

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
Ramkota Hotel, 920 W. Sioux Ave, Lake Lewis & Clark Room, Pierre, SD
Friday, July 27, 2018 8:30 am CST

To join the meeting via conference call:
Dial: (866) 410-8397 • Conference Code: 5816742095

- A. Call to OrderTammy Ugofsky
- B. Roll CallCrystal Carlson
- C. Approval of AgendaTammy Ugofsky
- D. April 27, 2017 Meeting Minutes.....Crystal Carlson
- E. Treasurer’s Report.....Crystal Carlson
- F. Executive Director’s Report.....Kate Boyd
- G. Disciplinary Actions.....Violations Committee
 - 1. Case B-2018
 - 2. Case J-2018
 - 3. Lapsed Case 25-2017
 - 4. Lapsed Case 3-2018
 - 5. Lapsed Case 4-2018
 - 6. Lapsed Case 8-2018
 - 7. Lapsed Case 9-2018
 - 8. Lapsed Case 10-2018
- H. Executive Session – Application for Apprenticeship Reinstatement
- I. School Requests
 - 1. Headlines Academy School License Renewal
 - 2. Lake Area Technical Institute – Cosmetology Program License Renewal

J. Watertown State Board Exams

K. Cosmetology Education Hour Certification

L. Upcoming Meeting Dates for the Remainder of 2018

- Sept. 20, 2018 - Commission Meeting & School Visits - Rapid City
- October 4-5, 2018 - NIC Executive Directors Meeting – Seattle, WA
- October 6-8, 2018 - NIC Conference – Seattle, WA
- October 25-26, 2018 - State Board Exams - Pierre
- _____ - Commission Meeting – Pierre
- _____ - State Board Exams _____

Note: We are currently scheduled for a Commission meeting in Pierre on Friday, November 16 and State Board Exams on Saturday, December 2 in Watertown. However these dates may change due the Commission discussion of Agenda Item J – Watertown State Board Exams

M. Esthetics in South Dakota and Across the Nation

1. Presentation by NIC Representative Shawn Conder
2. Consideration of Requests to Amend Commission Administrative Rules:
 - Microdermabrasion Equipment
 - Dermaplaning
 - pH Levels for Facials

N. Other Business

O. ADJOURN

Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Cosmetology Commission (605-773-6193) by Wednesday, July 25, 2018 to make any necessary arrangements.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Sioux Falls and Watertown, South Dakota
April 27, 2018 (CDT)

President Tammy Ugofsky called the meeting to order at 9:05 am on Friday, April 27, 2018 at Stewart School located at 604 N West Avenue, South Dakota.

Secretary-Treasurer Crystal Carlson read the roll and a quorum was established.

Members Present: Crystal Carlson
Lori Little
Debbie Pageler
Tami Stokes
Tammy Ugofsky

Others Present: Executive Director Kate Boyd
Angela Taylor, Stewart School
Katie Ballegooyen, Stewart School
Caitlin Hoogland, Stewart School

The Commission toured Stewart School classrooms & observed students and met with Stewart School representatives Angela Taylor, Katie Ballegooyen and Caitlin Hoogland.

Lori Littee made a motion to recess and reconvene at 1:00 pm at Lake Area Technical School in Watertown. Crystal Carlson seconded the motion. **MOTION PASSED.**

The meeting was recessed at 10:20 am.

President Tammy Ugofsky called the meeting back to order at 1:00 pm at Lake Area Technical School (LATI) located at 1201 Arrow Avenue, Watertown.

Secretary-Treasurer Crystal Carlson read the roll and a quorum was established.

Members Present: Crystal Carlson
Lori Little
Debbie Pageler
Tami Stokes
Tammy Ugofsky

Others Present: Executive Director Kate Boyd
Shawn Venjohn, LATI Cosmetology Program
Rachael Maag, LATI Cosmetology Program
Angela Larson, LATI Cosmetology Program
Liz Lloyd, LATI Cosmetology Program

The Commission toured LATI Cosmetology Program classrooms & observed students and met with LATI Cosmetology Program representatives Shawn Venjohn, Rachael Maag, Angela Larson and Liz Lloyd.

A short recess was taken at 2:00 pm

President Tammy Ugofsky called the meeting back to order at 2:15 pm.

Secretary-Treasurer Crystal Carlson read the roll and a quorum was established.

Members Present: Crystal Carlson
Lori Little
Debbie Pageler
Tami Stokes
Tammy Ugofsky

Others Present: Executive Director Kate Boyd
Graham Oey, Staff Attorney, Department of Labor & Regulation
Kelsey Skoglund, Cosmetology Commission Staff, via phone
Shawn Venjohn, LATI Cosmetology Program
Rachael Maag, LATI Cosmetology Program
Angela Larson, LATI Cosmetology Program
LATI Cosmetology Program Students
Fallon Helm, Revive Day Spa
Ashley Veen, Revive Day Spa
Tara Mortland, Revive Day Spa
Amanda Steiner, Revive Day Spa
Rebecca Wells, Revive Day Spa

Lori Little asked for Election of a new Vice President to be added to the agenda under Other Business and Graham Oey asked to add one Disciplinary Action case under Other Business.

Lori Little moved approval of the agenda as amended. Crystal Carlson seconded the motion.
MOTION PASSED.

Lori Little pointed out two corrections to the February 9, 2018 meeting minutes. Lori Little moved approval of the February 9, 2018 Commission meeting minutes as amended. Crystal Carlson seconded the motion. **MOTION PASSED.**

Treasurer Crystal Carlson reported that as of March 31, 2018 the available cash balance is \$31,311 and the Cash Center balance is \$175,901.

Executive Director Kate Boyd's report was included in the Commission meeting packet and is attached to these Minutes. The items reports on included: (1) Welcome two new Commission member who were appointed by the Governor effective April 15, 2018, (2) 2108 Legislative Session Recap, (3) Possible administrative rules changes regarding microdermabrasion

equipment, chemical peels and other procedures, (4) NIC Conference October 6-8, 2018 in Seattle, Washington, (5) Instructor State Laws Exam, (5) Request from a licensee, Kandra Walsh, for the Commission to consider allowing mobile salons in South Dakota, and (7) Report of the NIC Executive Directors & All Region Meeting held in Charlotte, North Carolina April 19-22, 2018.

Case N-2017- Crystal Carlson made a motion to approve the Consent Agreement for Case N-2017 with the following terms:

- a. Rock Star Nails and Spa license, Lic. #NS-08614, will be suspended for a period of 14 days;
 - 1) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$1,000.00 for the immediate reinstatement of Rock Star Nails and Spa's license to be paid prior to July 2, 2018;
- b. Provided the condition in a.1 is met, the 14 days of suspension for Rock Star Nails and Spa's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Rock Star Nails and Spa complies with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42; and
 - 2) Rock Star Nails and Spa accepts that it will be subject to additional inspections for a period of 1 year from the effective date of this agreement. Mr. Do, as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by July 2, 2018.

Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Case O-2017- Tammy Ugofsky made a motion to approve the Consent Agreement for Case O-2017 with the following terms:

- a. Ronni Pospisil Booth license, Lic. #NB-08674, will be suspended for a period of 15 days with 15 days being held in abeyance; Ronni Pospisil Booth's license will not actively be suspended.
- b. The 15 days of suspension for the booth license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Ronni Pospisil Booth will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$225.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to March 1, 2018.

Crystal Carlson seconded the motion. **MOTION PASSED.**

Lapsed Case 5-2018- Crystal Carlson made a motion to approve Lapse Case 5-2018 Consent Agreement with the following terms:

- a. Tesia Walker Booth license, Lic.#CB-07383, will be suspended for a period of 10 days beginning May 31, 2018.
- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Tesia Walker Booth's license will not be actively suspended, so long as the following conditions are met:
 - 1) Tesia Walker Booth will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning the day this agreement is signed by the Commission; and
 - 2) Ms. Walker pay a penalty in the amount of \$125.00 to the Commission prior to May 31, 2018, as a condition for the immediate reinstatement of Tesia Walker Booth license pursuant to SDCL 36-15-58.5.

Lori Little seconded the motion. **MOTION PASSED.**

Lapsed Case 6-2018- Tammy Ugofsky made a motion to approve Lapse Case 6-2018 Consent Agreement with the following terms:

- a. Ms. Beatch's personal license, Lic.#CO-07858, will be suspended for a period of 10 days beginning May 31, 2018.
- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Ms. Beatch's personal license will not be actively suspended, so long as the following conditions are met:
 - 1) Ms. Beatch will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning the day this agreement is signed by the Commission; and
 - 2) Ms. Beatch pay a penalty in the amount of \$150.00 to the Commission prior to May 31, 2018, as a condition for the immediate reinstatement of Ms. Beatch's personal license pursuant to SDCL 36-15-58.5.

