



**Professional Administrators Practices and Standards Commission**  
January 12, 2024, @9:00 a.m. CT  
**VIRTUAL**

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

**Present:** Jennifer Knecht  
via ZOOM Chantal Ligtenberg  
Daniel Martin  
Darla Mayer  
Linda Kirchhevel, Vice Chair 2024  
Peter Books, Chairman 2024

**Absent:** Erin Brenden

**Via Zoom** Paul Bachand, Commission Counsel  
**@MacKay** Ferne Haddock, Executive Secretary

**Call to Order and Roll Call**

Chairman Books called the meeting to order at approximately 9:06 a.m. CT.

**Roll Call**

A quorum of the commission was present.

**Adoption of Agenda**

Motion by Ligtenberg second by Mayer to adopt the January 12, 2024, agenda. Voice vote. All present voted in favor. Voting aye: Knecht, Ligtenberg, Martin, Mayer, Kirchhevel, and Books.  
Motion carried.

**Approval of Minutes**

Motion by Mayer second by Kirchhevel to approve the December 21, 2023, minutes. Voice vote. All present voted in favor. Voting aye: Knecht, Martin, Mayer, Kirchhevel, and Books.  
Motion carried.

40 **Public Comment (SDCL 1-25-1)**

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42 No public comment.

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44 **Election of officers**

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46 **Election of Chairman**

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48 Martin nominated Books for Chairman for 2024.

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50 Motion by Ligtenberg second by Knecht that nominations cease, and a unanimous ballot be cast  
51 for Books for Chairman 2024. Voice vote. All present voted in favor. Voting aye: Knecht,  
52 Ligtenberg, Martin, Mayer, Kirchhevel, and Books. Motion carried.

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54 **Election of Vice Chairman**

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56 Martin nominated Kirchhevel for Vice Chairman 2024.

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58 Motion by Books second by Martin that nominations cease, and a unanimous ballot be cast.  
59 for Kirchhevel for Vice Chairman 2024. Voice vote. All present voted in favor. Voting aye:  
60 Knecht, Ligtenberg, Martin, Mayer, Kirchhevel, and Books. Motion carried.

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62 **Appoint Executive Secretary**

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64 Motion by Ligtenberg second by Knecht to appoint Ferne Haddock executive secretary. Voice  
65 vote. All present voted in favor. Voting aye: Knecht, Ligtenberg, Martin, Mayer, Kirchhevel, and  
66 Books. Motion carried.

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68 **Designate Commission Counsel**

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70 Motion by Kirchhevel second by Books to designate Paul Bachand and Kendra Mulder as  
71 Commission Counsel. Voice vote. All present voted in favor. Voting aye: Knecht, Ligtenberg,  
72 Martin, Mayer, Kirchhevel, and Books. Motion carried.

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74 **PAPSC Annual Report-2023: (SDCL 13-43-39)**

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76 Motion by Ligtenberg second by Mayer to approve the PAPSC Annual Report-2023 and  
77 authorize the Chairman to sign the report and submit the report to the South Dakota Board of  
78 Education Standards. Voice vote. All present voted in favor. Voting aye: Knecht, Ligtenberg,  
79 Martin, Mayer, Kirchhevel, and Books. Motion carried.

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81 **New Business**

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83 **PAPSC 2023-13**

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**Executive Session (SDCL 1-25-2)**

Motion by Martin second by Kirchhevel to go into executive session to discuss legal issues with Commission Counsel. Voice vote. All present voted in favor. Voting aye: Knecht, Ligtenberg, Martin, Mayer, Kirchhevel, and Books. Motion carried.

Commission went into executive session at approximately 9:20 a.m. CT.

Commission came out of executive session at approximately 10:09 a.m. CT.

**PAPSC 2023-13**

Motion by Martin second by Mayer that the complaint filed in PAPSC 2023-13 be moved to a hearing. Roll call vote: All present voted in favor. Voting aye: Knecht, Ligtenberg, Martin, Mayer, Kirchhevel, and Books. Motion carried.

**Adjournment**

Motion Knecht second by Kirchhevel to adjourn. Voice vote. All present voted in favor. Voting aye: Knecht, Ligtenberg, Martin, Mayer, Kirchhevel, and Books. Motion carried.

Meeting adjourned at approximately 10:10 a.m. CT.

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Ferne Haddock-Executive Secretary

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date