							
	162.5	5	Hair Removal	Body Waxing / PU	Basic in Nutrition	Foundations Practicals	Foundations Practicals / Student Salon Training Orientation
	195	6	Lash lifting and tinting / Brow tinting	Lash lifting and tinting	Student Salon Training Area / PU	Student Salon Training Area	Student Salon Training Area
	227.5	7	Make-Up	Makeup	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	260	8	Artificial Eyelash Application	Artificial Eyelash Application	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	292.5	9	Body Treatments / PU	Body Treatments	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	325	10	Advanced Treatments	Advanced Treatments	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	357.5	11	On the Job	On the Job	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	390	12	Career Planning	Career Planning	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	422.5	13	Beauty Business	Beauty Business	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	455	14	State Law	State Law	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	487.5	15	Final Written Exam	Final Practical Exam	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	520	16	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	552.5	17	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	585	18	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area
	617.5	19	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area	Student Salon Training Area

**Program Start Dates:**

***COSMETOLOGY***

February 8, 2021

March 8, 2021

April 5, 2021

May 3, 2021

June 1, 2021

June 28, 2021

July 26, 2021

August 23, 2021

September 20, 2021

October 18, 2021

November 15, 2021

December 13, 2021

***ESTHETICS***

February 8, 2021

June 1, 2021

September 20, 2021

***NAIL TECHNOLOGY***

February 16, 2021

June 8, 2021

September 21, 2021

***MASSAGE THERAPY***

March 8, 2021

June 28, 2021

October 18, 2021

**The Academy will be closed on the following holidays in 2021. These dates are subject to change.**

- • New Year's Day January 1, 2021
- • Memorial Day May 31, 2021
- • Independence Day July 5, 2021
- • Labor Day September 6, 2021
- • Thanksgiving Day November 25, 2021
- • Christmas Weekend December 24 - 25, 2021
- • New Year's Day January 1, 2022

## List of Required Equipment and Non-Required Equipment:

### Cosmetology:

- **Required Equipment:**
  - Work Station for each student working on clients in the Salon Training Area
  - Mirror
  - Tabletop or counter
  - Client chair
  - Labeled container for storing clean tools & implements
  - Labeled container for storing used or soiled tools & implements
  - Mannequin with real or synthetic hair
  - 1 marcel iron
  - 1 hand-held hair dryer
  - Chemical wave rods
  - Properly functioning shampoo bowls per 5 working students
  - 1 hooded dryer per 15 working students
  - Combs & Brushes so clean, disinfected combs & brushes are used on each client
  - Manicure/ Pedicure kit
- **Non-Required Equipment:**
  - Artificial Nails Kit
  - Lash Extension Kit
  - Magnification Glasses
  - iPad for instructional use with Textbooks
  - Magnetic Rollers
  - Straightening Iron & additional sizes of marcel irons
  - Mannequin Shears
  - Capes/aprons
  - Tint bowl & bottles
  - Hair Extension Kit

### Esthetics:

- **Required Equipment:**
  - Client Chair or massage table
  - Tabletop or counter
  - Mirror
  - Labeled container for storing clean tools & implements
  - Clean labeled container for storing soiled tools & implements
  - 1 steamer
  - One magnifying lamp
  - Simulated head form
  - Wax pot, supplies for chemical & physical depilatories
  - Microdermabrasion machine
- **Non-Required Equipment:**
  - Magnifying Vision Wear

- Wood's Lamp
- Lash Extension Kit
- Lash Lifting Kit
- Lash/brow Tinting Supplies
- LED Light Therapy
- Microcurrent Machine
- Moisture Reader
- iPad for instructional use with Textbooks

**Nail Technology:**

- **Required Equipment:**
  - Nail Technology Table (Manicuring Table)
  - Client chair
  - Chair for student
  - Adjustable light for the table
  - Clean labeled container for storing disinfected tools & implements
  - Clean labeled container for storing soiled tools or implements
  - Simulated human hand
  - Pedicure foot-spa that includes a foot bath large enough to completely immerse both feet of the client
  - 1 electric file or drill with appropriate attachments
- **Non-Required Equipment:**
  - Electric File
  - Artificial Nail Kit
  - Nail Art Kit
  - Soak Off Gel Polish Kit
  - Manicure/Pedicure Kit
  - Gel Sculpting Kit
  - iPad for instructional use with Textbook