Crystal Carlson seconded the motion. **MOTION PASSED.**

Lapsed Case 7-2018- Crystal Carlson made a motion to approve Lapse Case 7-2018 Consent Agreement with the following terms:

- a. Ms. Steen's personal license, Lic.#CO-11649, will be suspended for a period of 5 days beginning May 31, 2018.
- b. The 5 days of suspension will be held in abeyance for a period of 1 year, and Ms. Steen's personal license will not be actively suspended, so long as the following conditions are met:

- 1) Ms. Steen will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning the day this agreement is signed by the Commission; and
 - 2) Ms. Steen pay a penalty in the amount of \$100.00 to the Commission prior to May 31, 2018, as a condition for the immediate reinstatement of Ms. Steen's personal license pursuant to SDCL 36-15-58.5.
- c. Angela Steen Booth's license, Lic. #CB-06908, will be suspended for a period of 15 days beginning May 31, 2018.
- d. The 15 days of suspension will be held in abeyance for a period of 1 year, and Angela Steen Booth's license will not be actively suspended, so long as the following conditions are met:
- 1) Angela Steen Booth will comply with all laws and regulations relating to its profession un SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission: and
 - 2) Angela Steen Booth pay a penalty in the amount of \$225.00 to the Commission prior to May 31,2018, as a condition for the immediate reinstatement of Ms. Steen's booth license pursuant to SDCL 36-15-58.5.

Lori Little seconded the motion. **MOTION PASSED.**

The draft Administrative Rules changes were reviewed. Tammy Ugofsky made a motion to proceed with the formal adoption procedures for the draft administrative rules. Lori Little seconded the motion. **MOTION PASSED.**

The Commission received a report from Holly Ringo, Senior Instructor at Leo Thomas Apprentice Salon in Rapid City on the status of the two apprentices. Ms. Ringo notified the Commission that Tristan Hall has discontinued the apprenticeship.

Lori Little made a motion that Danielle Amburn has successfully completed her apprenticeship probationary period at Leo Thomas Salon and is authorized to continue the apprenticeship. Debbie Pageler seconded the motion. **MOTION PASSED.**

Lori Little made a motion to approve the apprentice application for Christina Skates at Leo Thomas Salon under the direction of Senior Instructor Holly Ringo. Debbie Pageler seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the apprentice application for Rebecca Wells at Revive Day Spa in Aberdeen. Lori Little seconded the motion. **MOTION PASSED.**

Lori Little made a motion to approve the Electric File Provider Application for Revive Day Spa in Aberdeen. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Debbie Pageler made a motion to approve the Electric File Provider and Microdermabrasion Provider Applications for Headlines Academy. Crystal Carlson seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to accept Amy Moir's 600 hours of esthetics education from Lu Ross Academy in Ventura, California. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to accept Thi Dan Tuyen Tran's 606 hours of nail technician education from Georgia Beauty School, Norcross, Georgia. Debbie Pageler seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to accept Kayla Dickerson's 2100 hours of cosmetology education from LeMars Beauty College, LeMars, Iowa. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Case Y-2015- Tammy Ugofsky made a motion to approve Case Y-2015 Application for Reinstatement from Darla Bierwagen with the following terms:

1. I shall successfully complete the Milady Infection Control Online Class and submit proof of completion to the Commission Office by May 31, 2018.
2. I shall make payments totaling \$350.00 to the Commission Office either in lump sum or in the amount of \$50 per month with the first payment starting May 31, 2018 and each payment being due by the last business day of each following month until paid in full;
3. I agree to the remaining 346 days of suspension being held in abeyance until July 14, 2018, with such to remain in abeyance until said time on the condition that I comply with the provisions of SDCL Chapter 36-15 and ARSD Article 20:42, and assuming no violations of such provisions between the time of this Application and July 14, 2018, said suspension shall terminate;
 - a. I agree that any failed inspection during such period of abeyance will result in my license being automatically suspended for a period of 2 days beginning immediately after the failed inspection;
4. I agree to 3 days of suspension being held in abeyance until the \$350.00 in section 2 is paid in full. If I fail to make timely scheduled payments, I agree to my license being suspended for 3 as set by the Commission at the next meeting following any missed payment, and any remaining amount owed will be waived; and
5. I will file for the dismissal of circuit court appeal proceedings in case 49CIV17-2188 by April 30, 2018.

Debbie Pageler seconded the motion. **MOTION PASSED.**

Commission members were asked to review the upcoming meeting dates for the remainder of 2018. Two meetings of special importance are the July 28 and 29, 2018 NIC Examiner Training

and Certification for any individuals who will be administering practical examinations and the NIC Conference October 6-8, 2018 in Seattle, Washington.

Lori Little made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED.**

President Ugofsky adjourned the meeting at 3:52 pm..

Respectfully submitted,

Kate Boyd, Executive Director

Crystal Carlson, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT **April 27, 2018**

1. WELCOME NEW COMMISSION MEMBERS – We welcome two new Commission members who were appointed April 15, 2018.

Tami Stokes is our new cosmetologist member of the Commission and is the owner of Studio 19 Lash Bar and Salon in Rapid City.

Debbie Pageler is our new public member and is from Sisseton, South Dakota.

2. 2018 LEGISLATIVE SESSION RECAP – The 2018 Legislative Session was productive for the Cosmetology Commission. All four of the bills we initiated were passed in both the House and the Senate and signed into law by the Governor. The new laws go into effect on 7/1/18, with one exception. At the request of the cosmetology schools, the reduction in cosmetology education hours will go into effect 1/1/19.

- HB 1026 – Cosmetology Education
 - Lowers cosmetology school hours from 2100 to 1500
 - Lowers cosmetology apprentice hours from 3000 to 2150
 - Eliminates the two-tier instructor licensing program
 - Allows the Commission to promulgate rules for substitute instructors
- HB 1027 – Maximum Number of Apprentices
 - Increases the maximum number of apprentices in an apprentice salon from 2 to 4
 - Licensed Instructor may only instruct 2 apprentices at any one time
- HB 1086 – Assisted Living Centers
 - Exempts assisted living centers from salon licensure, provided the cosmetologist(s) who perform services at the assisted living centers do not perform services there on anyone except the residents of the facility. This is the same exemption that licensing nursing

facilities have had for some time. In both cases, if they advertise as a salon and perform services on the public, including staff at the facility or family members of the residents, they will still be required to have a salon license.

- **HB 1087 – Early Testing for students**

This allows cosmetology, esthetician and nail technician students to take their state board exams prior to finishing their required education. They will need to complete their education before being issued a license. This will allow a student to retake a failed exam prior to finishing school so that they can become licensed as soon as they complete their education.

3. ADMINISTRATIVE RULES - At the February Commission meeting there was discussion about microdermabrasion machines, chemical peels, and other procedures. The Commission will need to provide the staff direction if you would like to have those pursued in the near future. The current administrative rules that the Commission will be reviewing at the April 27 meeting are the result of 2018 law changes. We need to deal with the applicable rules so that we can complete the administrative rules adoption process in order to have the new rules become effective July 1, 2018.

4. NIC CONFERENCE – OCTOBER 6-8, 2018 – SEATTLE WA - The Annual NIC Conference will be held October 6-8, 2018 in Seattle, Washington. Commission members interested in attending this year's conference can complete an out-of-state travel request. All out-of-state travel requests must be approved by the Department of Labor and Regulation (DLR) Secretary. Decisions on approval are based on costs and who has attended recent conferences. The entire Commission does not receive to attend every conference or Region Meeting.

5. INSTRUCTOR STATE LAWS - As staff we have been discussing the instructor state laws/rules exam and would like to make a recommendation that the Commission consider making this a closed-book exam instead of allowing instructor candidates to look answers in the book.

6. MOBILE SALONS - Licensee Kandra Walsh has written to the Commission to request that you consider allowing mobile salons in South Dakota. A copy of Ms. Walsh's letter is included in the meeting packet. This would require a change in law and administrative rule, as under our current a new salon license must be applied for if the salon moves to a new location and under administrative rule the salon plumbing must be hooked up to a central sewer system. A few states do allow mobile salons, but most states do not. One of the reasons that the Commission has not allowed mobile salons in the past is that we license for public protection and surprise inspections are an important component of the inspection process. Ms. Walsh's letter is attached. I am in the process of surveying the other states to determine which states offer a mobile salon license. If the Commission wishes to pursue this subject, I will prepare a report for a future Commission meeting.

7. NIC EXECUTIVE DIRECTORS & NIC ALL REGION MEETINGS – I attended the NIC Executive Directors Meeting on April 19 & 20, 2018 in Charlotte, NC. Among the presentations and topics we discussed were the following: Review of Safety and Infection Control rules; State legislative updates; Review and updates of the Uniform Model Cosmetology Law; Report from NIC Executive Board representatives; National Standardization of cosmetology, and related education program hours; micro-needling, derma-needling, derma-planing. Together with President Tammy Ugofsky, we attended the NIC All Region Meeting was held April 21 & 22 and important topics included: future of the Beauty and Barber industries, report from SMT representatives on national exam development and legal defensibility of the exams, presentation on the organization “Cut It Out” that provides education to schools and salons on how to recognize the signs of domestic violence; building stronger bonds between cosmetologists and barbers. The second day was a round-table discussion on issues and topics of interest to attendees.

