

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, October 25, 2021

**VANDENBERG ELEMENTARY SCHOOL - Library Conference Room
561 Briggs Street
Box Elder, SD 57719**

5:00 PM

DOUGLAS SCHOOL DISTRICT INVITES YOU TO ATTEND A SCHEDULED ZOOM ROOM MEETING:

Join Zoom

Meeting <https://sdk12.zoom.us/j/96935969024?pwd=QU9GMFidUplQko0cmpJcFcvWUVldz09>

Meeting ID: 969 3596 9024

Passcode: 018385

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition: Douglas School Board ALL Award
4. Public Forum:
5. Approval of Agenda:
6. Consent Agenda Items:
 - A. Approve Regular Meeting Minutes of October 12, 2021.
 - B. Approve Personnel Action
 - C. Approve Financial Reports
 - D. Approve the Purchases and Issuing of Accounts Payable
 - E. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
7. Items Removed From Consent Agenda
8. Elementary and Secondary Curriculum and Instruction Items:

- A. Adaptive Schools Report
- 9. Superintendent Items:
 - A. Thought Exchange Results and Processes
 - B. Approve Student Assignment request as recommended to attend the Douglas School District for the 2021-22 school year.
 - C. Approve makeup day for snow day closure on October 13, 2021.
 - D. Demographic Analysis Proposal From RSP & Associates
- 10. Fiscal Resources Items:
- 11. Operational Support Services Items:
- 12. Reports:
 - A. Superintendent:
 - Strategic Direction Report
 - B. Committee Reports From Board Members and Comments from Associate Board Members
- 13. Upcoming Calendar Events
 - October 25 - No School - District Inservice
 - BOE Meeting
 - November 8 BOE Meeting
 - November 11 Holiday - No School
- 14. Executive Session for personnel matter according to SDCL 1-25-2.1.
- 15. Action As A Result of Executive Session
- 16. Adjournment



FOR IMMEDIATE RELEASE:

Wednesday, October 20, 2021

Contact: Tyler Pickner, Director of Communications

Associated School Boards of South Dakota

Phone: 605.773.8382 | Cell: 605.881.3791 | Email: tpickner@asbsd.org

Douglas School Board earns award for striving to enhance board knowledge

Members of the Douglas School Board earned an award for their dedication to enhancing their knowledge of school board work during the 2020-21 school year.

The Douglas School Board earned a Gold Level award for their participation in the Associated School Boards of South Dakota's board recognition program: ALL, which stands for Act, Learn, Lead and honors the work of school boards who strived to enhance their knowledge base of board work.

By participating in ASBSD activities, training opportunities and demonstrating leadership at the local, state and national level, school boards accumulated points throughout the previous school year. To earn the Gold Level award, the Douglas School Board accumulated 500 or more ALL points.

"We want to congratulate the Douglas school board for utilizing the previous school year to broaden their knowledge of school board work, which will undoubtedly benefit their students, staff and community," ASBSD Executive Director Wade Pogany said.

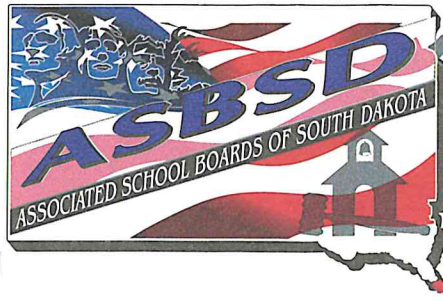
The Douglas School Board received their ALL plaque this fall.

In the fifth year of the program, 77 public school boards, more than half of public boards in South Dakota, earned an ALL award – the most in the history of the program.

"In a school year unlike any other in terms of challenges local school boards faced, we're thrilled to recognize the time, effort, commitment and leadership put forth by board members," Pogany said.

"A big thank you to all schools board for their work throughout the 2020-21 school year."

ASBSD is a private, non-profit association representing more than 850 South Dakota school board members, the 149 schools they govern and the students they serve.



Executive Committee

September 2021

President
Eric Stroeder

First Vice President
Lisa Snedeker

Second Vice President
Louann Krogman

Immediate Past President

ASBSD Executive Director
Dr. Wade Pogany

Cathleen Melendez, President
Douglas School District
400 Patriot Drive
Box Elder, SD 57719

Directors

Central Region
Pamela Haukaas
Colome Consolidated

Steve Kubik
Winner

Eric Stroeder
Mobridge-Pollock

Louann Krogman
White River

Northeast Region
Duane Alm
Aberdeen

Shane Roth
DeSmet

Jamie Lindner
Waverly-South Shore

Garret Bischoff
Huron

Southeast Region
Tom Farrell
Madison Central

Ellie Saxer
Brandon Valley

Julie Schwader
Howard

Nan Baker
Sioux Falls

Lisa Snedeker
Woonsocket

Western Region
Tanya Gray
Douglas

Susan Humiston
Edgemont

Anita Peterson
Haakon

Rapid City

Angela Ross
Hill City

Dear Cathy:

Congratulations to your district's school board for earning an ALL Award, which is ASBSD's Board Recognition Program designed to recognize school boards for their dedicated service to the students of South Dakota, for the 2020-21 school year.

In a school year unlike any other in terms of challenges and tough decisions local school boards faced, we want to recognize the time, effort, commitment and leadership put forth by your board members.

Thank you for all you and your board did throughout the 2020-21 school year and in the years to come.

Enclosed with this letter you will find your board's ALL plaque, which you've earned for your dedicated participation in activities, board development and training and demonstrated leadership at various areas and levels throughout the 2020-21 school year.

We would appreciate it if you would present the ALL award to your school board at your next school board meeting and, if possible, please forward a picture of the school board with their award to Tyler Pickner at tpickner@asbsd.org.

For more information about the ALL program and ways your board can collect ALL points during the current school year go to:

<https://asbsd.org/index.php/services/board-training/board-recognition-program-all/>.

Again, congratulations to your school board for utilizing the previous school year to broaden their knowledge of school board work, which will undoubtedly benefit the students, staff and community, and thank you for all you do for public education in South Dakota.

Sincerely,

Wade Pogany, Ed. D
Executive Director

Enclosure

PO Box 1059 • Pierre, South Dakota 57501

BOARD POLICY

Section B

Board Governance and Operations

File: BDDH

PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board recognizes and respects the input which may be provided by the public on school district matters. The Board also recognizes and respects the distinction between a school board meeting and a public meeting.

- At a school board meeting which is open to the public, members of the public may be present, observe and listen to the school board conduct its business and may speak during the school board meeting consistent with this policy.
- At a public meeting/hearing there is usually one topic to be presented by the District and discussed. The public is given the opportunity to speak and be heard on the topic which is the reason for the public meeting. This type of meeting allows for public participation under the rules designed specifically for that meeting and is not subject to this policy.

Policy BDDH, Public Participation at Board meetings, applies only to topics addressed in open/public. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative, or threatening, shall not make comments which are disrespectful to one or more persons, and shall not use profanity.

The time designated for Public Forum on the agenda shall be immediately before the adoption of the meeting agenda by the school board.

In order to assure that the Board may conduct its meetings in a respectful and efficient manner, the procedure for public participation at regularly scheduled monthly school board meetings is as follows:

1. Agenda and Non Agenda Items:
 - a. Before the meeting is called to order, an individual who desires to speak at a school board meeting must in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed.
 - b. During the time designated for Public Forum, the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy.

BOARD POLICY

Section B

Board Governance and Operations

File: BDDH

- c. A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
 - d. Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.
2. Adding an Item to the School Board Meeting Agenda in Order to Request Specific School Board Action:
 - a. Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.
 - b. The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.
 - c. The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.
 - d. If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.

BOARD POLICY

Section B

Board Governance and Operations

File: BDDH

e. In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be:

- deferred until the next regular meeting or a special school board meeting, or
- added to the meeting agenda for discussion purposes only, or
- added to the agenda for discussion and possible action.

3. Authority of Presiding Officer:

The Board vests in its presiding officer the authority to terminate the right of any person to speak at the end of the time granted pursuant to provision 1.c, provision 1.d, or provision 2.d. as set forth in this policy. The presiding officer may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity.

If deemed necessary by the presiding officer, the presiding officer may contact local law enforcement to have a person removed from the school board meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

References	Adoption History
State Reference:	Approved 09/08/77
SDCL 1-25-1	First Reading of Revision 10/10/85
SDCL 1-25-2	Approved – Revision 11/14/85
SDCL 13-32-6	First Reading 11/17/14
SDCL 13-8-39	Approved 12/08/14
SDCL 22-18-35(3)	First Reading – Rewrite 2/13/17
	Approved 2/27/17

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Tuesday, October 12, 2021

The Douglas School District No. 51-1 Board of Education held a regular meeting on Tuesday, October 12, 2021 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Cathleen Melendez presided. Those present were:

Ben Frerichs: Present via Zoom, Tanya Gray: Present, Amy McGovern: Present, Cathy Melendez: Present, Chris Misselt: Present.

All actions in these Minutes were by unanimous vote unless otherwise stated.

President Melendez called the meeting to order at 5:00 p.m.

During Public Forum, parent Tonya Amaral expressed her appreciation to the parents who made the homecoming parade happen and her concern that middle school students can no longer attend high school events without parent being present also

Motion to approve the agenda. This motion, made by Amy McGovern and seconded by Tanya Gray, Carried

Motion to approve the items on the consent agenda as presented. This motion, made by Tanya Gray and seconded by Amy McGovern, Carried.

Approved Regular Board Meeting Minutes of September 27, 2021.

Approved Personnel Action for October 12, 2021. (Attachment)

Approved Accounts Payable and Payroll Reports. (Attachments)

There were no conflicts disclosed as defined in SDCL 3-23.

There were no items removed from the Consent Agenda for separate approval.

There were no items for Elementary and Secondary Curriculum and Instruction.

Motion to approve open enrollment request as recommended. This motion, made by Amy McGovern and seconded by Tanya Gray, Carried.