**Classroom:**

- **Required Equipment:**
  - Instruction Board or chalkboard
  - Tables or desk & chairs to meet the instructional needs of scheduled students
  - Lesson Plans relating to subjects taught
- **Non-Required Equipment:**
  - Television for instructional use

## **List of Textbooks and Workbooks**

### **Cosmetology:**

Milady Standard Cosmetology 13<sup>th</sup> Edition

Hard Cover Textbook

Theory Textbook

MindTap

Prosper U

FUEL Haircutting & Design

### **Esthetics:**

Milady Standard Esthetics 12<sup>th</sup> Edition

Foundations & Esthetics Textbooks

Foundations Workbook

Fundamentals Workbook

Prosper U

### **Nail Technology:**

Milady Standard Nail Technology 7<sup>th</sup> Edition

Textbook

Workbook

Prosper U

### **Massage Therapy:**

Theory and Practice of Therapeutic Massage 6<sup>th</sup> Edition

Hardcover Textbook

Workbook

Prosper U



## **Procedure of Tracking Student Hours:**

- Students clock in using a finger scanner
  - Student finger print is scanned during the 1<sup>st</sup> week of attendance
  - Students are required to scan in and out at the beginning and end of the day
  - If students leave the premises the student is required to scan their finger upon leaving
- SMART System is the current Software The Academy is using to track student records and hours
  - NOTE: we are In the process of switching to GENESIS for our student records software. This will take several months before it is completely implemented.
- Break Sheet:
  - Students are required to mark out on a break sheet located at the front desk when they take their morning, afternoon and lunch breaks
  - This break sheet is initialed by the instructors on the Student Salon Training Area or by the staff member at the front reception desk. (No student is allowed to mark another student in or out of breaks or lunch)
- Each morning the student hours in the SMART Time.net are cross checked with the break sheet, front desk personnel and any absences or late/early dismissal slips from the day before. The hours are then confirmed and locked in.
  - SmartTime.net is in real time
- Hours are submitted to the State Board of Cosmetology at the beginning of the month
- All absence, tardy, early dismissal sheets are kept in a student file located in the Director of Education
- Student Coaches, Director of Education, Financial Aid Director and if necessary the Director of Operations all monitor the student hours, absences and tardy slips in that order
- The Director of Financial Aid posts the students hours and grades in the student lounge not by name but by the last 4 digits of the student's social security number. This allows the students to monitor their own hours and grades.
  - We have an open door policy so if students have questions concerning their hours they are encouraged to make an appointment to visit with their coach, Director of Education or the Financial Aid Director

## **Student Records Kept & Stored:**

- All student individual files are stored in the Administrator Office
  - No student is allowed in the Administrators Office unattended by a staff member
  - The doors to the Administrators Office are locked whenever a staff member is not present

- Student financial aid records and personal records are stored in a fire proof safe that is locked and only Administrative Personnel have access to the key
- All other student assignments, absence slips etc. are kept in the Director of Education office.
- All records are kept for a minimum of 3-5 years in accordance with regulations of the Dept. of Education and NACCAS

List of Instructors:

Wendy Beaumont: Cosmetology Instructor: License # IC-04848-2021 Expiration Date: 4-1-2021

Holly Keszler: Cosmetology Instructor: License # IC- 06066-2021 Expiration Date: 12-1-2021

Teresa Jahner: Cosmetology Instructor: License # IC- 14835-2021 Expiration Date: 3-29-2021

Kayla Murphy: Cosmetology Instructor: License # IC- 14271-2021 Expiration Date: 12-17-2021

Hannah Dillon: Cosmetology Instructor: License # IC-14809-2021 Expiration Date: 8-12-2021

Lisa Jenner: Cosmetology Instructor: License # IC- 10355-2021 Expiration Date: 3-24-2021

Jill Walters: Esthetics Instructor: License # E-14775-2021 Expiration Date: 11-12-2021

Adaali Mendez: Cosmetology Instructor: License # IC-13628-2022 Expiration Date: 12-19-2022



p: 605.342.0697 www.tsparapidcity.com  
A Post Secondary Education Facility

February 8, 2021

Dear Board Members,

I am requesting the members of the board to review a training program that we at The Salon Professional Academy would like to have as an option for our educators to take for continuing education hours. The training is called FUEL For Design and is taught by Brian Washburn, a Redken Master Educator. The training is 4 different sessions done through a zoom meeting. The training covers teaching techniques for educators on haircutting and finishing. Each day is about 5-6 hours with theory and practical methods being taught during each session. I have had one educator already complete the training and said it is fabulous and would go through it again just because of how informative it is. I understand that our educators may only take the class and get credit for it one time but this is something we are wanting all of our instructors to take at some time or another.

