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.

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

COMPANY	CENTER		ACCOUNT	BALANCE	DR/CR	CENTER	DESCRIPTION
6503	1032000618	04 11	40000	23,185.95	DR	BOARD	OF BARBER EXAMINERS
COMPANY/SC	OURCE TOTAL	6503	618	23,185.95	DR *		
COMP/BUDG	UNIT TOTAL	6503	1032	23,185.95	DR **		
BUDGET UNI	IT TOTAL	1032		23,185.95	DR ***		

For	office	use	on	ly:
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License number:_____ Date expires:_____

UL 8219 \$150

Board of Barber Examiners
500 E Capitol Ave
Pierre SD 57501
605/773-6193

SOUTH DAKOTA BOARD OF BARBER EXAMINERS 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 \$150.00 for one (1) school license renewal. The expiration date is June 30 each year. The renewal form and fee should be submitted at least one month before the expiration date.

1. TYPE OF LICENSE RENEWING

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Barber School M				
2. SCHOOL INFORMATION			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	
School Name: South Dakora	Barbo	1. Lohene		
Current On-site Director:	r, Val	dorramn		
School Address: 1601, Cambe	M ST	Soute 1		
City/State/Zip Kapid City	62	57701		
Telephone (105) 791-0167	Fax:		Email: Donnie	
Programs Offered:	Barber	YES NO	Number of clock h	70
500 in 5 Trocor program	Cross-over	MES NO	Number of clock h	ours 300
Are the courses in clock or credit hours?	CLOCK▲	CREDIT □ If in credit	hours, attach the conv	version.
Days/Times Open: Attach a separate she				
Days and Times of Theory Classes: Atta				
Days and Times of Clinic: Attach a sepa			6	
What months are programs started?				
Current Enrollment in Barber P Approximate Square Footage of school p		Cross-over P ises: 4400		
Approximate Square rootage of school p	mysical premi	1303. 7400		
3. SCHOOL OWNER INFORM	IATION		12 1 2 3 1 2	
Ownership (check one):	oprietorship	Partnership	Corporati	on 🗆
List the name and address of each individ			If more space is need	ed attach a separate sheet.
Owner Name	Owne	r Residence Address/C	ity/State/Zip	Telephone Number
Donnie Valdervama	THERITICIAN		new minimum and an	and the second
If a corporation or partnership, lis	t the name a	and address of the princ	cipal place of busin	ness of the partnership
or corporation.				
If the corporation has a registered	agent in So	outh Dakota authorized	to accept legal ser	vice, list the name and
address of the agent.				
Augunites of the agent.			A CONTRACTOR OF CONTRACT	
A INSTRUCTOR(S) AND OU	TIFICAT	IONC ATTACK	C 11 '	
4. INSTRUCTOR(S) AND QUA numbers (both instructor license and pers				
Dakota barber instructor license and a cu	rrent harber c	ertificate There must be or	(1) instructor for ex	very 15 students or a fraction
thereof. IF THIS LIST CHANGES, THI	E SCHOOL N			
BOARD OFFICE TO ADD TO THIS FO		11 1 1	1 1 / 1 1 1	1
5. REQUIRED ATTACHMEN	1S - the to	llowing need to be attac	cned. (single-sided	1)
School Renewal Form				5/2020
			JUN 0 2	2022 JUN 2 1 2022
				JUN & I LULL

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 website address

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:	********	_Dated: _Dated:	6/15/22
Notary Subscribed and sworn to before me this	_day of, 20		
SEAL	Notary Public – South Dakota		
My Commission expires:			



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 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: <u>www.sdbarbercollege.com</u>
- 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

- (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.



	STUDENT GRIEVANCE	FORM			
Student Name:	Stude	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 se	ntence description of your complaint.				
		· · · · · · · · · · · · · · · · · · ·			
2) Please describe the nature of y was involved. If additional space	your complaint in full detail indicating is needed, use the reverse side or attac	what happened, when the h an additional piece of pa	event occurred and who per.		
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		· · · · · · · · · · · · · · · · · · ·			
3) Indicate when and with whom toward resolution.	you have already spoken regarding t	this grievance and what a	tempts have been made		
		····			
4) Indicate what specific resolution	n you are seeking or recommending.				
+) multate what specific resolutio	n you are seeking of recommending.				
	· · · · · · · · · · · · · · · · · · ·				
I certify that the statements mad	e pertaining to my complaint are trut	hful and accurate.			
Signature of Complainant	Date	Printed I	Name of Student		

	12:30 PM 1:30 PM 1:30 PM 2:30 PM 2:30 PM 3:30 PM		SCH(
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2022 CALENDAR

BOARD OF BARBER EXAMINERS State Board Examinations & Regular Commission Meetings

June	27	Monday	Board Meeting (video conference)	9:00 am CT
July	11	Monday	State Board Practical Exams	Rapid City
July	14	Thursday	State Board Theory Exams	Pierre
August	17	Wednesday	Board Meeting (video conference)	9:00 am CT
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
December	21	Wednesday	Board Meeting (video conference)	9:00 am CT

Note: Calendar is subject to change throughout the year