Motion to approve annual grant budgets for school year 2021-22 as presented. This motion, made by Chris Misselt and seconded by Tanya Gray, Carried.

There were no items reported for Operational Support Services.

Reports:

Superintendent Kevin Case is attending an educational conference in Denver this

week. Executive Director of Operational Support Services Bud Gusso is watching the weather in his absence.

Committee Reports from Board Members and Comments from Associate Board Members.

McGovern reported the Booster Club's homecoming tailgate event was a success. They are currently preparing for the Family Fun Night at the high school on October 25. The next Booster Club meeting will be November 22.

Vaira stated the base recently celebrated Raider Heritage Day to commemorate the twenty year anniversary of the Raiders dropping bombs after 9/11.

Melendez did not have any committee reports, but she was invited recently to speak to the kindergarten students at Badger Clark regarding the job duties of a school board member.

Nicole Kobus from Sparqdata Solutions conducted a training on the features of the new Quorum board agenda platform. It is a web-based program with all searchable content. The board policies, board agendas, and minutes are easily accessible to the public through the link on the Douglas website.

Motion to adjourn meeting at 5:56 p.m. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Cathleen Melendez, President



Trista Olney, Business Manager

KEC Initials

10/21/21 Date

Published once at the total approximate cost of _____.

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 10/12/2021**

Certified AOS Payments

	Name	Amount
**	Lisa Bauer	\$700.00

Classified Service Factor Bonus

	Name	Position	Amount	Dates of Service
	Dana Huffman	Bus Driver/15 Years	\$589.10	10/10/2006-10/10/2021
	Lisa Scofield	Bus Driver/30 Years	\$2,104.38	11/01/1991-11/01/2021

Classified Anniversary Increases

	Name	Position	Hourly Wage	Effective Date
	Stacey Biberdorf	SPED Aide/7	\$18.50	10/29/2021
	Denise Halstead-Peel	Personnel Secretary/4	\$16.45	10/22/2021
	Tully Jackson	Groundskeeper/5	\$20.05	10/30/2021
	Tara Kuenkel	SPED Aide/7	\$18.50	10/29/2021
	Caydean Lawler	Custodian/5	\$17.25	10/26/2021
	Kayla Long	Help Desk/Server Support/6	\$22.50	10/21/2021
	Andrea Murphy	Title 1 Tutor/7	\$18.50	10/24/2021
	Mischelle Pulver	SPED Aide/3	\$15.05	10/31/2021

Certified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Jeannette Schroeder	Special Education Teacher	DMS	10/01/2021

Classified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Heather Weston	Food Service Worker	FS/DMS	9/24/2021
	Veronica Coumbs	Technology Help Desk/Server Support	TECH	10/19/2021

Classified Staff Hiring

	Name	Position	Location	Effective Date
	Casey Caughron	Lunchroom Supervisor	VES	10/06/2021
	Katy Urban	Communications Coordinator	CO	12/06/2021

Temporary Hires

	Name	Position	Salary	Effective Date
	Rachel Quimby	MS 7th Grade Assistant Girls Basketball Coach - 1 Year Only	\$2,265.00	10/1/2021
	Angela Rossow	MTSS Leadership Team	\$500.00 per yr	10/5/2021

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
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	Tara Anderson	\$105.00/day	95% of Step 1	10/5/2021
	Holly Blair	\$105.00/day	95% of Step 1	10/5/2021
	Gracee Collins	\$105.00/day	95% of Step 1	10/5/2021
	Jazmine Hernandez	\$105.00/day	95% of Step 1	10/5/2021
	Kaytlin Hokanson	\$105.00/day	95% of Step 1	10/5/2021
	Madison Lemmon	\$105.00/day	95% of Step 1	10/5/2021
	Keil Oberlander	\$127.50/day	95% of Step 1	10/5/2021
	Elizabeth Ross	\$105.00/day	95% of Step 1	10/5/2021
	Amanda Thompson	\$105.00/day	95% of Step 1	9/17/2021
	Angelica Tyler	\$105.00/day	95% of Step 1	10/5/2021
	Carmen Villa	\$105.00/day	95% of Step 1	10/5/2021
	Nena Nyberg	\$105.00/day	95% of Step 1	10/5/2021
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

Board Report - For School Board 10/15/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	179591		891.07
ADOBE SYSTEMS INC	179590		191.57
ALL PRO RENOVATIONS LLC	179592		3,700.00
AMAZON.COM	179593		4,828.54
AMERICAN AIRLINES	179590		60.00
ASBSD	179596		138.40
AUTOMATIONDIRECT	179590		54.85
AVI SYSTEMS INC	179597		866.25
BLACK HILLS STATE UNIVERSITY	179599		150.00
BLACK HILLS URGENT CARE	179600		465.00
BROADLAND CREEK NATIONAL GOLF COURSE	179601		64.46
BROWN'S SMALL ENGINE REPAIR	179602		137.97
CASE. KEVIN	179604		640.04
CENTURYLINK	179606		418.25
CITY OF BOX ELDER/PUBLIC WORKS DEPT	179607		803.74
DAYS INN SIOUX FALLS AIRPORT	179609		148.00
DENNIS SUPPLY-RC	179610		681.28
DROPBOX	179590		127.67
EVERGREEN OFFICE PRODUCTS	179611		2,309.20
FIDUCIARY ACCOUNT	179612		3,792.04
GRAINGER. W.W.. INC.	179615		4,133.57
HARLOW'S BUS SALES. INC.	179616		63.35
HIGH POINT NETWORKS. LLC	179617		532.30
HILLYARD INC	179618		1,228.50
HYATT REGENCY	179590		3,356.54
INNOVATIVE OFFICE SOLUTIONS	179619		5,009.79
KILOWATT ELECTRIC INC.	179621		3,264.57
KNECHT HOME CENTER OF RAPID CITY. LLC	179622		891.13
LARSON. JENNIFER	179623		324.00
LIFT PRO	179624		191.10
LOWE'S BUSINESS ACCOUNT	179625		50.58
MARKERBOARD PEOPLE. THE	179626		337.50
MEADOWBROOK GOLF COURSE	179628		24.78
MENARDS	179629		781.20
MG OIL COMPANY. INC.	179630		7,917.40

Board Report - For School Board 10/15/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
NORTH CENTRAL BUS & EQUIPMENT CO. INC	179631		1,335.07
NORTH CENTRAL SUPPLY. INC.	179632		1,000.00
NORTHWEST PIPE FITTINGS. INC.	179633		14.82
PREMIER STRIPING & LANDSCAPES. LLC	179635		8,776.55
RAPID CITY REGIONAL AIRPORT	179590		144.00
RIVERSIDE TECHNOLOGIES INC	179637		9,452.00
ROYAL FLUSH PORTABLES. LLC	179638		240.00
SAM'S CLUB	2022		687.84
SASD	179639		831.00
SCHOOL DUDE.COM. INC.	179640		1,455.83
SCHOOL NURSE SUPPLY	179641		426.60
SCHOOL SPECIALTY INC.	179642		572.20
SEAT SACK	179643		1,437.45
SEWING CENTER. INC.	179644		509.72
SHERWIN WILLIAMS	179645		64.64
SPARTAN STORES. LLC.	179646		19.95
STEVENS HIGH SCHOOL ACTIVITIES	179647		75.00
SUPER 8	179648		456.00
TAXI CHARGES	179590		45.57
TOLMAN. CAROL	179651		941.60
TRUE VALUE	179652		343.64
TWO WHEELER DEALER CYCLE & FITNESS	179653		1,685.00
UNITED AIR LINES	179590		916.32
VOYAGER FLEET SYSTEMS. INC.	179655		345.20
WEST RIVER ASSOCIATION OF ELEMENTARY	179656		50.00
WEST RIVER ELECTRIC	179657		1,013.97
GENERAL FUND			<hr/> 81,414.61
AMAZON.COM	179593		4,220.19
AMICK SOUND INC	179594		727.23
ANTHEM SPORTS. LLC	179595		5,827.26
CAMERA CORNER CONNECTING POINT	179603		3,919.00
CENTURY BUSINESS	179605		11,423.28
CO-OP ARCHITECTURE	179608		360,000.00
FMG ENGINEERING	179613		12,450.00
FOLLETT SCHOOL SOLUTIONS. INC	179614		982.97

Board Report - For School Board 10/15/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MARTINEZ. GLORIA	179627		10.91
SWEETWATER SOUND INC	179649		2,913.35
UNIVERSAL ATHLETIC LLC	179654		13,162.80
CAPITAL OUTLAY			<hr/> 415,636.99
AMAZON.COM	179593		139.39
BLACK HILLS SPECIAL SERVICES COOPERATIVE	179598		3,000.00
SCHOOL SPECIALTY INC.	179642		80.03
TIMMONS MARKET	179650		22.35
SPECIAL ED			<hr/> 3,241.77
AMAZON.COM	179593		127.93
EAFB COMMISSARY	179590		396.00
INSTITUTE MULTI-SENSORY EDUCATION	179620		6,375.00
POLYMERSHAPES LLC.	179634		30,925.00
REALLY GREAT READING	179636		784.00
RIVERSIDE TECHNOLOGIES INC	179637		4,000.00
TOLMAN. CAROL	179651		941.60
YMCA	179658		9,250.00
GRANTS			<hr/> 52,799.53
			<hr/> 553,092.90
AMAZON.COM	11544		49.96
CASH-WA DISTRIBUTING COMPANY. INC.	11545		1,310.28
CASH-WA DISTRIBUTING COMPANY. INC.	11546		9,075.54
CHILD AND ADULT NUTRITION	11547		1,628.80
CLIMATE CONTROL SYSTEMS AND SERVICE	11548		1,084.62
COCA-COLA BOTTLING CO HIGH COUNTRY	11549		333.00
DOMINOS PIZZA- BOX ELDER	11550		1,169.00
MURPHY. CHRISTI	11551		82.25
PAN-O-GOLD BAKING COMPANY. INC.	11552		650.36
PRAIRIE FARMS	11553		4,925.58
PROGUARD SERVICE & SOLUTIONS	11554		1,320.12
REINHART FOOD SERVICE. LLC	11555		21,432.07
SERVALL TOWEL & LINEN SUPPLY. INC.	11556		149.15
FOOD SERVICE			<hr/> 43,210.73
			<hr/> 43,210.73
Grand Total:			<hr/> 596,303.63

