

**PROFESSIONAL ADMINISTRATORS PRACTICES & STANDARDS COMMISSION  
MINUTES**

Friday, January 27, 2017  
1:30 p.m. CST

Location: MacKay Building, First Floor, Conference Room 1  
800 Governors Drive, Pierre South Dakota

Present: James "Nick" Gottlob - Chairman  
Darla Mayer - New Member  
Beverly Rosenboom - Vice Chairman  
Eric Stroeder - Member  
Julie Westra - Member

Absent: Debra Johnson - Member  
Robert Sittig - Member

Others: Holly Farris - Commission Counsel  
Present: Ferne Haddock - Executive Secretary

**Call to Order and Roll call**

Chairman Gottlob called the meeting to order at approximately 1:56 p.m. CST. The delayed start time was due to poor travel conditions.

A quorum of the PAPSC membership was present.

**Adoption of Agenda**

Motion by Westra, second by Stroeder, to adopt the January 27, 2017, agenda.

| NAME         | AYE | NAY |
|--------------|-----|-----|
| N. Gottlob   | X   |     |
| D Johnson    |     |     |
| D. Mayer     | X   |     |
| B. Rosenboom | X   |     |
| R. Sittig    |     |     |
| E. Stroeder  | X   |     |
| J. Westra    | X   |     |

Voice vote, all present voted in favor. Motion carried.

**Approval of Minutes**

Motion by Stroeder, second by Westra, to approve the October 12, 2016, minutes.

| NAME | AYE | NAY |
|------|-----|-----|
|------|-----|-----|

|              |   |  |
|--------------|---|--|
| N. Gottlob   | X |  |
| D Johnson    |   |  |
| D. Mayer     | X |  |
| B. Rosenboom | X |  |
| R. Sittig    |   |  |
| E. Stroeder  | X |  |
| J. Westra    | X |  |

Voice vote, all present voted in favor. Motion carried.

**New Business**

**Election of officers**

**Chairman**

Rosenboom nominated Gottlob for Chairman.

Motion by Stroeder, second by Mayer, that nominations cease and a unanimous ballot be cast.

| NAME         | AYE | NAY |
|--------------|-----|-----|
| N. Gottlob   | X   |     |
| D Johnson    |     |     |
| D. Mayer     | X   |     |
| B. Rosenboom | X   |     |
| R. Sittig    |     |     |
| E. Stroeder  | X   |     |
| J. Westra    | X   |     |

Voice vote, all present voted in favor. Motion carried.

**Vice Chairman**

Stroeder nominated Rosenboom for Vice Chairman.

Motion by Stroeder, second by Westra, that nominations cease and a unanimous ballot be cast.

| NAME         | AYE | NAY |
|--------------|-----|-----|
| N. Gottlob   | X   |     |
| D Johnson    |     |     |
| D. Mayer     | X   |     |
| B. Rosenboom | X   |     |
| R. Sittig    |     |     |

|             |   |  |
|-------------|---|--|
| E. Stroeder | X |  |
| J. Westra   | X |  |

Voice vote, all present voted in favor. Motion carried.

### Appoint Executive Secretary

The PAPSC, by unanimous consent appointed Ferne Haddock executive secretary.

### Designate Commission Counsel

Motion by Rosenboom, second by Westra, to designate Holly Farris Commission Counsel.

| NAME         | AYE | NAY |
|--------------|-----|-----|
| N. Gottlob   | X   |     |
| D Johnson    |     |     |
| D. Mayer     | X   |     |
| B. Rosenboom | X   |     |
| R. Sittig    |     |     |
| E. Stroeder  | X   |     |
| J. Westra    | X   |     |

Voice vote, all present voted in favor. Motion carried.

### 2016 Annual Report

Motion by Westra, second by Stroeder, to accept the 2016 Annual Report, and submit the report to the South Dakota Board of Education.

| NAME         | AYE | NAY |
|--------------|-----|-----|
| N. Gottlob   | X   |     |
| D Johnson    |     |     |
| D. Mayer     | X   |     |
| B. Rosenboom | X   |     |
| R. Sittig    |     |     |
| E. Stroeder  | X   |     |
| J. Westra    | X   |     |

Voice vote, all present voted in favor. Motion carried.

Motion by Westra, second by Mayer, to go into executive session to discuss legal issues with Commission Counsel.

| NAME | AYE | NAY |
|------|-----|-----|
|      |     |     |

|              |   |  |
|--------------|---|--|
| N. Gottlob   | X |  |
| D Johnson    |   |  |
| D. Mayer     | X |  |
| B. Rosenboom | X |  |
| R. Sittig    |   |  |
| E. Stroeder  | X |  |
| J. Westra    | X |  |

Voice vote, all present voted in favor. Motion carried.

Commission went into executive session at approximately 2:04 p.m. CST.

Chairman Gottlob brought the commission out of executive session at approximately 2:16 p.m. CST.

### Hearing

#### PAPSC 2016-03

Hearing began at approximately 2:17 p.m. CST.

Hearing concluded at approximately 4:40 p.m. CST.

Chairman Gottlob called a recess at approximately 4:41 p.m. CST.

Chairman Gottlob called the meeting to order at approximately 4:45 p.m. CST.

Motion by Westra, second by Stroeder, to go into executive session to discuss legal issues with Commission Counsel.

| NAME         | AYE | NAY |
|--------------|-----|-----|
| N. Gottlob   | X   |     |
| D Johnson    |     |     |
| D. Mayer     | X   |     |
| B. Rosenboom | X   |     |
| R. Sittig    |     |     |
| E. Stroeder  | X   |     |
| J. Westra    | X   |     |

Voice vote, all present voted in favor. Motion carried.

Commission went into executive session at approximately 4:45 p.m. CST.

Chairman Gottlob brought the commission out of executive session at approximately 5:17 p.m. CST.

Motion by Westra, second by Stroeder, that a public reprimand be issued in PAPSC 2016-03; and that the Chair be authorized to execute the Findings of Fact, Conclusions of Law and Order along with the public reprimand.

| NAME         | AYE | NAY |
|--------------|-----|-----|
| N. Gottlob   | X   |     |
| D Johnson    |     |     |
| D. Mayer     | X   |     |
| B. Rosenboom | X   |     |
| R. Sittig    |     |     |
| E. Stroeder  | X   |     |
| J. Westra    | X   |     |

Voice vote, all present voted in favor. Motion carried.

### Adjournment

**Motion:** by Stroeder, second by Mayer, to adjourn.

| NAME         | AYE | NAY | ABSTAIN | RECUSE |
|--------------|-----|-----|---------|--------|
| N. Gottlob   | X   |     |         |        |
| D Johnson    |     |     |         |        |
| D. Mayer     | X   |     |         |        |
| B. Rosenboom | X   |     |         |        |
| R. Sittig    |     |     |         |        |
| E. Stroeder  | X   |     |         |        |
| J. Westra    | X   |     |         |        |

Voice vote, all present voted in favor. Motion carried.

Meeting adjourned at approximately 5:30 p.m. CST.

\_\_\_\_\_  
Ferne Haddock-Executive Secretary

\_\_\_\_\_  
Date