June 2018

BA20JB60

BUDGET UNIT 1033

AVAILABLE FUNDS

SEMI-FINAL #2

PAGE 1,497

AS OF: 06/29/2018
 FY YEAR REMAINING: 0.5%
 PAY DAYS REMAINING: 0

DATE 07/07/2018

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	MONTHLY EXPENDITURES	YEAR-TO-DATE APPROPRIATIONS	CASH BALANCE
6503-I	316,243.00	3,435.00	0.00	17,872.00	336,617.80	34,811.80-	178,326.65
BUDGETED TOT	316,243.00	3,435.00	0.00	17,872.00	336,617.80	34,811.80-	
ALL COMP TOT	316,243.00	3,435.00	0.00	17,872.00	336,617.80	34,811.80-	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE AVAILABLE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	12,729.31	165,804.99	23,019.99-	0.0
5102 EMPLOYEE BENEFITS	52,480.00	0.00	0.00	4,558.90	49,006.68	3,473.32	6.6
5203 TRAVEL	40,074.00	0.00	0.00	5,118.20	42,939.50	2,865.50-	0.0
5204 CONTRACTUAL SVCS	73,858.00	0.00	17,872.00	4,373.35	65,263.18	9,277.18-	0.0
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,186.59	13,603.45	3,122.45-	0.0
TOTALS	319,678.00	0.00	17,872.00	27,966.35	336,617.80	34,811.80-	0.0

BREAKOUT BY COMPANY:

COMPANY	EMPLOYEE SALARIES	EMPLOYEE BENEFITS	TRAVEL	CONTRACTUAL SVCS	SUPPLIES & MATRLS	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT
6503-I	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
5101000	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
5102000	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
5203000	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
5204000	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
5205000	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
PS SUBTOTALS	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
OE SUBTOTALS	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00
COMPANY 6503-I TOT	142,785.00	52,480.00	40,074.00	73,858.00	10,481.00	195,265.00	124,413.00	319,678.00

34,811.80-

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	178,326.65	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			178,326.65	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			178,326.65	DR **	
BUDGET UNIT TOTAL 1033			178,326.65	DR ***	

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

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	1033	71020100	BOA8011181	06/26/2018	JE2018181	06/25/2018	3,296.00	CR
6503	1033	71020100	BOA8011358	06/26/2018		06/25/2018	3,296.00	DR
TOTAL ACCOUNT GROUP NET CHANGE							.00	*
6503	1033	72040100	BOA8011181	06/26/2018	JE2018181	06/25/2018	139.00	CR
6503	1033	72040100	BOA8011358	06/26/2018		06/25/2018	139.00	DR
TOTAL ACCOUNT GROUP NET CHANGE							.00	*
6503	1033	79999999	BOA8011181	06/26/2018	JE2018181	06/25/2018	3,435.00	DR
6503	1033	79999999	BOA8011358	06/26/2018		06/25/2018	3,435.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							.00	*
TOTAL COMPANY--NET CHANGE							.00	**

COMPANY NO 6503
COMPANY NAME PROFESSIONAL & LICENSING BOARDS

6503	1033000061806	4293901	CI108CC066	06/22/2018	328707AS	06/20/2018	1,725.00	DR
6503	103300061806	4293901	CI108CC066	06/22/2018	328707AS	06/20/2018	1,725.00	CR
6503	103300061806	4293901	CI108CC066	06/22/2018	328707AS	06/20/2018	1,725.00	CR
6503	103300061806	4293969	CI108CC066	06/22/2018	328707AS	06/20/2018	735.00	CR
6503	103300061806	4293970	CI108CC066	06/22/2018	328707AS	06/20/2018	25.00	CR
6503	103300061806	4293972	CI108CC066	06/22/2018	328707AS	06/20/2018	540.00	CR
6503	103300061806	4293984	CI108CC066	06/22/2018	328707AS	06/20/2018	20.00	DR
6503	103300061806	4293984	CI108CC066	06/22/2018	328707AS	06/20/2018	20.00	CR
6503	103300061806	4293901	CI108CC061	06/01/2018	327070L	06/01/2018	1,580.00	DR
6503	103300061806	4293901	CI108CC061	06/01/2018	327070L	06/01/2018	1,580.00	CR
6503	103300061806	4293901	CI108CC061	06/01/2018	327070L	06/01/2018	665.00	CR
6503	103300061806	4293969	CI108CC061	06/01/2018	327070L	06/01/2018	210.00	CR
6503	103300061806	4293972	CI108CC061	06/01/2018	327070L	06/01/2018	440.00	CR
6503	103300061806	4293984	CI108CC062	06/06/2018	327239AS	06/01/2018	1,350.00	DR
6503	103300061806	4293901	CI108CC062	06/06/2018	327239AS	06/01/2018	1,350.00	CR
6503	103300061806	4293901	CI108CC062	06/06/2018	327239AS	06/01/2018	1,350.00	CR
6503	103300061806	4293969	CI108CC062	06/06/2018	327239AS	06/01/2018	910.00	CR
6503	103300061806	4293972	CI108CC062	06/06/2018	327239AS	06/01/2018	300.00	CR
6503	103300061806	4293984	CI108CC062	06/06/2018	327239AS	06/01/2018	80.00	CR
6503	103300061806	4293901	CI108CC063	06/08/2018	327605AS	06/08/2018	1,825.00	DR
6503	103300061806	4293901	CI108CC063	06/08/2018	327605AS	06/08/2018	1,825.00	CR
6503	103300061806	4293969	CI108CC063	06/08/2018	327605AS	06/08/2018	1,825.00	CR
6503	103300061806	4293972	CI108CC063	06/08/2018	327605AS	06/08/2018	1,015.00	CR
6503	103300061806	4293972	CI108CC063	06/08/2018	327605AS	06/08/2018	180.00	CR
6503	103300061806	4293984	CI108CC063	06/08/2018	327605AS	06/08/2018	100.00	CR

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COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293901	C108CC064	06/13/2018	327656AS	06/08/2018	1,200.00	DR
6503	103300061806	4293901	C108CC064	06/13/2018	327656AS	06/08/2018	1,200.00	CR
6503	103300061806	4293901	C108CC064	06/13/2018	327656AS	06/08/2018	1,200.00	CR
6503	103300061806	4293969	C108CC064	06/13/2018	327656AS	06/08/2018	1,570.00	CR
6503	103300061806	4293972	C108CC064	06/13/2018	327656AS	06/08/2018	240.00	CR
6503	103300061806	4293984	C108CC064	06/13/2018	327656AS	06/08/2018	60.00	CR
6503	103300061806	4293901	C108CC065	06/22/2018	328732AS	06/20/2018	1,425.00	DR
6503	103300061806	4293901	C108CC065	06/22/2018	328732AS	06/20/2018	1,425.00	CR
6503	103300061806	4293969	C108CC065	06/22/2018	328732AS	06/20/2018	1,425.00	CR
6503	103300061806	4293972	C108CC065	06/22/2018	328732AS	06/20/2018	1,050.00	CR
6503	103300061806	4293984	C108CC065	06/22/2018	328732AS	06/20/2018	96.00	CR
6503	103300061806	4293901	C108CC067	06/22/2018	328953AS	06/22/2018	240.00	CR
6503	103300061806	4293901	C108CC067	06/26/2018	328953AS	06/22/2018	960.00	DR
6503	103300061806	4293901	C108CC067	06/26/2018	328953AS	06/22/2018	960.00	CR
6503	103300061806	4293969	C108CC067	06/26/2018	328953AS	06/22/2018	385.00	CR
6503	103300061806	4293972	C108CC067	06/26/2018	328953AS	06/22/2018	198.00	CR
6503	103300061806	4293984	C108CC067	06/26/2018	328953AS	06/22/2018	100.00	CR
6503	103300061806	4293901	C108CC068	06/30/2018	329618AS	06/27/2018	1,425.00	DR
6503	103300061806	4293901	C108CC068	06/30/2018	329618AS	06/27/2018	1,425.00	CR
6503	103300061806	4293969	C108CC068	06/30/2018	329618AS	06/27/2018	1,700.00	CR
6503	103300061806	4293970	C108CC068	06/30/2018	329618AS	06/27/2018	25.00	CR
6503	103300061806	4293972	C108CC068	06/30/2018	329618AS	06/27/2018	330.00	CR
6503	103300061806	4293984	C108CC068	06/30/2018	329618AS	06/27/2018	300.00	CR
6503	103300061806	4293901	C108CC069	06/28/2018	329438AS	06/27/2018	765.00	DR
6503	103300061806	4293901	C108CC069	06/28/2018	329438AS	06/27/2018	765.00	CR
6503	103300061806	4293969	C108CC069	06/28/2018	329438AS	06/27/2018	765.00	CR
6503	103300061806	4293970	C108CC069	06/28/2018	329438AS	06/27/2018	280.00	CR
6503	103300061806	4293972	C108CC069	06/28/2018	329438AS	06/27/2018	25.00	CR
6503	103300061806	4293984	C108CC069	06/28/2018	329438AS	06/27/2018	180.00	CR
6503	103300061806	4293901	C108CC070	06/30/2018	329627L	06/29/2018	400.00	DR
6503	103300061806	4293901	C108CC070	06/30/2018	329627L	06/29/2018	400.00	CR
6503	103300061806	4293969	C108CC070	06/30/2018	329627L	06/29/2018	400.00	CR
6503	103300061806	4293972	C108CC070	06/30/2018	329627L	06/29/2018	105.00	CR
6503	103300061806	4293984	C108CC070	06/30/2018	329627L	06/29/2018	180.00	CR
6503	103300061806	4293984	C108CC072	06/30/2018	329637L	06/29/2018	60.00	CR
6503	103300061806	4293901	C108CC072	06/30/2018	329637L	06/29/2018	140.00	DR
6503	103300061806	4293901	C108CC072	06/30/2018	329637L	06/29/2018	140.00	CR
6503	103300061806	4293969	C108CC072	06/30/2018	329637L	06/29/2018	140.00	DR
6503	103300061806	4293969	C108CC072	06/30/2018	329637L	06/29/2018	140.00	CR
6503	103300061806	4293969	C108CC072	06/30/2018	329637L	06/29/2018	140.00	CR
6503	103300061806	4293984	C108CC072	06/30/2018	329637L	06/29/2018	20.00	CR