I am submitting a copy of the course outline for your review.

If this training is approved by the board members it would be training only available to The Salon Professional Academy due to proprietary materials.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Wendy Beaumont".

Wendy Beaumont

Wendy Beaumont

The Salon Professional Academy

Owner/Director of Operations

605-342-0697

# FFD SCHOOL DESIGN TRAINING PROGRAM

Sunday Nov 22 Brian & Mona 11-4 EST

SEG TIME (MIN)	Lesson number	Principle	Activity 1	Activity 2	Activity 3	Lesson Plan Link above	Comments
<b>1ST SESSION Sunday Nov. 22, 2020 11-4 pm / est. (5 hrs)</b>							
			<b>1 week prior</b> Assign students to watch Shape Vert b-down, 6PBob and grad theory & Swelling Grad				
10	A0		Welcome, code, learn context,	Set up Program			
10	A1	Shape Headform	Principles of Shape review (they have seen the info)			1-shape-vbd.docx	
120 (30/90)	A2	Headform Bobs	Sectioning-Vertical Breakdown	6 Panel Bob	Finishing	2-vbd-6panel.docx	
120 (30/90)	A3	Graduation	Graduation Theory	Swelling Graduation	Finishing	4-Grd-SWL-FIN.docx	
15	A4		Debrief program				
<b>2ND SESSION Sunday Nov. 29, 2020 11-4 pm/est. (5 hrs)</b>							
			<b>1 week prior:</b> Assign students to watch: Scooping Horiz. BD, Straight, P. Move Review				
30	B0		Scooping Graduation	Finishing		5-Grd-SCP-FIN.docx	
90	B1	Graduation	Horizontal Breakdown	Straight Graduation	Finishing	6-SCP.docx	
30	B2	Headform Graduation	Principles of Movement			7-STR-MVE.docx	
30	B3	Movement	Debrief program				
15	B4						
<b>3RD SESSION Sunday Dec 6, 2020 11-4 pm/est. (5 hrs)</b>							
			<b>1 week prior</b> Assign students to watch Planes, Scissors/comb, B.P., HSA				
90	C0		Planes	Finishing		8-PLN-FIN.docx	
90	C1	Graduation	Scissor /Comb			9- sciss over comb.docx	new videos needed
45	C2	Graduation	Blueprinting			10-BP.docx	
45	C3	Blueprinting	Hairstyle Analysis				
45	C4	HSA					
<b>4TH SESSION Sunday Jan. 24, 2021 11-4 pm/est. (5 hrs)</b>							
			<b>1 week prior</b> REVIEW, BE PREPARED TO TEACH				
	D0		Vertical Breakdown	6 Panel Bob	Finishing	11-6P-FIN.docx	
	D1	Headform 6PB	Swelling Graduation	Finishing		12-SWL-FIN.docx	
	D2	Graduation	Scooping Graduation	Finishing		13-SCP-FIN.docx	
	D3	Graduation	Straight Graduation	Finishing		14-STR-.docx	
	D4	Graduation	Planes Graduation	Finishing		15-PLN.docx	
	D5	Prod Knowl.	Men's Product	Finishing		16-MEN-PROD.docx	new videos needed
	D6	Mens	Clipper TBD	Finishing		17-MEN-ibd.docx	new videos needed
	17	Mens	Clipper TBD	Finishing		18-MEN-ibd.docx	new videos needed
	18	Mens	Clipper TBD	Finishing		19-MEN-ibd.docx	new videos needed
	19	Mens	Scissor /Comb	Finishing		20- sciss over comb.docx	new videos needed
	20	Graduation					