PAYROLL EXPENDITURES

SEPTEMBER 7 2021

SEPTEMBER 21 2021

TOTALS

\$900,017.87

\$1,036,160.64

DOUGLAS SCHOOL DISTRICT				
PERSONNEL ACTION 10/25/2021				
Certified Teaching Contract Amendments				
Classified Authorization Amendments				
Activity Contract Amendments				
Classified Reclassification of Position				
Employee Leave of Absence Requests				
Certified Professional Growth Plans				
Certified AOS Payments				
Certified Voluntary Separation Requests				
Certified Voluntary Separation Return to Work Notifications				
Classified Service Factor Bonus				
Classified Anniversary Increases				
	Name	Position	Hourly Wage	Effective Date
	James Johnson	Custodian/3	\$15.70	11/13/2021
	Nichole Usera	Food Service Worker/5	\$15.25	11/15/2021
	Jeffrey Wilson	Time Out Aide/7	\$18.50	11/13/2021
Certified Resignations/Retirements/Terminations				
Classified Resignations/Retirements/Terminations				
	Name	Position	Location	Effective Date
	Brandy Blackmon	Special Education Aide	HS	10/25/2021
	Mark Funk	Lunchroom Supervisor	VES	10/16/2021
	Ronald Mincks	Building & Grounds Coordinator	B&G	12/31/2021
Certified Voluntary Transfer Request				
Classified Voluntary Transfer Request				
Certified Staff Hiring				
	Name	Position	Location	Effective Date
	Rebecca Nelson	Computer Teacher	VES	10/13/2021
Classified Staff Hiring				
	Name	Position	Location	Effective Date
	Beverly Gabriel	Bus Driver	TRANS	10/12/2021

	Tina Gomes	Food Service Worker	PAT ELEM (FC)	10/08/2021
Temporary Hires				
	Name	Position	Salary	Effective Date
	Brook Clark	MS 6th Grade Head Girls Basketball Coach	\$9.45 per hr	10/18/2021
	Lee Kruse	MS 8th Grade Head Girls Basketball Coach	\$2770.00 per yr	10/18/2021
	Daniel Maciejczak	MS Assistant Wrestling Coach	\$9.45 per hr	10/19/2021
	Juliana Parker	MS 8th Grade Assistant Basketball Coach	1969.00 per yr	10/18/2021
	William Velez	MS Head Wrestling Coach	\$2818.00 per yr	10/19/2021
	Matthew Vidal	MS Head Fall Play Advisor	\$2575.00 per yr	10/21/2021
Substitute Hires				
	Name	Substitute Teacher	Substitute Classified	Effective Date
	Cynthia Begley	\$105.00/day	95% of Step 1	9/24/2021
	Kelly Russell	\$105.00/day	95% of Step 1	10/6/2021
Administrator Salary Publication				
Certified Salary Publication				
Coordinator Salary Publication				
Classified Salary Publication				
Certified Notices of Non Re-Elect				
Certified Removal of Non Re-Elect				
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

September 1, 2021 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 08/ 31/ 21	\$1,913,882.06	\$3,480,442.00	\$2,104,532.46
RECEIPTS:			
TAXES	\$14,172.36	\$7,927.81	\$5,118.34
TUITION			
INTEREST	\$8.85		
ADMISSIONS	\$3,426.00		
LOCAL	\$17.89	\$45.09	
COUNTY	\$25,665.49		
STATE	\$1,282,125.00		\$124,456.00
FEDERAL		0.00	
OTHER	\$401.30		
INTERFUND TRAN.	\$33.04		
LOANS			
TOTAL RECEIPTS:	\$1,325,849.93	\$7,972.90	\$129,574.34
DISBURSEMENTS:			
VERIFIED CLAIMS	\$305,342.28	\$483,709.30	\$10,982.26
SALARIES	\$1,566,514.76	\$0.00	\$277,409.38
TRANSFERS OUT			
BALANCE 09/30/21	\$1,367,874.95	\$3,004,705.60	\$1,945,715.16
BALANCE 09/ 30/ 20	2,258,068.52	2,249,135.59	2,059,443.14

September 1, 2021 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 08/ 31/ 21	(\$597,117.28)	\$55,338.70
RECEIPTS:		
TAXES		
INTEREST		
LOCAL		
STATE		
FEDERAL		
PREMIUMS		
REIMBURSEMENTS	\$4,395.97	
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
OTHER (LOCAL) -LIBRARY		
TRANSFER IN		
TOTAL RECEIPTS:	\$4,395.97	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$32,754.25	\$0.00
SALARIES	\$59,251.23	\$0.00
TRANSFERS OUT		
EXPENDITURES		
BALANCE 09/30/21	(\$684,726.79)	\$55,338.70
BALANCE 09/ 30/ 20	(507,989.42)	58,371.11

September 1, 2021 FINANCIAL	DEP CARE	ENTERPRISE	IMPACT AID
BALANCE 08/ 31/ 21	\$583.36	\$4,714.21	\$22,903,453.41
RECEIPTS:			
INTEREST			\$33.04
TUITION			
STATE			
FEDERAL			
LOCAL	\$291.68		
OTHER			
INTERFUND TRAN.			
LOANS			
PREMIUMS			
TOTAL RECEIPTS:	\$291.68	\$0.00	\$33.04
DISBURSEMENTS:			
VERIFIED CLAIMS	\$310.00	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00	\$0.00
EXPENDITURES/ TRANSFERS OUT			\$125,066.91
BALANCE 09/30/21	\$565.04	\$4,714.21	\$22,778,419.54
BALANCE 09/ 30/ 20	374.93	(5,659.38)	20,012,424.65

September 1, 2021 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS	MEDICAL REIMB-125
BALANCE 08/ 31/ 21	\$181,570.99	\$180,810.84	(\$950.34)
RECEIPTS:			
INTEREST			
SALES			
STATE	\$5,810.07		
FEDERAL	\$52,364.18		
LOCAL	\$174.80	\$32,825.34	\$1,986.24
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$58,349.05	\$32,825.34	\$1,986.24
DISBURSEMENTS:			
VERIFIED CLAIMS	\$95,312.64	\$28,864.08	\$2,715.63
SALARIES	\$35,279.66	\$0.00	\$0.00
BALANCE 09/30/21	\$109,327.74	\$184,772.10	(\$1,679.73)
BALANCE 09/ 30/ 20	77,598.39	175,289.00	2,496.81

Board Report - For School Board 10/29/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ALL PRO RENOVATIONS LLC	179674		816.00
AMICK SOUND INC	179675		115.14
ASBSD	179676		1,833.00
BLACK HILLS CHEMICAL CO	179678		796.13
BLACK HILLS ENERGY	179679		35,124.27
BLACK HILLS ROOFING. INC.	179680		2,174.00
BOEDING. JASON	179682		404.00
BOX ELDER VOLUNTEER FIRE DEPARTMENT	179683		553.00
BROOKINGS INN	179684		609.00
CARQUEST AUTO PARTS	179685		515.73
CENTRAL HIGH SCHOOL ACTIVITIES	179686		75.00
CENTURY BUSINESS	179687		99.00
CITY OF BOX ELDER/PUBLIC WORKS DEPT	179688		11,167.61
CLIMATE CONTROL SYSTEMS AND SERVICE	179689		924.51
DAKOTA BUS SERVICE. INC.	179693		322.50
DOMINOS PIZZA- BOX ELDER	179694		220.89
DOUGLAS PETTY CASH	179695		1,348.00
EVERGREEN OFFICE PRODUCTS	179696		41.97
FEUILLERAT WELDING	179697		460.00
FIDUCIARY ACCOUNT	179698		4,135.15
FLINN SCIENTIFIC INC	179699		1,293.63
FOLLETT SCHOOL SOLUTIONS. INC	179700		5,341.60
FOOD SERVICE	179701		536.60
G & H DISTRIBUTING. INC. - RAPID CITY	179702		407.95
GRIMMS PUMP SERVICE. INC.	179704		168.56
HAL LEONARD	179706		195.00
HILLYARD INC	179709		435.42
JEFFERSON COUNTY PUBLIC SCHOOLS	179711		1,800.00
K-LOG. INC.	179716		1,138.31
KETEL. THORSTENSON. LLP	179713		12,000.00
KIEFFER SANITATION. INC.	179714		1,759.01
KILOWATT ELECTRIC INC.	179715		3,739.50
KNIGHTS QUALITY WELDING	179717		145.00
LASTING IMPRESSIONS	179718		139.50
LEAD/DEADWOOD SCHOOL DISTRICT	179719		40.00