TOTAL ACCOUNT GROUP NET CHANGE 23,499.00 CR *

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6503 103300061806	4393903	C1108CC066	06/22/2018	328707AS	06/20/2018	760.00	CR	
6503 103300061806	4393903	C108CC061	06/01/2018	327070L	06/01/2018	360.00	CR	
6503 103300061806	4393903	C108CC062	06/06/2018	327239AS	06/01/2018	640.00	CR	
6503 103300061806	4393903	C108CC063	06/08/2018	327605AS	06/08/2018	975.00	CR	
6503 103300061806	4393903	C108CC064	06/13/2018	327656AS	06/13/2018	560.00	CR	
6503 103300061806	4393903	C108CC067	06/26/2018	328953AS	06/22/2018	405.00	CR	
6503 103300061806	4393903	C108CC068	06/30/2018	329618AS	06/27/2018	1,790.00	CR	
6503 103300061806	4393903	C108CC069	06/28/2018	329438AS	06/27/2018	340.00	CR	
6503 103300061806	4393903	C108CC070	06/30/2018	329627L	06/29/2018	80.00	CR	
6503 103300061806	4393903	C108CC072	06/30/2018	329637L	06/29/2018	40.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							5,950.00	CR *
6503 103300061806	4896007	C108CC061	06/01/2018	327070L	06/01/2018	80.00	CR	
6503 103300061806	4896007	C108CC063	06/08/2018	327605AS	06/08/2018	80.00	CR	
6503 103300061806	4896007	C108CC065	06/22/2018	328732AS	06/20/2018	680.00	CR	
6503 103300061806	4896007	C108CC067	06/26/2018	328953AS	06/22/2018	360.00	CR	
6503 103300061806	4896007	C108CC068	06/30/2018	329618AS	06/27/2018	440.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,640.00	CR *
6503 103300061806	52053100	CD804044	06/05/2018		06/06/2018	162.13	DR	
6503 103300061806	52053100	CD805039	06/13/2018		06/01/2018	227.73	DR	
6503 103300061806	52049600	DP805101	06/15/2018		06/11/2018	441.75	DR	
6503 103300061806	52049600	D108CC014	06/27/2018	MC8007	06/26/2018	217.60	DR	
6503 103300061806	52049600	D108CC014	06/27/2018	MC8007	06/26/2018	217.60	DR	
6503 103300061806	52042000	D108CC014	06/27/2018	MC8007	06/26/2018	217.60	DR	
6503 103300061806	52030100	FM803071	06/06/2018		06/06/2018	1,541.02	DR	
6503 103300061806	52035500	MP805056	06/13/2018		06/11/2018	53.94	DR	
6503 103300061806	52050280	MS805049	06/20/2018		06/14/2018	535.20	DR	
6503 103300061806	52042000	PCEX012084	06/27/2018		06/24/2018	199.98	DR	
6503 103300061806	52042000	PL805058	06/20/2018		06/13/2018	443.12	DR	
6503 103300061806	52045300	TL805052	06/13/2018		06/13/2018	186.55	DR	
6503 103300061806	5228000	TI08-112	06/28/2018		06/28/2018	1,209.30	DR	
6503 103300061806	5228000	TI08-135	06/06/2018		06/05/2018	956.72	DR	
TOTAL ACCOUNT GROUP NET CHANGE							6,175.04	DR *
6503 103300061806	82044900	REALE/COSMRNT17	06/25/2018	309289	06/25/2018	1,041.75	CR	
6503 103300061806	82049600	18SC100002 1027	06/20/2018	18SC100002	06/19/2018	30.00	CR	
6503 103300061806	82041900	18SC100003 284	06/20/2018	18SC100003	06/19/2018	135.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,206.75	CR *
TOTAL COMPANY--NET CHANGE							26,120.71	CR **

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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	CGEX180529	06/01/2018					3,534.11	DR
6503	103300061806	51010100	CGEX180613	06/15/2018					3,725.02	DR
OBJSUB: 5101010										
F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX180529	06/01/2018					7,259.13	DR *
6503	103300061806	51010200	CGEX180613	06/15/2018					2,403.99	DR
OBJSUB: 5101020										
P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX180613	06/15/2018					5,110.18	DR *
OBJSUB: 5101030										
BOARD & COMM MBR'S FEES										
OBJECT: 5101										
EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX180529	06/01/2018	540373				360.00	DR *
6503	103300061806	51020100	CGEX180605	06/06/2018	540378				12,729.31	DR **
6503	103300061806	51020100	CGEX180605	06/06/2018	540374				443.97	DR
6503	103300061806	51020100	CGEX180605	06/06/2018	540377				5.36	DR
6503	103300061806	51020100	CGEX180613	06/06/2018					4.21	DR
6503	103300061806	51020100	CGEX180613	06/06/2018					2.84	DR
6503	103300061806	51020100	CGEX180614	06/15/2018	548852				509.03	DR
6503	103300061806	51020100	CGEX180614	06/15/2018	548860				4.21	DR
6503	103300061806	51020100	CGEX180614	06/15/2018	548851				4.21	DR
6503	103300061806	51020100	CGEX180628	06/28/2018	560356				3.37	DR
6503	103300061806	51020100	CGEX180628	06/28/2018	560357				.84	DR
OBJSUB: 5102010										
OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX180529	06/01/2018					984.78	DR *
6503	103300061806	51020200	CGEX180613	06/15/2018					248.88	DR
OBJSUB: 5102020										
RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX180529	06/01/2018					513.50	DR *
6503	103300061806	51020600	CGEX180613	06/15/2018					1,510.16	DR
OBJSUB: 5102060										
HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX180529	06/01/2018					3,031.53	DR *
6503	103300061806	51020800	CGEX180613	06/15/2018					11.28	DR
OBJSUB: 5102080										
WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX180529	06/01/2018					23.51	DR *
6503	103300061806	51020900	CGEX180613	06/15/2018					2.67	DR
OBJSUB: 5102090										
UNEMPLOYMENT COMPENSATION										
OBJECT: 5102										
EMPLOYEE BENEFITS										
GROUP: 51										
PERSONAL SERVICES										
6503	103300061806	52030100	MP805056	06/13/2018					5.58	DR *
OBJSUB: 5203010										
AUTO-STATE OWNED-IN STATE										
									4,558.90	DR **
									17,288.21	DR ***
									53.94	DR
									53.94	DR *

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COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52030300	CGEX180605	06/06/2018	540373				504.42	DR
6503	103300061806	52030300	CGEX180605	06/06/2018	540378				236.88	DR
6503	103300061806	52030300	CGEX180605	06/06/2018	540374				209.16	DR
6503	103300061806	52030300	CGEX180605	06/06/2018	540377				130.62	DR
6503	103300061806	52030300	CGEX180614	06/15/2018	548860				379.68	DR
6503	103300061806	52030300	CGEX180614	06/15/2018	548828				368.34	DR
6503	103300061806	52030300	CGEX180614	06/15/2018	548851				251.58	DR
6503	103300061806	52030300	CGEX180614	06/15/2018	548852				178.08	DR
6503	103300061806	52030300	CGEX180628	06/28/2018	560357				432.18	DR
6503	103300061806	52030300	CGEX180628	06/28/2018	560356				369.18	DR
6503	103300061806	52030300	CGEX180628	06/28/2018	555818				236.80	DR
6503	103300061806	52030300	CGEX180628	06/28/2018	560355				204.96	DR
6503	103300061806	52030300	CGEX180628	06/28/2018	555817				194.88	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE										
6503	103300061806	52031000	CGEX180614	06/15/2018	548828	RAMKOTAHOT	12177768	08	3,686.76	DR *
6503	103300061806	52031000	042818	06/06/2018	00506886	RAMKOTAHOT	12177768	08	62.50	DR
6503	103300061806	52031000	341964-341969	06/27/2018	00512895	RAMKOTAHOT	12177768	03	342.00	DR
OBJSUB: 5203100 LODGING/IN-STATE										
6503	103300061806	52031400	CGEX180605	06/06/2018	540373				632.50	DR *
6503	103300061806	52031400	CGEX180605	06/06/2018	540378				70.00	DR
6503	103300061806	52031400	CGEX180605	06/06/2018	540374				55.00	DR
6503	103300061806	52031400	CGEX180605	06/06/2018	540374				37.00	DR
6503	103300061806	52031400	CGEX180605	06/06/2018	540377				33.00	DR
6503	103300061806	52031400	CGEX180614	06/15/2018	548851				55.00	DR
6503	103300061806	52031400	CGEX180614	06/15/2018	548852				55.00	DR
6503	103300061806	52031400	CGEX180614	06/15/2018	548860				55.00	DR
6503	103300061806	52031400	CGEX180628	06/28/2018	560356				44.00	DR
6503	103300061806	52031400	CGEX180628	06/28/2018	560357				11.00	DR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE										
6503	103300061806	52031500	CGEX180605	06/06/2018	540373				415.00	DR *
6503	103300061806	52031500	CGEX180605	06/06/2018	540374				43.00	DR
6503	103300061806	52031500	CGEX180614	06/15/2018	548828				43.00	DR
6503	103300061806	52031500	CGEX180628	06/28/2018	560357				90.00	DR
6503	103300061806	52031500	CGEX180628	06/28/2018	560355				58.00	DR
6503	103300061806	52031500	CGEX180628	06/28/2018	555817				32.00	DR
6503	103300061806	52031500	CGEX180628	06/28/2018	555818				32.00	DR
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST										
OBJECT: 5203 TRAVEL										
6503	103300061806	52041800	DP805101	06/15/2018					330.00	DR *
OBJSUB: 5204180 COMPUTER SERVICES-STATE										
6503	103300061806	52041900	18SC100003 284	06/22/2018	02254329	SMARTSOFTW	12221150		5,118.20	DR **
OBJSUB: 5204190 COMPUTER SERVICES-PRIVATE										
6503	103300061806	52042000	FM803071	06/06/2018					441.75	DR
6503	103300061806	52042000	PL805058	06/20/2018					135.00	DR
OBJSUB: 5204190 COMPUTER SERVICES-PRIVATE										
6503	103300061806	52042000	FM803071	06/06/2018					135.00	DR *
6503	103300061806	52042000	PL805058	06/20/2018					1,541.02	DR
OBJSUB: 5204190 COMPUTER SERVICES-PRIVATE										
6503	103300061806	52042000	PL805058	06/20/2018					443.12	DR