SET UP AS A TEACHING SESSION

- Over -

SOUTH DAKOTA STATE BOARD OF COSMETOLOGY  
APPRENTICE APPLICATION

Please print or type

Name: Megan Dawn Rolla

Address, City, State, Zip: 1215 N Roosevelt Ave. #327 Aberdeen, SD 57401

Date of Birth: 08-25-1991 Social Security Number: \_\_\_\_\_

Education: Woodrow Wilson Comm. High Date: May 2010  
(Name and City of High School or GED) Fargo, ND (graduation or completion date)

Type of apprenticeship training (check one): COSMETOLOGY  NAIL TECHNOLOGY

Suggested Start Date of apprenticeship (tentative): \_\_\_\_\_ - 2021

Name of Service Instructor(s): \_\_\_\_\_

Name and address of Salon: Revive Salon & Day Spa / 301 S Main St.

City: Aberdeen telephone: 605-725-4242

I realize that any beauty school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 18 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

Megan Dawn Rolla  
(Signature of Applicant)

Subscribed and sworn to before me this 29th day of December, 2020

(Seal)



[Signature]  
Notary Public Signature

NOTE: The following must accompany this application: \$25.00 money order for license  
Proof of High School education or GED equivalent  
Copy of birth certificate  
Photograph (current) of apprentice

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission, 500 E. Capital, Pierre, SD 57501.

Office use only:

Apprentice License Number: \_\_\_\_\_  
Start date: \_\_\_\_\_



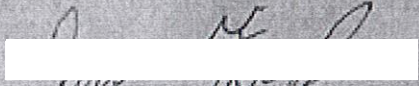
**SOUTH DAKOTA BOARD OF COSMETOLOGY  
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE**

I, Jordan Frank, a licensed Manager-Operator and licensed Active Senior  
(print)

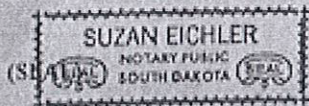
Instructor in the State of South Dakota, agree to instruct Megan Dawn Rolla as an  
(print apprentice name)

apprentice in both the theory and practical work in the art of cosmetology or nail technology. I further agree to  
(circle one)


abide by the provisions of the Cosmetology Law as it relates to the training of an apprentice in a salon.

  
\_\_\_\_\_  
(Signature of Instructor)

Subscribed and sworn to before me this 29 day of Dec 2020



My commission expires  
10/26/2022

  
\_\_\_\_\_  
Notary Public

Return to: Cosmetology Commission, 500 E. Capitol, Pierre, South Dakota 57501

\*\* each instructor must sign this statement.

## Request to Sell Salon Prior to Completion of Consent Agreement

Dep Ho, owner of Oscar Nails and Spa Salon in Huron, South Dakota, entered into a consent agreement with the Commission on December 11, 2020. The basis for the consent agreement was that Ms. Ho allowed an unlicensed individual to perform nail technology services in the salon.

One of the terms of the consent agreement was: Oscar Nails and Spa will not be permitted to sell the salon or transfer ownership until the terms of the consent agreement have been satisfied.

Most of the terms of the consent agreement have been met. The remaining terms of the consent agreement that have not been met are: (1) four extra unannounced inspections for a period of one year from the date of the consent agreement and (2) that the salon will comply with all laws and regulations related to its professions under South Dakota cosmetology law and rule.

Ms. Ho is requesting that the Commission allow her to sell the salon since she has moved back to Texas and would like to sever her ties with the salon. Her appeal to the Commission is shown below.

**Boyd, Kate**

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**From:** Dep Ho  
**Sent:** Thursday, January 21, 2021 4:17 PM  
**To:** Boyd, Kate  
**Subject:** [EXT] Request to modify the consent agreement for Oscar Nails and Spa

Dear SD Cosmetology of Commission,

This is Dep Thi Ho the owner of Oscar Nails and Spa and I would like to request that the consent agreement for the business to be sold towards another individual be changed since I have moved back to Texas and would like to sell it to Mr. Trong Ngoc Vuong instead of owning the salon in which I no longer live nearby. I have met most of the requirements from the consent agreement, but the salon still needs to be inspected four times in which it has passed the first two times and I hope it could be waived because there could be new ownership.

Thank you for understanding,  
Dep Ho