Board Report - For School Board 10/29/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
LYNN JACKSON SHULTZ & LEBRUN PC INC	179720		3,553.00
MENARDS	179722		362.03
MG OIL COMPANY. INC.	179723		2,503.53
MIDCONTINENT COMMUNICATIONS	179724		2,002.33
MIDWEST CONNECT	179725		123.00
MINCKS. RONALD	179726		65.94
NORTHWEST PIPE FITTINGS. INC.	179728		604.94
PLANBOOKEDU LLC	179729		480.00
PLANK ROAD PUBLISHING	179730		252.40
PRAIRIE RIDGE	179731		2,500.00
PREMIER STRIPING & LANDSCAPES. LLC	179732		1,373.47
PRINCIPAL CENTER	179733		227.95
PROGRESS PUBLICATIONS	179734		405.00
RAMADA HOTEL & SUITES	179735		540.00
RAPID CITY JOURNAL	179736		377.56
RAPID CITY WINDOW & GLASS. INC.	179737		1,790.62
REGION IV ADMINISTRATORS	179738		135.00
RUNNINGS SUPPLY INC.	179739		69.99
RUSHMORE REGION	179740		75.00
SCHOLASTIC INC.	179741		104.39
SCHOOL DUDE.COM. INC.	179742		1,870.74
SCHOOL NURSE SUPPLY	179743		23.94
SCHOOL SPECIALTY INC.	179744		602.32
SHERWIN WILLIAMS	179746		53.55
SOUTH DAKOTA ONE CALL	179747		44.10
STEVENS HIGH SCHOOL ACTIVITIES	179748		113.08
STONE. GREG	179749		144.00
STURDEVANTS AUTO PARTS	179750		13.86
SUMMIT SIGNS SUPPLY. INC.	179751		60.00
TANDY LEATHER	179752		186.93
TEMPERATURE TECHNOLOGY INC	179753		2,174.50
TIE	179754		9,337.50
TRUE VALUE	179756		443.07
VANWAY TROPHY & AWARD. INC.	179758		32.60
VERIZON WIRELESS	179759		530.80

Board Report - For School Board 10/29/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
VILLA CLEANERS	179760		11.25
WEST MUSIC CO	179761		174.95
WEST RIVER ASSOCIATION OF ELEMENTARY	179762		100.00
WESTERN STATES FIRE PROTECTION COMPANY	179763		941.88
ZEARN	179764		2,500.00
GENERAL FUND			<hr/> 127,780.20
CENTURY BUSINESS	179687		8,124.91
CLIMATE CONTROL SYSTEMS AND SERVICE	179689		5,408.50
CO-OP ARCHITECTURE	179691		8,508.50
CONTINENTAL PRESS	179690		1,278.59
GEO ENTERPRISES. INC	179703		11,224.51
HAGGERTYS MUSICWORKS	179705		6,147.00
HAND2MIND	179707		5,639.77
HAUFF MID-AMERICA SPORTS INC.	179708		2,570.00
JUNIOR LIBRARY GUILD	179712		772.10
MCGRAW HILL SCHOOL EDUCATION	179721		517,780.35
UPPER DECK ARCHITECTS. INC.	179757		7,024.32
CAPITAL OUTLAY			<hr/> 574,478.55
BLACK HILLS SPECIAL SERVICES COOPERATIVE	179681		6,500.00
CROTHALL FACILITIES MANAGEMENT	179692		334.25
NCS PEARSON. INC.	179727		84.00
TIMMONS MARKET	179755		22.30
SPECIAL ED			<hr/> 6,940.55
FOOD SERVICE	179701		25,000.00
IMPACT AID			<hr/> 25,000.00
SD DEPARTMENT OF LABOR UNEMPLOYMENT	179745		4,447.14
UNEMPLOYMENT			<hr/> 4,447.14
BECK MOTORS INC	179677		43,989.00
HILLYARD INC	179709		666.92
INNOVATIVE OFFICE SOLUTIONS	179710		998.00
GRANTS			<hr/> 45,653.92
			<hr/> 784,300.36
CASH-WA DISTRIBUTING COMPANY. INC.	11565		1,152.52
CASH-WA DISTRIBUTING COMPANY. INC.	11566		4,032.01
COCA-COLA BOTTLING CO HIGH COUNTRY	11567		1,047.00
DOMINOS PIZZA- BOX ELDER	11568		728.00

Board Report - For School Board 10/29/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
GENERAL FUND	11569		56,531.88
PAN-O-GOLD BAKING COMPANY. INC.	11570		751.74
PRAIRIE FARMS	11571		5,184.55
REINHART FOOD SERVICE. LLC	11572		22,336.47
SERVALL TOWEL & LINEN SUPPLY. INC.	11573		72.26
FOOD SERVICE			<hr/> 91,836.43
			<hr/> 91,836.43
Grand Total:			<hr/> 876,136.79



As you reflect on the start
of the 2021-22 school
year, what feedback might
you have for the district?

October 25, 2021

About This Exchange

We launched our initial "ALL Stakeholder" exchange with the above question to discover different perspectives from our school community regarding the start of the 2021-22 school year. This information will help to develop priorities for the future, allow us to make modifications to our processes, and overall provide a wide variety of perspectives as we make future decisions. We encourage you to explore the results of this exchange with the interactive tools below. Thank you for taking time to participate in this exchange.

Exchange details

Q1 As you reflect on the start of the 2021-22 school year, what feedback might you have for the district?



373
Participants




505
Thoughts



16,448
Ratings

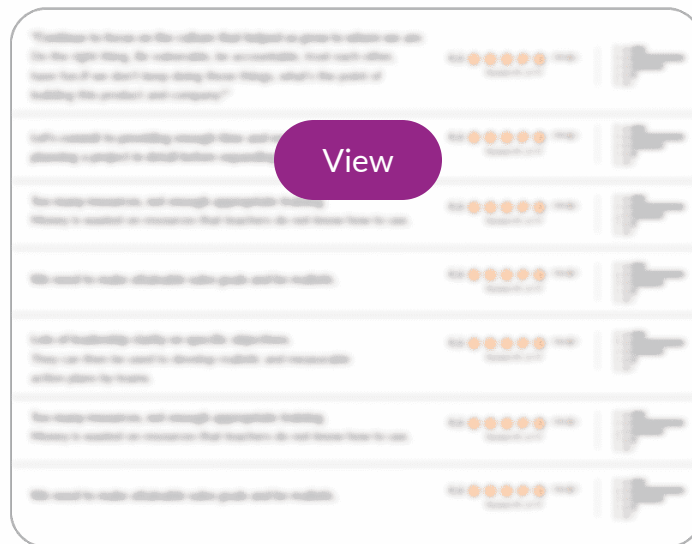
Which group best describes your affiliation with the district?

%		Answer
30%	(107)	Parent or guardian of elementary aged children;
7%	(25)	Parent or guardian of a middle school aged child;
14%	(50)	Parent or guardian of high school aged child;
21%	(76)	Parent or guardian of children in two or more buildings;
3%	(11)	Community member;
12%	(41)	Elementary staff member;
4%	(13)	Middle school staff member;
1%	(5)	High School staff member;
8%	(30)	DSD staff member;
0%	(1)	DSD Student

- Hide section

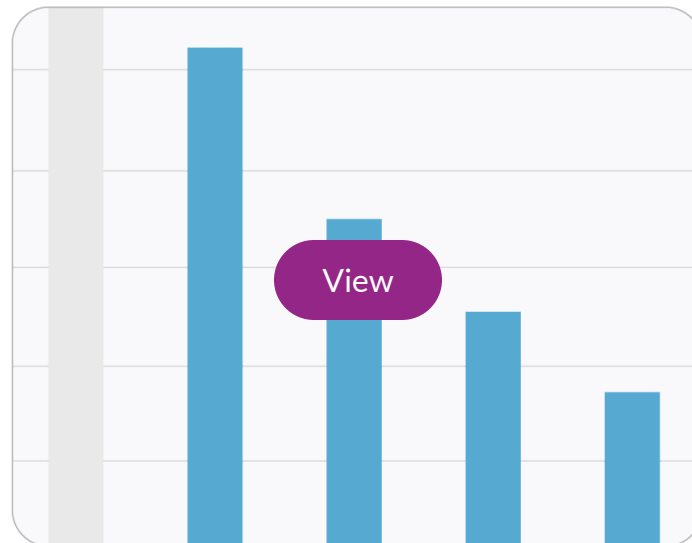
Top Thoughts

The interactive report gives you a list of all thoughts rated highest to lowest. Curious? Click the View button in this section.



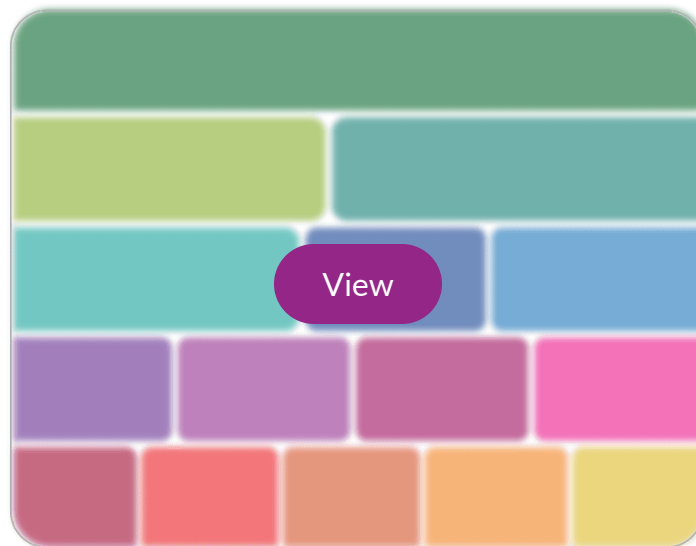
Themes

Thoughts are grouped by keywords to highlight themes within the exchange. Click the View button to explore.



Theme Tiles

Thoughts are grouped by keywords to highlight themes within the exchange. Click the View button to explore.



Thank you for participating!

The exchange generated a number of thoughts and themes that we will continue to reflect on and further develop as we make building and district decisions. A few key takeaways for the district are as follows:

- APPRECIATE ALL STAFF - The top thought spotlighted the importance of valuing and respecting our entire education community.
- SAFETY regarding drop off and pick up is an area the district needs to continue to evaluate. Consistent expectations for drop off and pick up need to be reinforced with students, staff, and parents. The district is in the process of reviewing our processes with SRO's, operations, and the City of Box Elder.
- COMMUNICATION was cited as both a strength and an area needing improvement. A future exchange regarding communication is being planned for November or December.
- COVID Policies and Procedures was an area where we saw polarization with stakeholders. Participants have diverse, deeply rooted thoughts on this topic.