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6503	103300061806	52042300	CENTRAL SERVICES 38322	06/08/2018	02252217	SERVALLUNI	12049672		1,984.14	DR *
									6.28	DR
6503	103300061806	52043600	JANITORIAL & MAINT SERV 060118 509	06/27/2018	00512195	BLACKHILLS	12029449	07	30.49	DR *
6503	103300061806	52043600	29479 0618	06/27/2018	00512742	WATERTOWNP	12108919	01	61.34	DR
6503	103300061806	52043600	394629 0618	06/27/2018	00512150	FORUMCOMMU	12027115	21	65.23	DR
6503	103300061806	52044900	ADVERTISING-NEWSPAPER REALE/COSMENT17	06/26/2018	02253927	HYDEHOLDIN	12028880		157.06	DR *
									1,041.75	DR
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP. TL805052	06/13/2018					186.55	DR *
6503	103300061806	52045300	1744126721	06/15/2018	00509238	WESTUNIFIE	12142271	02	10.50	DR
6503	103300061806	52045300	1744167436	06/15/2018	00509238	WESTUNIFIE	12142271	02	.27	DR
6503	103300061806	52045300	8381416X05242018	06/08/2018	00005234	ATTMOBILIT	12279233		65.16	DR
6503	103300061806	52045400	TELECOMMUNICATIONS SRVCS 415031401 0518	06/15/2018	02252980	MUNICIPALU	12054968	01	262.48	DR *
									88.67	DR
6503	103300061806	52045500	ELECTRICITY 1154606	06/15/2018	00509275	ENVIROTECH	12189816		88.67	DR *
									8.62	DR
6503	103300061806	52049600	GARBAGE & SEWER D108CC014	06/27/2018	MC8007				8.62	DR *
6503	103300061806	52049600	D108CC014	06/27/2018	MC8007				217.60	DR
6503	103300061806	52049600	D108CC014	06/27/2018	MC8007				217.60	DR
6503	103300061806	52049600	18SC100002 1027	06/22/2018	00511608	ISOQUALITY	12358629		30.00	CR
6503	103300061806	52050280	OTHER CONTRACTUAL SERVICE CONTRACTUAL SERVICES PCEX012084	06/27/2018					247.60	DR *
6503	103300061806	52050280	18382 JUN18	06/15/2018	00508996	INMANSWATE	12037639		4,373.35	DR **
									199.98	DR
6503	103300061806	52053100	OFFICE SUPPLIES CD804044	06/06/2018					219.08	DR *
6503	103300061806	52053100	CD805039	06/13/2018					162.13	DR
									227.73	DR
6503	103300061806	52053500	PRINTING-STATE CGEX180605	06/06/2018	540374				389.86	DR *
6503	103300061806	52053500	CGEX180605	06/06/2018	540373				3.39	DR
6503	103300061806	52053500	CGEX180614	06/15/2018	548860				2.47	DR
6503	103300061806	52053500	CGEX180628	06/28/2018	560357				4.89	DR
6503	103300061806	52053500	CGEX180628	06/28/2018	560356				16.23	DR
6503	103300061806	52053500	MS805049	06/20/2018					6.39	DR
									535.20	DR
6503	103300061806	52055180	POSTAGE 68870010003MAY18	06/26/2018	568440	MONTANADAK	12020954	12	568.57	DR *
									9.08	DR

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COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
		5205518							9.08	DR *
		5205	HEATING & COOKING FUELS						1,186.59	DR **
6503	103300061806	5228000	SUPPLIES & MATERIALS	06/28/2018					1,209.30	DR
6503	103300061806	5228000	T108-112	06/06/2018					956.72	DR
			T108-135							
		5228000	OPER TRANS OUT -NON BUDGT						2,166.02	DR *
		5228	NONOP EXP/NONEGTD OP TR						2,166.02	DR **
		52	OPERATING EXPENSES						12,844.16	DR ***
		6503							30,132.37	DR ****
		103300061806							30,132.37	DR *****
		B. UNIT: 1033							30,132.37	DR *****

AGENCY	BUDGET UNIT	CENTER-5	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION						
1033	COSMETOLOGY COMMISSION						
10330	COSMETOLOGY COMMISSION						
103300061806	6503	51010100	F-T EMP SAL & WAGES		7,259.13	93,279.70	
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES		5,110.18	66,465.29	
103300061806	6503	51010300	BOARD & COMM MBR FEES		360.00	6,060.00	
ACCT: 5101	EMPLOYEE SALARIES				12,729.31	165,804.99	
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE		984.78	12,631.22	
103300061806	6503	51020200	RETIREMENT-ER SHARE		513.50	6,540.24	
103300061806	6503	51020600	HEALTH/LIFE INS -ER SHARE		3,031.53	29,476.49	
103300061806	6503	51020800	WORKER'S COMPENSATION		23.51	286.89	
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION		5.58	71.84	
ACCT: 5102	EMPLOYEE BENEFITS				4,558.90	49,006.68	
ACCT: 51	PERSONAL SERVICES				17,288.21	214,811.67	
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE		53.94	424.63	
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE		.00	75.21	
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE		3,686.76	24,873.66	
103300061806	6503	52031000	LODGING/IN-STATE		632.50	4,100.89	
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE		415.00	2,817.00	
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST		330.00	2,757.00	
103300061806	6503	52032200	AUTO-PRIV. (OUT-STATE) L/R		.00	103.04	
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R		.00	299.04	
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE		.00	3,078.97	
103300061806	6503	52032800	OTHER-PUBLIC-OUT-OF-STATE		.00	45.00	
103300061806	6503	52032800	LODGING/OUT-OF-STATE		.00	3,449.06	
103300061806	6503	52033200	INCIDENTALS-OUT-OF-STATE		.00	306.00	
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST		.00	610.00	
ACCT: 5203	TRAVEL				5,118.20	42,939.50	
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE		.00	5,987.08	
103300061806	6503	52041800	COMPUTER SERVICES-STATE		441.75	5,098.50	
103300061806	6503	52041810	BIT DEVELOPMENT COSTS		.00	918.60	
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE		135.00	4,733.40	
103300061806	6503	52042000	CENTRAL SERVICES		1,984.14	10,356.88	
103300061806	6503	52042300	JANITORIAL & MAINT SERV		6.28	65.41	
103300061806	6503	52043200	AUDIT SERVICES-PRIVATE		.00	2,200.00	
103300061806	6503	52043600	ADVERTISING-NEWSPAPER		157.06	157.06	
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.		1,041.75	12,501.00	
103300061806	6503	52045100	RENTS-OTHER		.00	325.00	
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS		262.48	2,907.96	
103300061806	6503	52045400	ELECTRICITY		88.67	1,252.87	
103300061806	6503	52045500	GARBAGE & SEWER		8.62	101.99	
103300061806	6503	52045900	INS PREMIUMS & SURETY EDS		.00	1,458.89	
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE		247.60	17,198.54	
ACCT: 5204	CONTRACTUAL SERVICES				4,373.35	65,263.18	
103300061806	6503	52050200	OFFICE SUPPLIES		.00	1,031.51	

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 06/29/2018

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	6503	52050280	OFFICE SUPPLIES	219.08	643.26
103300061806	6503	52053100	PRINTING-STATE	389.86	3,680.97
103300061806	6503	52053500	POSTAGE	568.57	7,571.26
103300061806	6503	52055180	HEATING & COOKING FUELS	9.08	192.85
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	483.60
ACCT: 5205		SUPPLIES & MATERIALS		1,186.59	13,603.45
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	2,166.02	10,633.87
ACCT: 5228		NONOP EXP/NONBGTD OP TR		2,166.02	10,633.87
ACCT: 52		OPERATING EXPENSES		12,844.16	132,440.00
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		30,132.37	347,251.67
CENTER: 103300061806				30,132.37	347,251.67
B UNIT: 1033				30,132.37	347,251.67

