

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, January 10, 2022

**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/98195436009?pwd=MGZacUVxSVhRY1FaLzJUdIR2WDIZUT09>

Meeting ID: 981 9543 6009

Passcode: 424681

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Public Forum:
5. Approval of Agenda:
6. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes for December 13, 2021
 - B. Approve Personnel Action
 - C. Approve Financial Reports
 - D. Approve the Purchases and Issuing of Accounts Payable and Payroll
 - E. Approve Accepting Donation of Basketball Uniforms for Boys' and Girls' High School Varsity Basketball Squads
 - F. 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:
9. Superintendent Items:
 - A. District Growth and Beliefs Report To Staff
 - B. Elementary School #1 Design Brief Update
 - C. Approve Student Assignment Request as recommended to attend Douglas School District for the 2021-22 school year
10. Fiscal Resources Items:
 - A. **BE IT RESOLVED** that the Douglas Board of Education, in accordance with Board Policy BBB, hereby sets the Douglas School District Board Election for June 7, 2022 at Vandenberg Elementary School. Polls will be open from 7:00 a.m. until 7:00 p.m.
11. Operational Support Services Items:
 - A. Hear First Reading of Revisions to Board Policy JFB - Education of Homeless Children
 - B. Hear Second Reading and Approve New Board Policy DIBGA - Custodial Funds
 - C. Hear Second Reading and Approve New Board Policy JHCDE - Administration of Medical Cannabis to Qualifying Students
 - D. Hear Second Reading and Approve New Board Policy Exhibit JHCDE-E - Medical Cannabis Administration Plan
12. Reports:
 - A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
13. Upcoming Calendar Events:
 - January 12 - Elementary Design Meeting
 - January 17 - Martin Luther King Holiday - No School
 - January 24 - BOE Meeting
14. Executive Session for personnel per SDCL 1-25-2.1.
15. Adjournment

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

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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

Monday, December 13, 2021

The Douglas School District No. 51-1 Board of Education held a regular meeting on Monday, December 13, 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, 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.

Recognition:

Superintendent Kevin Case welcomed Corinna Carlson, who is running technology for the meeting tonight, and Katy Urban, the new communications coordinator. He also thanked the custodial/maintenance staff for their work clearing the snow after the recent storm.

The school board recognized first semester retirees: Karen Faas, Food Service Coordinator, and Ron Mincks, Buildings & Grounds Coordinator.

Be it resolved that the Douglas School Board hereby recognizes and commends the following staff members on the occasion of their retirement. Their many years of dedication and service to the Douglas School District have benefited countless staff and students. The Board wishes them success and happiness in the future.

Karen Faas 21 years
Ronald Mincks 7.5 years

During Public Forum, Dan Mulally of 6390 Longview Road addressed the Board on Pennington County TIF #6, Apple Valley subdivision.

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

Motion to approve retirement resolution. This motion, made by Ben Frerichs and seconded by Tanya Gray, Carried.

Motion to approve the consent agenda. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Approved Regular Board Meeting Minutes of November 22, 2021.

Approved Personnel Action for November 22, 2021. (Attachment)

Approved Accounts Payable and Payroll Reports. (Attachments)

Approved declaring library books as surplus (surplus for sale or discard).

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

Motion to acknowledge receipt of the FY 2021 Audit Report as presented by Traci Hanson of Ketel Thorstenson LLP. This motion, made by Tanya Gray and seconded by Chris Misselt, Carried.

Elementary and Secondary Curriculum and Instruction Items:

Ann Pettit, Executive Director of Elementary Academics, presented a draft of the 2022-23 and 2023-24 academic calendars for board review. She explained the process using Thought Exchange. The three top-rated thoughts were: holiday breaks and travel; begin after the rally; and end before Memorial Day. Following that input and ending the semester at winter break does not allow much flexibility. Ed Council members will be bringing staff input to the committee meeting tomorrow. The calendars will then be finalized and brought to the Board for approval in January.

Superintendent Items:

Motion to approve the Superintendent's recommendation to forgive the snow day. This motion, made by Tanya Gray and seconded by Ben Frerichs, Carried. Voting Nay, Misselt.