- BOARD MEETINGS The data suggest that we might need to be better communicate that board meetings are available to view live. A new board meeting platform was also introduced that should provide for more transparency for board meeting agendas and board policy. [DSD School Board Agenda](#)
- AFFIRMATIONS & CONCERNS - Both affirmations and concerns where shared, we will continue to reflect on our practice and strive to become better every day. We encourage students, staff, and patrons to follow the chain of command as the most efficient way to communicate and solve problems.
- BACK TO SCHOOL WALKTHROUGH - We received a great deal of positive feedback that the new format was appreciated by parents. We should continue the process with some potential minor modifications.
- FUTURE EXCHANGE IDEAS - we are anticipating three future exchanges around communication, priorities for the design of our new elementary schools, and 2022-23 academic calendar priorities. We are excited to gain thoughts and ideas from our stakeholders.

Thank you for exploring this exchange.

Douglas School District 51-1
TERMS OF USE

SUBMITTED BY: RSP & ASSOCIATES

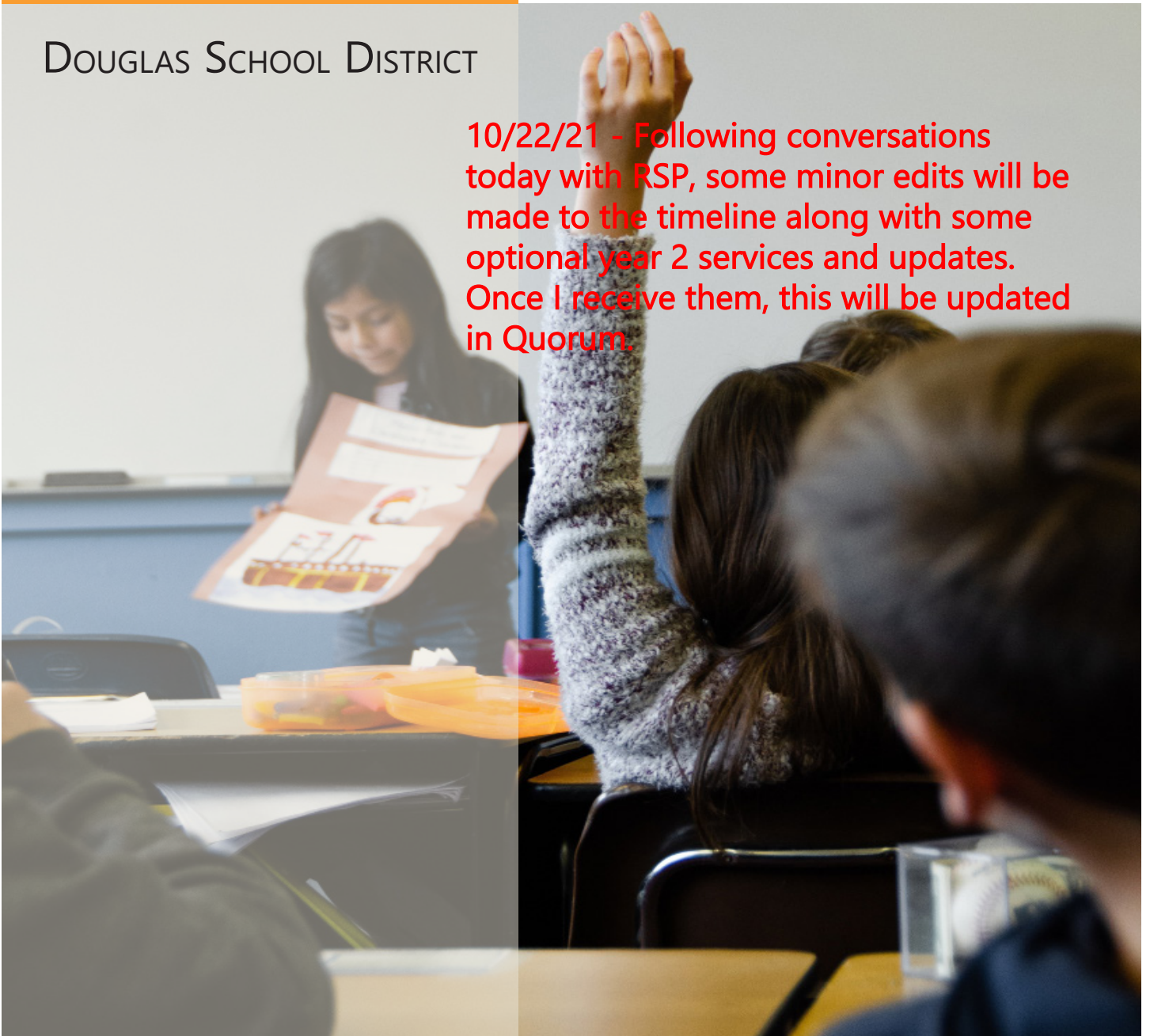
PROPOSAL

2021-2022
PLANNING SERVICES



DOUGLAS SCHOOL DISTRICT

10/22/21 - Following conversations today with RSP, some minor edits will be made to the timeline along with some optional year 2 services and updates. Once I receive them, this will be updated in Quorum.





EXECUTIVE SUMMARY - THE RSP APPROACH

Executive Summary

RSP & Associates caters to educational institutions. The RSP team builds custom, data-driven, strategic initiatives to help support the academic success of the students. The RSP team works closely with the District, educators, government organizations, and developers to ensure a collective vision becomes a reality. RSP & Associates is a full service planning firm providing education institutions with a wide body of services and products. No two school districts are the same, the RSP team has the ability to tailor and modify its services to meet the needs of each school district it serves.

Our services include:

- Boundary Analysis
- Enrollment Analysis
- Site/Facility Planning Analysis
- Capacity Analysis
- Facility Staffing Analysis
- Public Facilitation
- Demographic Analysis
- Additional Studies/Research

The following project proposal will distinguish RSP from other firms. Between our years of success, our tight-knit, well-balanced team, and our unique approach to this project, the RSP team has the tools to answer all of your important questions concerning the future of Douglas School District.

Part | 1 Key Personnel

- RSP Overview
- Our Team



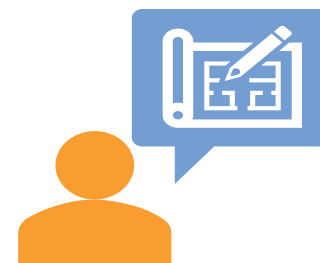
Part | 2 Past Performance

- Our Services
- Work Samples



Part | 3 Project Approach

- Timeline
- Costs



Executive Summary

RSP & Associates was founded in 2003 with the sole purpose of bringing meaningful planning to school districts. The CEO of RSP & Associates, Robert Schwarz, wanted to close the gap between school districts, government organizations, developers, and the community.

The RSP team now works closely with its clients to develop data-driven solutions. RSP's expertise is focused on assisting school districts throughout the Midwest. RSP has helped over 130 clients in 11 states including: Arkansas, Iowa, Illinois, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, and Wisconsin.

The RSP team brings a unique blend of planners, education experts, and GIS technicians together to provide real solutions backed by student focused data. The RSP team is AICP and GISP certified to ensure expertise. The RSP knowledge base is enhanced by its continued collaboration with different stakeholders in the community (County/City, School District, Developers, Builders, Realtors, etc). This partnership establishes credibility and trust from patrons.

Forward-thinking school districts plan for the balance of school enrollment between facilities, changing demographics, and educational programming enhancements, in order to prepare for future change in the District. The planning services from RSP & Associates aligns its clients current and future challenges ensuring smart and lasting decisions.

Executive Summary

STATEMENT OF UNDERSTANDING

Douglas School District is seeking the services of a qualified planning firm to provide Enrollment Analysis and other planning services to address rapid expected growth due to proximity to Ellsworth Air Force base and relocation of military families to the area. The school district has identified areas of need that require careful consideration and accurate planning strategies. RSP's proposed analysis will examine the distribution of student enrollment and demographics within the District at the elementary, middle and high school levels, to include the following components:

Enrollment Analysis: The Enrollment Analysis seeks to answer questions related to building utilization and enrollment, population shifts and demographic trends, and how that information affects students throughout the District. The analysis will identify trends and areas where utilization challenges may occur or growth can be anticipated. The analysis also included five-year enrollment projections.

Facility Staffing Analysis: The Staffing analysis is a tool that informs the District in determining how many students are anticipated to attend each school and the staffing need required to ensure District teacher-student ratios.

Site Analysis: The Site analysis uses Land Evaluation and Site Analysis to determine optimal locations for new district facilities.

Boundary Analysis: Utilizing district data and RSP geographic associated analysis and enrollment projections, RSP will develop and examine future zoning options that would meet the District's stated objectives. Using RSP Best Planning Practices and District provided guidance the options would be developed and discussed with the Zoning Committee and presented to the public for feedback.

SUMMARY

RSP is confident that our firm's wide understanding and experience with school district clients and ability to collect and organize information, analyze and aggregate data, and develop actionable and long-term solutions will assist the District in achieving its long-range goals.

Our Services



Boundary Analysis

Using RSP Enrollment Analysis as a baseline, RSP works with District administration to develop new boundaries to positively impact facilities and student enrollment for a projected time period.



Public Facilitation

RSP has developed a highly collaborative facilitation process that is used to assist school districts with boundary realignment, facility planning and repurposing, as well as long range planning. The process involves relevant stakeholders including BOE members, District and Building Administration and community leaders. RSP has created a process that allows for the BOE to focus the efforts of the planning process to ensure that the final goals are met, yet also provide opportunities for community input at critical points in the process.



Demographic Analysis

RSP examines the socioeconomic information about the District to include income levels, home values, population diversity, and land use by facility or attendance area.



Address Locator/Dashboard

RSP's innovative Address Locator tool provides the District and patrons with a real time, interactive interface that can pinpoint address locations within the District and identify attendance boundaries associated to any specific place. This tool can streamline enrollment processes, assist new or existing families with real estate transactions, and provide forward looking information for future boundary changes.