**FY 18 ANNUAL REPORT
SOUTH DAKOTA COSMETOLOGY COMMISSION**

	JULY '17	AUG '17	SEP '17	OCT '17	NOV '17	DEC '17	JAN '18	FEB '18	MAR '18	APR '18
Exam Fees	560.00	400.00	3,120.00	1,200.00	2,160.00	960.00	800.00	1,360.00	1,440.00	1,120.00
Reexam Fees	-	740.00	120.00	280.00	160.00	200.00	320.00	40.00	80.00	80.00
New Licenses										
Salon Permits	360.00	3,480.00	1,740.00	2,700.00	1,980.00	1,920.00	1,980.00	1,225.00	1,380.00	1,620.00
Personal Temp	18.00	42.00	84.00	72.00	90.00	72.00	42.00	84.00	504.00	78.00
Instructor New	-	25.00	50.00	50.00	25.00	-	-	-	-	75.00
Students	6.00	266.00	540.00	144.00	78.00	198.00	96.00	180.00	72.00	54.00
Apprentice	-	-	50.00	-	-	-	-	-	-	-
Total New	384.00	3,813.00	2,464.00	2,966.00	2,173.00	2,190.00	2,118.00	1,489.00	1,956.00	1,827.00
Renewal Fees										
Personal	3,340.00	18,090.00	8,750.00	12,640.00	9,300.00	2,610.00	14,455.00	9,435.00	13,185.00	9,390.00
Reinstatement	55.00	115.00	195.00	155.00	180.00	375.00	280.00	260.00	295.00	590.00
Salon	1,575.00	7,435.00	4,130.00	5,815.00	4,475.00	3,310.00	8,085.00	6,230.00	7,185.00	4,970.00
Instructor Renewal	25.00	175.00	75.00	125.00	70.00	155.00	75.00	75.00	75.00	50.00
Schools	-	300.00	300.00	-	300.00	-	-	300.00	-	-
Total Renewal	4,995.00	26,115.00	13,450.00	18,735.00	14,325.00	6,450.00	22,895.00	16,300.00	20,740.00	15,000.00
Reciprocity	200.00	1,800.00	800.00	300.00	100.00	400.00	300.00	500.00	1,000.00	500.00
Certification	40.00	80.00	140.00	320.00	80.00	160.00	280.00	140.00	200.00	620.00
Total Rec & Cert	240.00	1,880.00	940.00	620.00	180.00	560.00	580.00	640.00	1,200.00	1,120.00
Interest Income	-	2,909.35	-	-	-	-	-	-	-	-
Duplicates	25.00	60.00	45.00	80.00	35.00	45.00	70.00	110.00	65.00	70.00
Educ Courses	-	-	900.00	170.00	50.00	200.00	35.00	-	-	85.00
Penalties	720.00	3,105.00	2,515.00	2,135.00	3,230.00	11,470.00	3,460.00	4,810.00	4,960.00	3,320.00
Miscellaneous	3.00	100.00	16.00	100.00	-	200.00	40.00	-	100.00	120.00
TOTAL	\$ 6,927.00	\$ 39,122.35	\$ 23,570.00	\$ 26,286.00	\$ 22,313.00	\$ 22,275.00	\$ 30,318.00	\$ 24,749.00	\$ 30,541.00	\$ 22,742.00

	MAY '18	JUNE '18	TOTAL	Increase or Decrease from FY 17
	2,000.00	1,440.00	\$ 16,560.00	- 1,360
	170.00	200.00	\$ 2,390.00	+ 1,085
	2,040.00	2,340.00	22,765.00	- 2,855
	66.00	114.00	1,266.00	- 510
	25.00	-	250.00	- 175
	102.00	-	1,736.00	+ 224
	50.00	-		
	2,283.00	2,454.00	\$ 26,117.00	- 3,216
	10,790.00	12,220.00	124,205.00	- 13,590
	170.00	450.00	3,120.00	- 1,350
	5,390.00	6,555.00	65,155.00	- 1840
	75.00	75.00	1,050.00	+ 235
	-	-	1,200.00	- 900
	16,425.00	19,300.00	\$ 194,730.00	- 17,445
	900.00	1,100.00	\$ 7,900.00	- 3,900
	(180.00)	280.00	\$ 2,160.00	+ 180
	720.00	1,380.00	\$ 10,060.00	- 3,720
	-	-	2,909.35	- 858.51
	60.00	125.00	\$ 790.00	- 256
	400.00	-	\$ 1,840.00	+ 605.00
	3,285.00	6,190.00	\$ 49,200.00	+ 18,380
	-	-	\$ 679.00	+ 198
	\$ 25,343.00	\$ 31,089.00	\$ 305,275.35	- 3,867.51

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

July 27, 2018

1. **South Dakota Board of Barber Examiners** – Effective July 1, 2018, the administration of the Barber Board has been assigned to the Cosmetology Commission staff. The two boards will remain as separate entities and it should not affect the Cosmetology Commission members of licensees. It means that the staff will provide services to both cosmetology and barbering.

2. **Cosmetology Administrative Rules** – We have been scheduled to present our updated administrative rules to the Legislature's Interim Rules Review Committee on August 20, 2018. After approval by the Interim Rules Review Committee, the rules get filed with the Office of the Secretary of State and become formally approved 20 days later.

3. **HB 1172 – An Act to revise certain provisions regarding meetings of certain public bodies.** – HB 1172 was passed by the 2018 South Dakota Legislature and signed into law by Governor Dugaard. HB 1172 amends and clarifies requirements for the state's open meeting laws. No action is required by the Commission at this time; this is included in the meeting packets for your information and review.

HB 1172 - AN ACT

ENTITLED, An Act to revise certain provisions regarding meetings of certain public bodies.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That § 1-25-1 be amended to read:

1-25-1. The official meetings of the state, its political subdivisions, and any public body of the state or its political subdivisions are open to the public unless a specific law is cited by the state, the political subdivision, or the public body to close the official meeting to the public. For the purposes of this section, a political subdivision or a public body of a political subdivision means any association, authority, board, commission, committee, council, task force, school district, county, city, town, township, or other agency of the state that is created or appointed by statute, ordinance, or resolution and is vested with the authority to exercise any sovereign power derived from state law. For the purposes of this section, an official meeting is any meeting of a quorum of a public body at which official business of that public body is discussed or decided, or public policy is formulated, whether in person or by means of teleconference.

It is not an official meeting of one political subdivision or public body if its members provide information or attend the official meeting of another political subdivision or public body for which the notice requirements of § 1-25-1.1 have been met.

Any official meeting may be conducted by teleconference as defined in § 1-25-1.2. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference shall be taken by roll call.

If the state, a political subdivision, or a public body conducts an official meeting by teleconference, the state, the political subdivision, or public body shall provide one or more places

at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive or closed meeting.

The chair of the public body shall reserve at every official meeting by the public body a period for public comment, limited at the chair's discretion, but not so limited as to provide for no public comment.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meet solely for purposes of implementing previously publicly-adopted policy, carrying out ministerial functions of that township, district, or municipality, or undertaking a factual investigation of conditions related to public safety, the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

School License Renewal - Headlines

For office use only:	License number: _____
	Date processed: _____ Date expires: _____

Cosmetology Commission 500 E Capitol 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: Headlines Academy, Inc		
Current On-site Director: Peggy Sproat		
School address: 333 Omaha Street Suite 6&7		
City/State/Zip: Rapid City, SD 57701		
Telephone: 605-348-4247	Fax: 605-348-5462	Email: psproat@headlinesacademy.com
Programs offered:	Cosmetology <input checked="" type="checkbox"/> YES NO	Number of clock hours 1500
	Nail Technology <input checked="" type="checkbox"/> YES NO	Number of clock hours 400
	Esthetics <input checked="" type="checkbox"/> YES NO	Number of clock hours 600
Are the courses in clock or credit hours? CLOCK <input checked="" type="checkbox"/> CREDIT <input type="checkbox"/> If in credit hours, attach the conversion.		
Days/Times Open: Attach a separate sheet with this information		
Days and Times of Theory Classes: Attach a separate sheet with this information		
Days and Times of Clinic: Attach a separate sheet with this information		
What months are programs started? Cosmo: March, June, Sept, Nov, & Jan Nails: Or as enrollment justifies: Sept, June & Dec Esth: April & October		
Current Enrollment in - - - -	Cosmetology Program: 36	Nails Program: 0 Esthetics Program: 2
Approximate Square Footage of school physical premises: 13,637		

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
Peggy Sproat	412 Fieldview Dr, Rapid City, SD 57701	605-431-2553

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. 333 Omaha Str, Suites 6&7 Rapid City, SD 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) senior instructor for every 20 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

List of required and non-required equipment (ARSD 20:42) **We have all required equipment, we have not added any additional equipment since our last inspection and we have a tanning bed**

School's current catalog: **Included**

List of textbook(s) and workbook(s) used: **Attached**

School Advertising brochures and **web page address:** www.headlinesacademy.com **Other brochures included.**

School rules and regulations: **Student Handbook Pages 17-20**

Student policies and procedures: **Student Handbook Pages 17-20**

Explanation of procedure to track student hours: **Attached**

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

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

Listing of proposed field trips on Commission form: **Form Attached**

Listing of substitute instructors and guest demonstrators: **Attached**

List any changes made since the last renewal application: **None**

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.

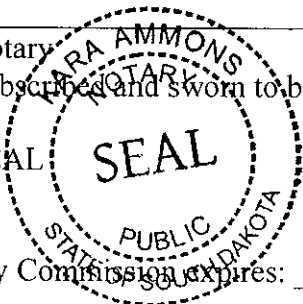
It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation 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: *Russell Sreat* Dated: 6/5/2018
Owner or School Director Signed: _____ Dated: _____

Notary Public and sworn to before me this *15th* day of *June* 20*18*.

