

**Meeting Agenda**  
**SOUTH DAKOTA BOARD OF BARBER EXAMINERS**  
via [Microsoft Teams](#)

or Call: +1 605.679.7263, ID: 185 590 247#

June 27, 2022, 10:00 a.m. CDT

A=Action  
D=Discussion  
I=Information

- A. Call to Order
- B. Roll Call
- C. **A** – Approval of Meeting Minutes – March 21, 2022
- D. **I** – Treasurer’s Report
- E. Public Comment
- F. **A** – Approval of Application
  - a. School License Renewal – SD Barber College – Rapid City
- G. **D** – Rule Revisions
- H. Other Business
- I. **I** – Meeting & Exam Calendar
- J. **A** – Adjourn – 11:00 a.m. CST

**Meeting Minutes**  
**SOUTH DAKOTA BOARD OF BARBER EXAMINERS**

March 21, 2022

1601 Cambell St. Ste 1, Rapid City, South Dakota

The South Dakota Board of Barber Examiners met on Monday, March 21, 2022, at the South Dakota Barber College for the purpose of administering state board examinations. The meeting was called to order at 9:15 a.m. MDT by President Fox. Roll call was taken by Secretary McGuire with the following individuals present:

**Members Present:** Jesse Fox, President  
James McGuire, Secretary-Treasurer  
Kristy Wright

**Members Absent:** Alex Jensen

**Others Present:** Four Applicants Taking Exams  
Four Applicants' Models  
Bradi Stampe, Executive Director

Fox made a motion to approve the meeting minutes from March 8, 2022. McGuire seconded the motion. **MOTION PASSED.**

McGuire made a motion to go into Executive Session to conduct state board exams. Wright seconded the motion. **MOTION PASSED.**

The examinations were completed at 12:15 p.m. and Executive Session was ended.

Fox made a motion to adjourn. Wright seconded the motion. **MOTION PASSED.**

The meeting adjourned at 12:22 p.m. MDT.

STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 05/31/2022

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1032 BOARD OF BARBER EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103200061804	1140000	23,185.95	DR	BOARD OF BARBER EXAMINERS
COMPANY/SOURCE TOTAL 6503 618			23,185.95	DR *	
COMP/BUDG UNIT TOTAL 6503 1032			23,185.95	DR **	
BUDGET UNIT TOTAL 1032			23,185.95	DR ***	



List of required and non-required equipment (ARSD 20:39)
School's current catalog
List of textbook(s) and workbook(s) used
School advertising brochures and <b>website address</b>
School rules and regulations
Student policies and procedures
Explanation of procedure to track student hours
Explanation of how student records are kept and stored
Schedule of days and times open, showing theory and practical times, holidays closed
Listing of proposed field trips on board form
Listing of substitute instructors and guest demonstrators
List any changes made since the last renewal application

**6. AGREEMENT AND SIGNATURE**

It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a new application must be submitted for approval by the Board of Barber Examiners at least two months before the change.

It is further understood that the school license expires annually on June 30. A renewal application must be submitted at least one month prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty fee.

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

It is further understood and acknowledged that the Board may revoke or suspend the license of such school for any violation of the law or rules relating to barbering or of any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Board, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and the best of my knowledge and belief, is in all things true and correct.

Owner or School Director Signed: ~~XXXXXXXXXXXXXXXXXXXX~~ Dated: 6/15/22  
 Owner or School Director Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Notary  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL \_\_\_\_\_  
 Notary Public – South Dakota

My Commission expires: \_\_\_\_\_



SOUTH DAKOTA  
**BARBER COLLEGE**

1601 Cambell Street, Suite 1 Rapid City, SD 57701

**JoAnn Robbins**

Barber Instructor License: BI-14903-2021

Barber License: BL-14751-2021 6/30/2021

**Donnie Valderrama**

Barber Instructor License: BI-14767-2020 (No EXP date)

Barber License: BL-14311-2021 6/30/2021

**Chevy Check**

Barber Instructor License BI- 15424-2022

Barber License: BL-15296-2022

**Samantha Zapata**

Barber Instructor License BI 15300-2022

Barber License: BL-15278-2022

**Lucas Mehmen**

Barber Instructor License BI 15301-2022

Barber License: BL -15292

- List of required and non-required equipment: SEE attached sheet
- Catalog: SEE Catalog
- Textbook: Milady Standard Barbering ISBN: 978-1-305-10055-8
- Workbook: Milady Standard Barbering ISBN: 978-1-305-10066-4
- School Brochures: N/A
- Website: [www.sdbarbercollege.com](http://www.sdbarbercollege.com)
- School Rules/Regulations/Policies/Procedures: SEE Catalog and attached Grievance Policy
- Procedure of Student Hours: Digital Thumbprint clock-in system converted to student hours spreadsheet
- Student Records: Kept on file and stored in locked office
- Schedule: SEE attached school schedule
- Holidays: SEE catalog
- Proposed Field Trips: None scheduled at this time.
- Substitute Instructors: Curtis Green

List of required and non-required equipment (ARSD 20:39)

20:39:03:02 Equipment Requirements

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- (1) Whiteboard in lecture room
- (2) Enlarged anatomical charts: skin, skeletal, muscle, hair, head
- (3) 8 total handwashing sinks available on campus 4 shampoo bowls
- (4) 15 barber chairs
- (5) Biometric digital time clock



SOUTH DAKOTA  
**BARBER COLLEGE**

**GRIEVANCE PROCEDURE**

In accordance with the South Dakota Barber College (SDBC) mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for SDBC. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by SDBC within 60 days of the date that the act which is subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In case of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify with recommendations of the committee.
7. Students must exhaust SDBC's internal complaint process before submitting the complaint to any of the school's accrediting, regulatory, or partnership agencies.





SOUTH DAKOTA  
**BARBER COLLEGE**

**STUDENT GRIEVANCE FORM**

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Date the event occurred:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

1) Please provide a one or two sentence description of your complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side or attach an additional piece of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Indicate what specific resolution you are seeking or recommending.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the statements made pertaining to my complaint are truthful and accurate.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant

Date

Printed Name of Student



# 2022 CALENDAR

## BOARD OF BARBER EXAMINERS State Board Examinations & Regular Commission Meetings

<b>June</b>	<b>27</b>	<b>Monday</b>	<b>Board Meeting (video conference)</b>	<b>9:00 am CT</b>
July	11	Monday	State Board Practical Exams	Rapid City
July	14	Thursday	State Board Theory Exams	Pierre
<b>August</b>	<b>17</b>	<b>Wednesday</b>	<b>Board Meeting (video conference)</b>	<b>9:00 am CT</b>
September	26	Monday	State Board Practical Exams	Rapid City
September	29	Thursday	State Board Theory Exams	Pierre
December	05	Monday	State Board Practical Exams	Rapid City
December	08	Thursday	State Board Theory Exams	Pierre
<b>December</b>	<b>21</b>	<b>Wednesday</b>	<b>Board Meeting (video conference)</b>	<b>9:00 am CT</b>

Note: Calendar is subject to change throughout the year