Enrollment Analysis

RSP utilizes a customized Student Forecast Model (SFM) to project future student enrollment in a 5 or 10 year time frame. The projections can be viewed at a district-wide level, by geographical area, or by an individual facility. Variables that are integrated into the model include historical enrollment data, birth data, development activity, demographic trends, facility capacity, and other data sets unique to the District.



Site Planning Analysis

RSP examines the entire District with a Complete Build-out Allocation Model (CBAM) to determine a likely total school enrollment for the District. This model factors in the entire District being developed and integrates a general timing for the new developments. This is a long-range planning product that allows the District to determine grade configurations and the number of facilities needed. In a Site Analysis, RSP investigates both present and possible future characteristics of the site and the surrounding property. This in-depth analysis provides objective information that will ensure the best possible educational site is chosen.



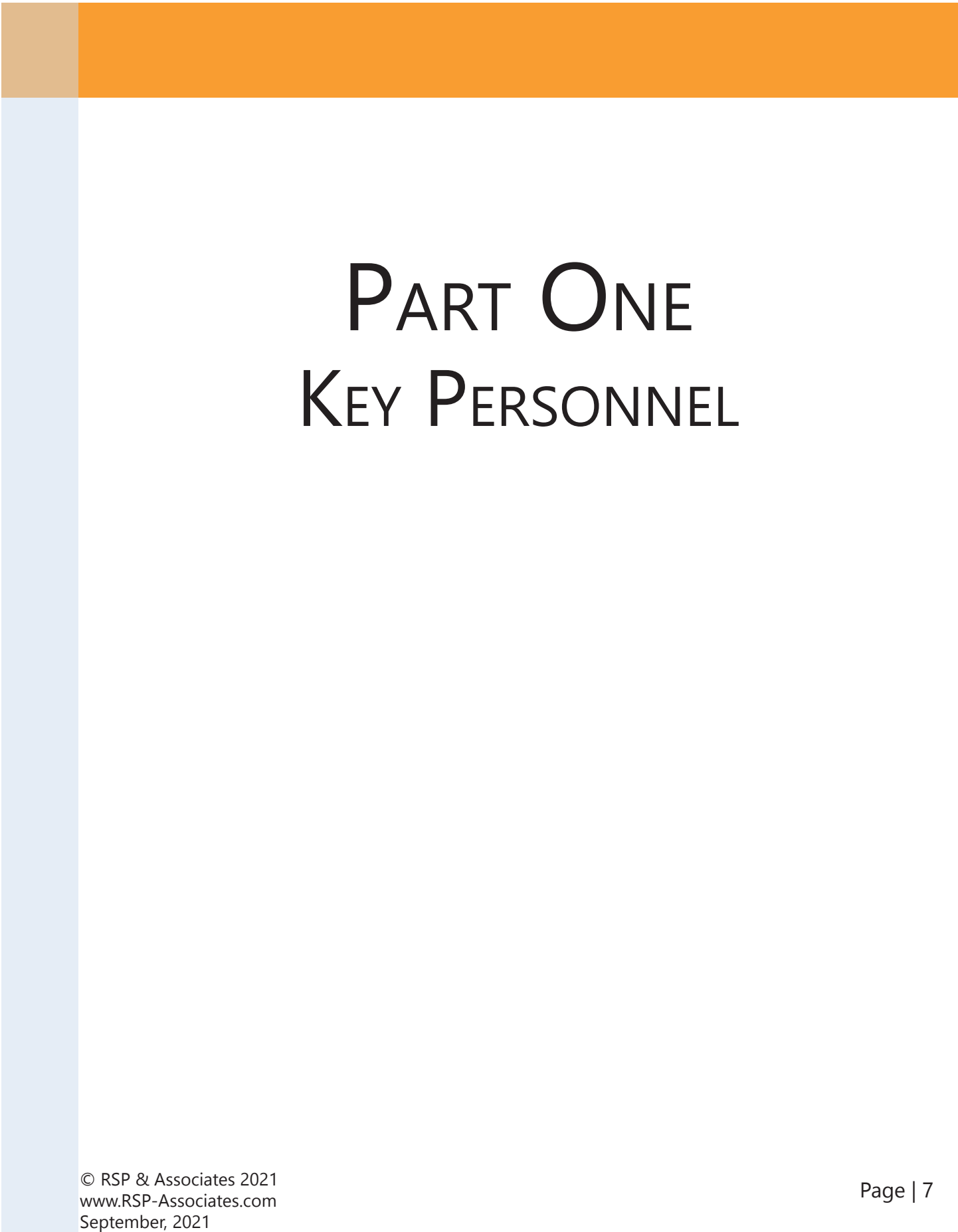
Facility Staffing Analysis

RSP gives statistical guidance in determining how many students will be at each facility by grade and the core certified staffing required.



Additional Studies

RSP offers additional studies and research such as Strategic Planning, Impact Fee Studies, analysis of Board Member Districts, studies of transfer impacts, student options, or other district requests.



PART ONE

KEY PERSONNEL

Team Introduction

RSP & Associates was founded in 2003 with the sole purpose of bringing meaningful planning to school districts. The CEO of RSP & Associates, Robert Schwarz, wanted to close the gap between school districts, government organizations, developers, and the community.

The RSP team now works closely with its clients to develop data-driven solutions. RSP's expertise is focused on assisting school districts throughout the Midwest. RSP has helped over 130 clients in 11 states including: Arkansas, Iowa, Illinois, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, and Wisconsin.

The RSP team brings a unique blend of planners, education experts, and GIS technicians together to provide real solutions backed by student focused data. The RSP team is AICP and GISP certified to ensure expertise. The RSP knowledge is enhanced by its continued collaboration with different stakeholders in the community (County/City, School District, Developers, Builders, Realtors, etc). This partnership establishes credibility and trust from patrons.

Forward-thinking school districts plan for the balance of school enrollment between facilities, changing demographics, and educational programming enhancements, in order to prepare for future change in the District. The planning services from RSP & Associates aligns its clients current and future challenges ensuring smart and lasting decisions.



Our Team - Principle Planner

ROBERT S. SCHWARZ, CEO, AICP, ALEP, REFP, CFP

Rob has over eighteen years of planning experience in military, county, city, and school district planning. Each professional planning position, as well as the school district projects has been part of an exciting journey, where after 15 years has positioned Rob to utilize his experience to create effective and long-lasting planning strategies.

Rob has worked with numerous school district clients, assisting them with understanding how student enrollment projections impact the District. In addition to having the required analytical skills to compile highly accurate projections, he is the team leader in the Public Facilitation and Facility Master Plan processes.

Places of Employment:

RSP & Associates, LLC, CEO Project student enrollment for clients with a 97% or greater accuracy Facilitate redistricting meetings Capacity and Site Analysis	Overland Park, KS
Blue Valley School District, Planning Director 2001 to 2007 Projected student enrollments, development, and land use trends Research and analysis for future school sites Facilitated meetings for the Planning and Facilities Committee	Overland Park, KS
Johnson County Government, Long Range Planner 2000 to 2001 Project Manager for the update of the Comprehensive Plan Wrote reports on current land use requests Conducted research on special county projects	Olathe, KS
City of Wellsville, Planner 1998 to 2000 Wrote and facilitated adoption of Zoning regulations Created a Computer Network Plan for the city Facilitated Planning Committee meetings	Wellsville, KS

Education:

Master of Urban Planning, University of Kansas, 1999; Bachelor of Art in History, University of Kansas, 1996

Affiliations:

The American Institute of Certified Planners; American Planning Association (APA); Association for Learning Environments (ALE); State of Kansas Registered Planners Certification List

Our Team

GINNA R. VERHOFF, PLANNER

GINNA is the newest member to the RSP team. She communicates with clients and municipalities, presents information, facilitates community and team growth, and assists the RSP team. She has experience with municipal planning practices, brainstorming creative solutions, and facilitating constructive, individual-focused public engagement.

Education:

Master of Urban Planning, University of Kansas, 2021;
Bachelor of Science in Sociology, Park University, 2019

Role in Project:

Communicate with Team and Committee Members, Analyze Student Data in Boundary Process, Develop Presentation, and Facilitate Public Engagement

Affiliations:

The American Institute of Certified Planners
American Planning Association (APA);

BRANDON SYLVESTER, GIS ANALYST, GISP

Brandon has worked with RSP for over 5 years. He is driven by data and a GIS guru. Brandon is in charge of our Address Locator and has assisted is numerous Enrollment Analysis, Boundary Analysis, Facility Master Plans and Demographic Analysis.

Education:

Master of Science in Geospatial Sciences; Mississippi State University, 2014
Bachelor of Science in Geosciences; Mississippi State University, 2012

Role in Project:

Create/Edit Planning Areas, Analyze Student Data in Relation to Planning Areas, Analyze Current and Potential Residential Growth, Create redistricting scenarios, and Address Locator Development. Utilizes ESRI Suite of Products

Recent Project:

Lake Zurich Community School District Comprehensive Boundary Analysis, 2020/21
Indian Prairie School District 204 Yield Rate Analysis, 2020/21
Rockford Public Schools Capacity Analysis, 2020
Waukeel Community School District Boundary Analysis

Affiliations:

American Meteorological Society; Urban and Regional Information Systems Association (URISA); MidAmerica GIS Consortium; Kansas Association of Mappers Kansas Association of Mappers

Our Team - Qualifications

RSP has a proven track record of project success and client satisfaction. Our experience with school district, developers and local governments has provided knowledge and insight to future projects. Our goal is to improve our clients understanding of data and communication strategies for their patrons.