SEAL



Kara Ammons
Notary Public - South Dakota

My Commission Expires: 8-15-2023

Employee	Main Phone	Date of Birth	Address	License Number	Instructor
Ammons, Kara D	605-515-3125	03/29/1993	333 Meadow Road Lot 22 Box Elder, SD 57719	CO-11897-2018	IC-13653-2018
Crouch, Zackiary	605-490-0545	11/02/1989	105 David Dr Sturgis SD 57785	CO-10389-2018	IC-12972-2018
Dargatz, Desaree	605-490-2682	9/23/70	1907 Arizona Ave Sturgis, SD 57785	CO-00515-2018	IC-08493-2018
Finch, Nichole M	605-391-8384	05/13/1981	1717 Cruz Drive Rapid City, SD 57702	CO-07763-2018	IC-09535-2018
Laughlin, Melissa	605-583-2660	08/08/1989	1302 Wood Ave rapid city, SD 57701	CO-12627-2018	IC-13895-2019
Sandven, Nicolette	605-786-7884	09/09/1978	620 Newton Ave Hill City, SD 57745	CO-12510-2018	IC-13882-2019
Sproat, Peggy L	605-431-2553	12/14/1968	412 Field View Dr Rapid City, SD 57701	CO-06370-2018	IC-05824-2017
Vettorazzi*, Caroline	856-524-6642	05/26/1992	1196 Desmet Court Box Elder, SD 57719	EO-12767-2019	IE-13702-2019
William, Stephanie	503-08-4181	11/16/1983	12929 Robinson Rd Black Hawk, SD 57718	CO-08841-2018	IC-09724-2018

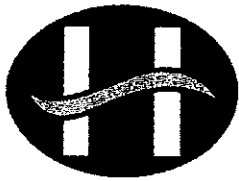


HEADLINES ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

List of Textbooks Used

			Edition
Milady Standard	Cosmetology	Text Book	2016
Milady Standard	Cosmetology	Workbook	2016
Milady Standard	Cosmetology	Exam Book	2016
Milady Standard	Esthetics	Text Book	2013
Milady Standard	Esthetics	Workbook	11th
Milady Standard	Esthetics	Exam Book	11th
Milady	Esthetics	Cosm Dictionary	
		Peels & Chemical	
Milady	Esthetics	esthetics	
Milady	Esthetics	Microdermabrasion	
Milady Standard	Nails	Text Book	
Milady Standard	Nails	Workbook	
Milady Standard	Nails	Exam Book	



HEADLINES ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

Explanation of procedure to track student hours

They scan in with their finger print on our time clock out on our clinic floor, we also take attendance in theory at the beginning of each day and then the students go to their classes or clinic. We also can use the appointment book, the call in log, or the cameras to check if they were here or not if they did not punch in or out.

The student has an OJT sheet (On Job Training) that they have to have signed by an instructor at the beginning of the day and when they leave.

At the end of the month we print a list of all they days they were in school and the number of hours they had each day. The student matches this to the SDCC Student Monthly Hours sheet. When that sheet is turned into the office, the hours are then put into a spreadsheet to keep track of what categories their hours should go into based on what they did for the day.

Explanation of how student records are kept and stored

In our Academy there is a file room where we keep all students' files that are no longer enrolled - Both Dropped & Graduated.

The current student permanent files and hour sheets are kept in attendance office, along with test files. Financial aid files are kept in Peggy Sproat's office.

Schedule of Days & Times Open

			Theory
Monday	8:00 AM	4:30 PM	8:00 am - 10:00 am
Tuesday	11:30 AM	8:00 PM	No Theory
Wednesday	8:00 AM	4:30 PM	No Theory
Thursday - Open until 8pm or 6:30 pm if we have 8 or more students sign up	8:00 AM	4:30 PM	9:00 am - 12:00 am
Friday	8:00 AM	4:30 PM	No Theory
Saturday - Only if we have 8 or more students sign up	9:00 AM	2:00 PM	No Theory

Closed Holidays

New Years Day
Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving & Day after
Christmas Eve
Christmas
Day after Christmas



HEADLINES
ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

SCHOOL FIELD TRIP PLANS for school license year September 2015 through August, 2016.

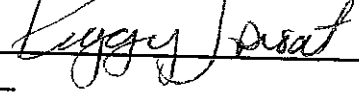
1. School name: Headlines Academy

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. Cosmo Prof Yearly Show-cosmo/Supply House Classes 2. Cosmo Prof-esthetics 3. Cosmo Prof-nails	September 2018	6	All Students that buy tickets, to see and learn about new products and styles, and new trends coming out for the fall 25 students-Deadwood SD, and instructor goes with them.
4. Class in the Park-cosmo, nails, esthetics	June 2018	8	Motivational, teamwork, and front desk skills 52 students-all staff is present
5. Salon Visits-cosmo Salon Visits-Esthetics	Cosmo May 2019 and October 2018 Esthetics May 2019 and October 2018	2 hours each- 4 hours total	To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 20 students per instructor-all staff participates
4. Nails 2018/2019 -salon visit-we will advise commission when we are doing this with an email	Not sure of date, depends on if we start a class	4 hours	To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 4-6 students instructor present with them

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: 6/5/2018

.....
 Date received by Commission: _____

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

LESSON PLAN

SUBJECT UNIT _____ Community Service

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 4 hours

BEHAVIORAL OBJECTIVE: To help out our community by volunteering for the free haircuts given at this event, it is held each year in July, the stylists educate the community members on personal hygiene and salons in the area.

THEORY _____

DEMO _____

PARTICIPATION _____

EXPERIENCES 1

CLASSROOM Where the event takes place

TOOLS AND EQUIPMENT: Shears and water bottle

RESOURCE MATERIAL: N/A

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?) To help our community by volunteering in school and networking with other salon owners and stylists in the Black Hills area, this will promote personal growth in school and as a stylist once they transition to a salon.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria)

METHOD OF MEASURING:

LESSON PLAN

SUBJECT UNIT Salon Visits

SESSION NUMBER 1 OF 2 LESSIONS

LENGTH OF SESSION 4 hours

BEHAVIORAL OBJECTIVE: To visit area salons and ask questions about benefits, pay, retail contests, continuing education, vacations, location ect

THEORY 2

DEMO _____

PARTICIPATION 2

EXPERIENCES 2

CLASSROOM Area Salons

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL: The students are put into groups with an instructor and they decide as a group which salons they would like to visit.

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?)
To find out what the salons pay, their benefits an if they are full service, limited or booth rental and the student can evaluate the best situation for them.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) Write a paper on the summery of the salons and what they thought of the differences in the salons and which one they chose to pursue a job at and why or why not.

METHOD OF MEASURING: The students paper being handed in the next day in attendance.

LESSON PLAN

SUBJECT UNIT Class in the Park

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 8 hours

BEHAVIORAL OBJECTIVE: have class at Canyon lake park, the students are exposed to a variety of classes to include, aroma therapy, self defense, nutrition, body mechanics, life skills, former students presenting on their experiences in the salon since graduation, salon managers on their salon, benefits and pay scale of the salon. The students are receiving information on a variety of classes, so they can evaluate the benefits of the businesses and if they would like to further their knowledge on these subjects, with the staff focusing on stress relief and motivation of the industry.

THEORY 3

DEMO 3

PARTICIPATION 2

EXPERIENCES 1

CLASSROOM Canyon Lake Park

TOOLS AND EQUIPMENT: Pen and Paper, demonstrators, tables, chairs

RESOURCE MATERIAL: Demonstrators from various salons

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?)

To get an understanding of the various modalities that are out in the salon world to add to the students profession. Research how these can help the student in various salon settings whether it be limited salons or full service day spa settings or booth rental. We very much encourage health consciousness and networking with business's in town to help the student build their business after graduation.

PRESENTATION OUTLINE: N/A

SUMMARY: N/A

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH: what did you learn, like and dislike about the class? Do you feel you have more connections with businesses in the Hills area, and what can they do for you?

ASSIGNMENT:(should be a completion of outcome and criteria)

METHOD OF MEASURING:

LESSON PLAN

SUBJECT UNIT Salon Visits

SESSION NUMBER 1 OF 2 LESSIONS

LENGTH OF SESSION 4 hours

BEHAVIORAL OBJECTIVE: To visit area salons and ask questions about benefits, pay, retail contests, continuing education, vacations, location ect

THEORY 2

DEMO _____

PARTICIPATION 2

EXPERIENCES 2

CLASSROOM Area Salons

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL: The students are put into groups with an instructor and they decide as a group which salons they would like to visit.

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?) To find out what the salons pay, their benefits an if they are full service, limited or booth rental and the student can evaluate the best situation for them.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) Write a paper on the summery of the salons and what they thought of the differences in the salons and which one they chose to pursue a job at and why or why not.

METHOD OF MEASURING: The students paper being handed in the next day in attendance.

LESSON PLAN

SUBJECT UNIT Constitution of the United States

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 2 hours

BEHAVIORAL OBJECTIVE: To visit area salons and ask questions about benefits, pay, retail contests, continuing education, vacations, location ect

THEORY 2

DEMO _____

PARTICIPATION 1

EXPERIENCES _____

CLASSROOM_ Wax figure exhibit, with a presentation about the signing of the Constitution called Founding Fathers. This is located on Hwy 16 next to Reptile Gardens.

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL Tour wax figures and watch a presentation about the signing of the Constitution .

MOTIVATION FOR LEARNING THE APPLICATION Seeing the wax figures and watching the presentation by people to have great knowledge on the Constitution. A great way to learn our Constitution.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) Write a paper on the Constitution.