Staff Expertise:

- American Institute of Certified Planners (AICP)
- Recognized Educational Facility Planners (REFP) by Associates for Learning Environments (A4LE)
- Geographic Information Systems Professionals (GISP)
- All staff hold advanced degrees
- Regional leader in school district planning
- Served clients in 11 states, over 150 unique school district clients
- Trained professional facilitators
- Over 100 unique Boundary Realignment projects
- Over 1,000 unique Enrollment Analysis projects



PART TWO

PAST PERFORMANCE

Work Experience & References

1 | GRAND FORKS PUBLIC SCHOOLS, ND

Description of Work - Grand Forks Public Schools is located on the Eastern side of North Dakota and is home to Grand Forks Air Force Base. The district has experienced rapid growth and RSP has worked closely with GFPS since 2015 to plan for and manage enrollment and utilization trends in the district.

RSP has worked with GFPS on many projects including:

- Comprehensive Enrollment Analysis
- Boundary Analysis
- Public Facilitation Processes
- Address Locator/Dashboard
- Capacity Analysis

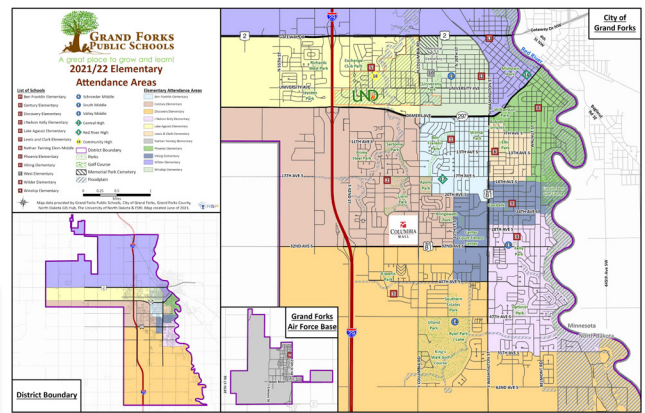
Grand Forks Public Schools
 Dr. Terry Brenner,
 Superintendent
 tbrenner270@mygfschools.org
 2400 47th Ave S
 Grand Forks, ND 58201
 701-746-2200

Recent Projects - RSP provides an annual Comprehensive Enrollment Analysis which is the foundations for other long range planning projects. RSP recently updated the analysis to address the realignment of boundaries after the closing of an elementary school. RSP also provided a Capacity Analysis to determine the functional capacity for all district facilities which provided for in-depth analysis of each schools programmatic capacity and adjustment to program spaces for future years. Examples of the Enrollment Analysis are below.

Elementary Projections											
School	Student Location	Past School Enrollment					Projected School Enrollment				
		2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Nathan F. Twining Capacity 579 Grade K-5	Res/Att	196	207	196	202	195	204	195	195	192	184
	Reside	198	207	196	202	200	204	195	195	192	184
	Attend	209	221	205	213	206	210	201	201	198	190
Phoenix Capacity 224 Grade K-5	Res/Att	210	207	183	200	196	207	206	201	193	193
	Reside	949	946	905	985	218	207	206	201	193	193
	Attend	236	227	198	223	229	227	217	212	204	204
Viking Capacity 224 Grade K-5	Res/Att	274	296	323	304	304	371	377	370	360	371
	Reside	354	368	390	358	354	371	377	370	360	371
	Attend	314	317	336	319	319	337	341	334	330	335
West Capacity 122 Grade K-5	Res/Att	93	89	55	56	39	42	59	51	54	60
	Reside	106	106	76	79	78	75	81	73	76	82
	Attend	148	147	90	87	56	42	59	51	54	60
Wilder Capacity 122 Grade K-5	Res/Att	245	228	203	187	183	185	203	216	237	243
	Reside	186	192	189	148	137	182	177	182	206	217
	Attend	62	81	82	77	95	117	119	125	119	111
Winship Capacity 224 Grade K-5	Res/Att	201	217	211	197	213	219	213	219	213	205
	Reside	3,094	3,199	3,137	3,148	3,068	3,485	3,522	3,514	3,533	3,554
	Attend	3,579	3,614	3,512	3,521	3,423	3,485	3,522	3,514	3,533	3,554
ELEMENTARY TOTAL	Res/Att	3,094	3,199	3,137	3,148	3,068	3,485	3,522	3,514	3,533	3,554
	Reside	3,579	3,614	3,512	3,521	3,423	3,485	3,522	3,514	3,533	3,554
	Attend	3,579	3,614	3,512	3,521	3,423	3,485	3,522	3,514	3,533	3,554

Source: RSP & Associates, LLC - March 2021

Legend:
 Exceed RSP Functional Capacity
 Lower than 70% RSP Functional Capacity



Work Experience & References

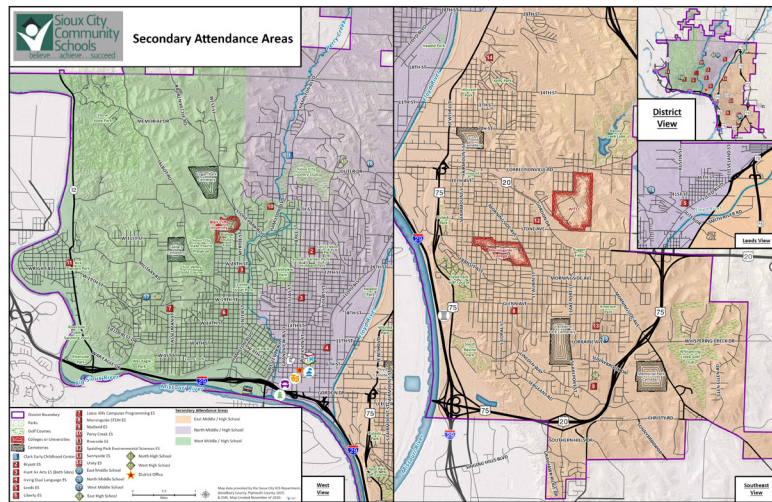
2 | SIOUX CITY COMMUNITY SCHOOL DISTRICT, IA

Description of Work - RSP served SCCSD, one of the largest school districts in Iowa in 2020/21 school year, including a Public Facilitation Boundary Process in 2020 that resulted in adjusting the secondary attendance boundaries to re-balance demographics across the district. This process brought together a committee that formulated attendance area changes to be implemented over a seven-year timeline. Community communication was enhanced with the launch of the RSP Address Locator tool to guide families through the attendance area implementation. Examples of the Enrollment and Boundary Analysis detail are below.

Recent Projects:

- Comprehensive Enrollment Analysis
- Boundary Analysis
- Public Facilitation Process
- Address Locator/Dashboard

Sioux City Community School District
 Dr. Paul Gausman, Superintendent
 gausmap@live.siouxcityschools.com
 627 4th Street
 Sioux City, IA 51101
 712-279-6643



	3	4	5	6	7	8	9	10	11	12	PK-3	6-8	9-12	Totals
North Secondary Boundary	548	532	539	558	595	545	589	572	556	550	2,150	1,039	1,467	4,705
West Secondary Boundary	354	376	371	380	348	366	368	374	350	311	2,245	1,100	1,408	4,775
Unmatched / Out-of-District	371	368	385	352	357	355	340	356	309	301	2,230	1,054	1,328	4,675
Total	1,273	1,276	1,305	1,290	1,300	1,266	1,294	1,292	1,216	1,161	6,625	3,193	4,203	13,527

About 500 more students reside in the North Secondary Boundary than in the East Secondary Boundary.

Source: Sioux City Community School District
Table Explanation (All data calculations from above table):
 • Table shows where students reside within their current Secondary Boundary over the past 6 years by grade
 • The North Secondary Boundary has the most students in grades PK-12 over the past 6 years with 5,454 PK-12 students in 20/21
 • The West Secondary Boundary has the least students in grades PK-12 over the past 5 year with 4,334 PK-12 students in 20/21
 • Unmatched = an address that was incomplete or not provided
 • Out-of-District = student address that was geocoded outside of the Sioux City District Boundary
 • The East Secondary Boundary has the second most students in grades PK-12 over the past 6 years with 4,959 PK-12 students in 20/21
 • Unmatched / Out-of-District has 205 PK-12 students in 20/21
 *All past student data is exported from the district student database allowing the ability to do robust statistical analysis by student geography. The student database contains all student demographic information from the Official County (Statistically 2006 counties match by county).

Work Experience & References

3 | MINOT PUBLIC SCHOOLS, ND

Description of Work - RSP has worked with MPS since 2012, most recently with a 2019/20 Enrollment Analysis and Address Locator tool. RSP started our partnership with RPS with an examination of schools to be utilized in the future as well as issues related to rapid community growth relating to oil industry and military expansion in the area. MPS has enrollment of approximately 7,600 students.

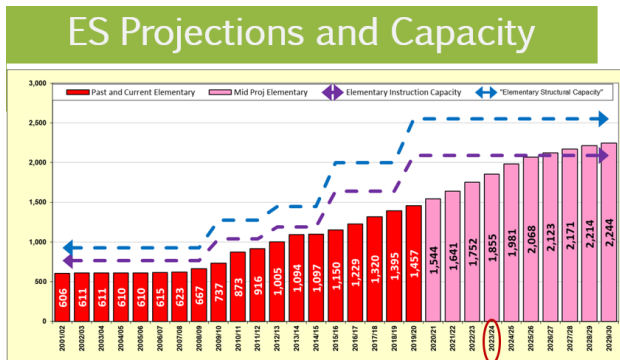
Recent Projects:

- Comprehensive Enrollment Analysis
- Boundary Analysis
- Public Facilitation Process
- Address Locator/Dashboard

Minot Public Schools

Dr. Mark Vollmer, Superintendent
 Mark.vollmer@minot.k12.nd.us
 215 2nd St SE
 Minot ND 58701
 701-857-4422

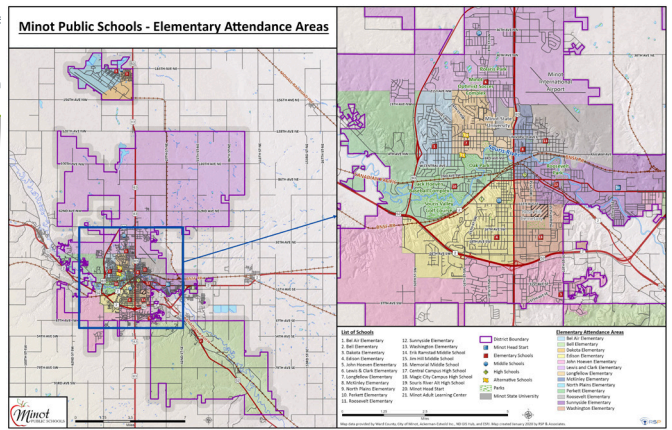
RSP completed a 2019/20 Enrollment Analysis for MPS.