METHOD OF MEASURING: The students paper being handed in the next day in attendance.

LESSON PLAN

SUBJECT UNIT: Cosmo Prof Hair show/Salon Centric, Life of Riley Supply House classes

SESSION NUMBER 1 OF 1 SESSIONS

LENGTH OF SESSION 6 hours

BEHAVIORAL OBJECTIVE: They will participate in the hair show with instructors present. They will attend cutting, coloring, styling and product classes of their choice at the show. They will present a report on what they learned at the show. They will do this with a minimum of 75% participation.

THEORY _____

DEMO _____

PARTICIPATION _____

EXPERIENCES 1

CLASSROOM Hair show/Supply house classroom,

TOOLS AND EQUIPMENT: pen and paper

RESOURCE MATERIAL: Cosmo Prof

MOTIVATION: Different types of products and new color cut and styles services that have been presented by Matrix, Redken, Joico, Paul Mitchell, Young Nails, OPI, CND, Nioxin and many other companies.

100% PARTICIPATION PROJECT:

Attending Salon Centric hair show

PRESENTATION OUTLINE:

None

SUMMARY:

By participating in this project, students will gain insight into the salon world as an industry. Also learn new techniques and trends.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

What did you learn? Positives? Negatives?

ASSIGNMENT:(should be a completion of outcome and criteria)

Group oral report at Wednesday announcements to the student body from the attending students on what they learned and participated in.

METHOD OF MEASURING:

Taking roll call when they arrive.

Guest Instructors for 2017-18	
Salon Centric	Product Knowledge/Client Retention
Bio Elements	Spa Services
Great Clips	Haircutting
John Niehaus	Fire Safety
Matt Sargent	Crime Prevention
Linda Pratt	Drug and Alcohol
Surface	Product Knowledge/Updo's
Lanza	Color techniques/product knowledge
CCCS	Financial info/smart use of \$\$\$
The Man Salon	Mens Haircutting
Robert Chico Cortez	Halloween and stage makeup

School License Renewal - LATI

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: Lake Area Technical Institute
 Current On-site Director: Shawn Venjohn
 School Address: 6201 Arrow Ave
 City/State/Zip: Watertown, SD 57201
 Telephone: 605-882-5284 Fax: 605-882-6299 Email: Shawn.Venjohn@lakeareatech.edu
 Programs Offered:

Cosmetology	YES	NO	Number of clock hours
			<u>2100</u>
Nail Technology	YES	NO	Number of clock hours
Esthetics	YES	NO	Number of clock hours

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 See Handbook

Days and Times of Theory Classes: Attach a separate sheet with this information See Handbook

Days and Times of Clinic: Attach a separate sheet with this information See Handbook

What months are programs started? August and January

Current Enrollment in - - - - Cosmetology Program: 50 Nails Program: _____ Esthetics Program: _____

Approximate Square Footage of school physical premises: 7540

3. SCHOOL OWNER INFORMATION Watertown School District

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

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

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

4. INSTRUCTOR(S) AND QUALIFICATIONS

ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) senior instructor for every 20 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. *We have all that is Required by Law*
- List of required and non-required equipment (ARSD 20:42) *ATI does not offer microdermabrasion*
 - School's current catalog *See website www.lakearea-tech.edu*
 - List of textbook(s) and workbook(s) used *Milady's Text, Theory, Practical and Study Guide*
 - School advertising brochures and website address
 - School rules and regulations *See handbook*
 - Student policies and procedures *See handbook*
 - Explanation of procedure to track student hours *Roll call - Time clock*
 - Explanation of how student records are kept and stored *Computer - Files*
 - Schedule of days and times open, showing theory and practical times, holidays closed *See handbook - Website*
 - Listing of proposed field trips on Commission form
 - Listing of substitute instructors and guest demonstrators *Salon Employees*
 - List any changes made since the last renewal application *See handbook*

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: *Sharon Van John* Dated: *6-1-2018*
 Owner or School Director Signed: *Ann Stiles* Dated: *6/1/2018*

Notary
 Subscribed and sworn to before me this *1* day of *June*, 20*18*.

SEAL *Cassie Jordanger*
 Notary Public – South Dakota

My Commission expires: *May 9, 2019*

Instructor(s) Name	IC-License Number	CO-License Number	Expiration Date
Angela Larson	IC-08478-2018	CO-07242-2018	10/04/2018
Shawn Venjohn	IC-07203-2018	CO-02594-2018	3/14/2018
Rachael Maag	IC-11557-2018	CO-05917-2018	10/04/2018
Elizabeth Lloyd	IC-12014-2018	CO-10881-2018	11/01/2018

June 1 2018

Lake Area Tech is requesting to take 32 hours in field trips and community service. The Objectives of the field trips are:

- The students will understand the daily operations of salon “real life”.
- The students can see how a salon team works together.
- The students can recognize the importance of sanitation and safety when dealing with the public.

The Objectives of the Community services are:

- To help students to understand that as professionals we need to give back to the community.
- To understand that community service involvement teaches individuals compassion and understanding.

WATERTOWN STATE BOARD EXAMS

July 27, 2018

Watertown State Board Exams – It has been the practice of the Cosmetology Commission to administer Cosmetology State Board Exams in the Spring and early winter at Lake Area Technical Institute in Watertown. Commission members will recall that from 2012-2017 exams were administered in Sioux Falls, Rapid City, Watertown, and Pierre. Beginning in 2018 we moved all the exams back to Pierre for the following reasons: (1) High costs associated with renting space in Sioux Falls and Rapid City. We have access to free State office space for the exams in Pierre. LATI in Watertown does not charge us space rental since most of the candidates we test in Watertown are from their school. (2) Due to the relatively small number of candidates we have in South Dakota, it meant that exam applicants were driving from one side of the state to another to take their exams.

The Commission had requested to develop the 2019 exam calendar in such a way to try to schedule Commission meetings at the same time as State Board exams whenever possible to cut down on travel time and expenses.

My question is: Does the Commission want to continue to administer exams in Watertown two times per year, or should we move all the exams back to Pierre?

CERTIFICATION OF EDUCATION HOURS & LICENSURE

July 27, 2018

Certification of Cosmetology Education Hours – When we are asked to provide a certification of licensure or education hours to another state, the current practice has been to certify the actual number of hours as stated by the South Dakota cosmetology school on the Student Education Record and verified by the Timesheet.

Effective January 1, 2019, cosmetology education hours will be reduced from 2100 hours to a minimum of 1500 hours. I am requesting that the Commission provide guidance to the staff regarding certification of hours to other states. Many states will only certify the required number of hours to be licensed in their state while other states certify the actual number of hours the individual earned if it is more than the required minimum.

My question is: Does the Commission want us to continue to certify actual education hours or no more than the 1500 hours that will be required by South Dakota law effective 1/1/19?

REQUESTS TO AMEND ADMINISTRATIVE RULES FOR ESTHETICS PROCEDURES

20:42:04:04.02. Microdermabrasion machine requirements. The requirements for a microdermabrasion machine are as follows:

- (1) The machine shall be specifically manufactured and labeled for use in esthetic services;
- (2) The machine may not be modified;
- (3) The machine shall include a closed-loop vacuum system that uses a tissue retention device;
- (4) The machine shall be kept in a clean, disinfected, and safe manner; and
- (5) The machine may only be used in accordance with specific manufacturer directions that do not result in the removal of the epidermis beyond the stratum corneum.

20:42:04:05.01. Infection control and safety procedures. The following procedures must be used for infection control and safety:....

- (15) When using any microdermabrasion machine:
 - (a) Any crystals used in a microdermabrasion machine may not be recycled or reused. Crystals or approved corundum are for single use purposes and must be discarded after each use;
 - (b) Tips must be disinfected after each client and disposed of if any wear is shown; and
 - (c) The exterior must be kept clean of crystal dust, and the filters changed as necessary; ...

- (18) Chemical exfoliation in salons or booths must comply with the following practices:
 - (a) Salons or booths, within the scope of their practice, may use chemicals or products, natural or synthetic, which act on or affect the epidermis layer of the skin;
 - (b) All exfoliant products or formulations shall be used in accordance with the manufacturer's recommendations;
 - (c) Cosmetic-use alpha hydroxy acid (AHA glycolic and lactic acids) exfoliation preparations that do not exceed a 35 percent concentration with a pH value not lower than pH 3.0 may be used;
 - (d) Jessner's solutions of 14 percent salicylic acid, lactic acid, and 2 percent resorcinol may be used;
 - (e) Trichloroacetic acid (TCA) with levels less than 20 percent may be used;
 - (f) Twenty percent beta hydroxy acid (BHA) which includes salicylic acid with a pH of 3.0 or higher may be used; and
 - (g) A licensee may not apply any exfoliating acid to a client's skin that has undergone microdermabrasion within the previous seven days.

20:42:04:04.03. Prohibited equipment and procedures. The following equipment and procedures are prohibited:

(1) Blades, knives, razor-type callus shavers, credo blades, rasps, graters, or any other implements used to remove corns or calluses capable of cutting below the stratum corenum layer of the skin, except for lancets used specifically for extraction of impurities;

(2) Dermaplane procedures, dermabrasion procedures, ultrasound equipment;

(3) Any procedure in which human tissue is cut or altered by any FDA Class 3 or above mechanical or energy devices; and

(4) UV sterilizers or light boxes are prohibited as infection control devices.