Source: Clear Creek Amana Community School District and RSP & Associates Sophisticated Student Forecast Model (SSFM)
 ○ Year by which a decision will be required to meet Instruction Capacity

Comments:

- This graphic helps to ensure the enrollment and capacity conversation addresses all current and future programming need
- The district-wide Instruction Capacity for Elementary Schools will have challenges by 2025/26
- The district-wide Structural Capacity for Elementary Schools will not be exceeded in next decade
- There could be capacity challenges at individual schools and the educational programming changes m how space can be best educationally utilized for students





PART THREE

PROJECT APPROACH

Project Approach

SCOPE OF SERVICE: 2021/22 ENROLLMENT ANALYSIS

The Enrollment Analysis seeks to answer the immediate questions related to enrollment shifts, demographic trends, economic impact, and how that information effects students throughout the District. Outlined below are the steps in the analysis process. RSP's analysis is customized to each client to provide the best, most accurate and long-lasting planning information.

RSP & Associates will collect, review and analyze demographic data from the district, county, city and other municipalities; the State of South Dakota, and the US Census.

The following information will be collected to develop the enrollment projections:

- Last 5 years of enrollment data for the District by grade, by school
- Migration Patterns
- Population trends
- Economic Trends
- Building Permit data
- Census Information (age, gender information related to birth rates)

It is anticipated that RSP & Associates will utilize and assess the information listed above to develop the following Enrollment Analysis and Student Projections:

- Past and current enrollment trend and population forecast for District a
- Demographic profile of the District, to include, but is not limited to, the average number of persons and households; average costs of households, and average household income and per capita income
- Housing profile of the District, including rapidity of change in home development, current and future housing development plans, and areas of potential development
- 5- Year Projected enrollment for by year, building (reside/attend)
- Maps depicting geographic attendance area, migration, intra-transfer trends, school choice trends, census trends, land use, potential growth and density
- Creation of planning areas for to be used for redistricting discussion and scenario development

Project Approach

Boundary Analysis

Any attendance area changes will be critically monitored by the community. RSP has extensive experience assisting school districts in creating new elementary, middle, and high school attendance areas. This could involve opening or closing a school, relocating educational programs, or balancing enrollment across facilities. The Boundary analysis includes, but is not limited to, RSP enrollment projections, District data sets, current enrollment system, traditional school attendance areas, and values to create attendance areas. The boundary criteria and guiding principles RSP recommends include the following and should be prioritized by the District. If the District does not yet already have boundary criteria or a comprehensive process, RSP can assist in creating those elements or review and update them.

Guiding Principle Examples

- The School Board considers this work as part of the District plan. It's one part of a whole.
- The Boundary should reflect providing better educational opportunities at each school to ensure an equitable student experience at each school
- The committee recognizes the power of an elementary school to create community
- The boundary can anticipate future growth of the neighborhood
- The boundary proposed should utilize all the available District resources
- Consider boundary lines that follow natural /man-made boundaries
- Exemptions/Transfers/Student Options are determined by Administration

Boundary Criteria Examples

- Contiguous Planning Areas
- Demographic Considerations
- Duration of Boundaries
- Feeder System Considerations
- Fiscal Consideration – Capital
- Fiscal Consideration – Operational
- Neighborhoods Intact
- Projected Enrollment / Building Utilization
- Student Impacted Boundary Change (SIBC)
- Transportation Considerations

Proposed Project Timeline

Step 1 | Orientation (October 2021)

- District Research
- Meetings with key stakeholders

Step 2 | Data Analysis (November 2021)

- Receive District data
- Receive data from the County/City/State
- Geocode and verify data sets

Step 3 | Enrollment Analysis (February 2022)

- Utilize verified data sets
- Apply strategic modeling to data
- Develop unique formula and methodology for enrollment projections
- Analyze demographic information and housing trends
- Create map library with District maps for elementary, middle and high school facilities

Step 4 | Facility Staffing Analysis (March 2022)

- Utilize verified data sets
- Develop formula for creating staffing ratios by building

Step 5 | Site Analysis (April 2022)

- Use Land Evaluation data
- Use Site Analysis data
- Develop model to aggregate data into analysis of each unique site

Step 6 | Boundary Analysis (June 2022)

- Develop Committee framework with Guiding Principles and Boundary Criteria aligning with District guidance
- Create presentation materials for Committee work
- Create tables, charts, maps and other visuals to accompany report
- Develop and present Zoning options to Zoning Committee

Project Costs

2021/22 SCHOOL YEAR

Enrollment Analysis..... \$15,000

Includes data analysis, enrollment projections,

Facility Staffing Analysis..... \$3,500

Site Analysis..... \$5,000

Boundary Analysis..... \$7,000

Develop boundary scenarios

Additional Costs (To Be Decided)

- Data Collection:
Data from City/County entities could have possible additional costs; TBD
- Printed Report:
If requested, printed reports can be produced for less than \$500
- Large Map Printing:
If requested, 36x36 maps will be printed as a cost of \$48 per map
- Additional Services charged at the following hourly rates:
Principle - \$135.00; GIS Analyst - \$95.00; Project Manager - \$75.00
- Additional Meetings beyond proposal:
ZOOM \$750; RSP In-Person \$5,000
- Travel Expenses:
Included in per meeting cost

Please Note: Costs Proposed are based on the scope outlined in the proposal and aligned with RSP planning services.

Additional Client References

CUSD 308

Dr. John Sparlin, Superintendent
jsparlin@sd308.org
4175 Route 71
Oswego, IL 60543
630-636-3080

Fargo Public Schools

Rupak Gandhi, Superintendent
gandhir@fargo.k12.nd.us
415 North 4th Street
Fargo, ND 58102
701-446-1000

Indian Prairie School District 204

Matthew Shipley, Chief School Business Official
matthew_shipley@ipsd.org
780 Shoreline Drive
Aurora, IL 60504
630.375.3000

Wichita Public Schools

Fabian Armendariz, Division Director,
Operations
farmendariz@usd259.net
903 S. Edgemoor
Wichita, KS 67218
316-973-4000

RSP IS THE RIGHT CHOICE

- RSP will work closely with District administration, BOE, and communities, resulting in increased credibility for decisions made by the District.
- RSP is over 97% accurate with midpoint projections. RSP's Student Forecast Model (SFM) is a statistically based model in which accuracy is based on the ability to create planning areas that are influenced by many local variables, and correspond geographically with property parcels.
- RSP provides "real-time" modeling that is responsive to the District community. RSP has developed indicators to incorporate the uncertainty of COVID-19 in the forecast to ensure that its clients receive the most current and comprehensive analysis available.
- RSP has assembled a team that are experts in many disciplines, allowing a multitude of available services to include: enrollment analysis, demographic analysis, boundary analysis, site selection and analysis, public facilitation, and other services that will have a positive impact on District decisions.
- RSP is a full-service planning firm. RSP brings the full breadth of the best planning practices to each project. RSP's focus is not to reformulate or regurgitate known data, but to discern through in-depth analysis what information is most beneficial for the District and work toward successful solutions.
- RSP has extensive experience working with school Districts in communities which have rapidly increasing population and development, drastic demographic shifting, as well as college and university communities with migrant and transitional populations.
- RSP provides information as an impartial 3rd party which allows its clients to achieve each element in its Comprehensive School Improvement Plan.
- RSP collaborates with many different entities and persons within the community, which allows the best available information to be utilized in all aspects of the analysis.
- RSP strives to create a seamless transition that benefits the District and provides confidence in future planning decisions, which ultimately leads to successful college and career ready students.

Proposed Project Timeline

Step 1 | Orientation (November 2021)

- District Research
- Meetings with key stakeholders

Step 2 | Data Analysis (December 2021)

- Receive District data
- Receive data from the County/City/State
- Geocode and verify data sets

Step 3 | Enrollment Analysis (March 2022)

- Utilize verified data sets
- Apply strategic modeling to data
- Develop unique formula and methodology for enrollment projections
- Analyze demographic information and housing trends
- Create map library with District maps for elementary, middle and high school facilities

Step 4 | Facility Staffing Analysis (April 2022)

- Utilize verified data sets
- Develop formula for creating staffing ratios by building

Step 5 | Site Analysis (April 2022)

- Use Land Evaluation data
- Use Site Analysis data
- Develop model to aggregate data into analysis of each unique site

Step 6 | Boundary Analysis (Summer 2022)

- Develop Committee framework with Guiding Principles and Boundary Criteria aligning with District guidance
- Create presentation materials for Committee work
- Create tables, charts, maps and other visuals to accompany report
- Develop and present Zoning options to Zoning Committee

Project Costs

2021/22 SCHOOL YEAR

Enrollment Analysis..... \$15,000

Includes data analysis, enrollment projections

District Tour (option).....\$4,500

2022/23 Enrollment Analysis (option).....\$13,500

Due to the rate of growth in the District, annual enrollment analysis will require significant new efforts to incorporate new and updated data points

Facility Staffing Analysis..... \$3,500

Site Analysis..... \$5,000

Boundary Analysis..... \$7,000

Develop boundary scenarios

Additional Costs (To Be Decided)

- Data Collection:
Data from City/County entities could have possible additional costs; TBD
- Printed Report:
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