Motion to approve Student Assignment Requests as recommended to attend Douglas School District for the 2021-22 school year. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Operational Support Services Items:

Motion to approve Bus Bid #372 to North Central for two (2) 77 passenger buses (diesel) for \$102,935 each as recommended. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

Motion to approve first reading of new board policy DIBGA - Custodial Funds. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

Motion to approve first reading of new board policy JHCDE - Administration of Medical Cannabis to Qualifying Students. This motion, made by Tanya Gray and seconded by Amy McGovern, Carried.

Motion to approve first reading of new policy exhibit JHCDE-E - Medical Cannabis Administration Plan. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve new board policy JECG - Education of Children in Foster Care as presented. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve new board policy JFGA - Law Enforcement and Department of Social Services Student Interview Policy. This motion, made by Tanya Gray and seconded by Amy McGovern, Failed. All voted nay.

Reports:

Superintendent Kevin Case reported he and Business Manager Trista Olney are continuing to explore funding sources for the new high school project. They are working on a summary document to bring to the Board.

Superintendent Case discussed the next steps in the elementary building design process. The Elementary Building Committee meeting last week was well attended. The feedback given by members indicated the need to answer the "why" questions for district staff and stakeholders. He will meet with building staff on the January 6-7 PD days to talk about growth, funding, and vision.

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

Vaira expressed a huge thank you for the holiday cards made by the students. They are used in care packages and much appreciated by the airmen. The base also welcomed back a group of airmen last week.

McGovern reported the Booster Club is sponsoring a sweet treats bake sale at the basketball double header this Friday. There is a Booster Club meeting tonight and then on January 24.

Frerichs attended the Audit Committee meeting today and reviewed the complete report prepared by Ketel Thorstenson on the annual audit. It's good to know that we are doing things right.

Gray stated the Black Hills Special Services Cooperative meeting is this Friday in Spearfish. The next ASBSD zoom meeting for board members will be December 19. It's a good time to interact with other board members on topics concerning school boards across the state. Also there is an ASBSD scheduled webinar tomorrow hosted by Jennifer Frank on medical marijuana. She will also be attending the upcoming LAN (Legislative Action Network) webinar.

Misselt also attended the Audit Committee today. He appreciated the additional discussion on anticipated growth.

Melendez attended the Box Elder Area Chamber of Commerce meeting last week. They will be holding elections in February. She also attended the Elementary Building Committee last week as they kicked off the new elementary building design.

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

Cathleen Melendez, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT				
PERSONNEL ACTION 12/13/2021				
Certified Professional Growth Plans				
	Name	Building	Position	
	Brianna Marty	PAT ELEM (BC)	3rd Grade	
Classified Anniversary Increases				
	Name	Position	Hourly Wage	Effective Date
	George Bradstream	Help Desk & Server Support/6	\$22.50	1/6/2022
	Sarah Buchholz	Special Education Aide/4	\$15.75	1/3/2022
	Calie Derflinger	Special Education Aide/3	\$15.05	1/9/2022
	Jennifer Johnson	Food Service Worker/3	\$13.90	1/27/2021
	Marilyn Knodel	Secretary/6	\$18.25	1/20/2022
	Sherry Lurz	Executive Bookkeeper/7	\$26.90	1/28/2022
	Edward Malone	Security Aide/5	\$16.55	1/4/2022
	Christie Medina	Food Service Worker/6	\$16.15	1/5/2022
	Theresa Mellen	Bus Driver/4	\$19.09	1/7/2022
	Wendy Ross	Bookkeeper 1/6	\$20.75	1/20/2022
	Demita Thompson	Lunchroom Supervisor/2	\$13.30	1/25/2022
Classified Resignations/Retirements/Terminations				
	Name	Position	Location	Effective Date
	Debra Barber	Lunchroom Supervisor	PAT ELEM (FC)	12/22/2021
	Bonitto Wilson	Bus Driver	TRANS	2/14/2021
Classified Voluntary Transfer Request				
	Name	From Bldg/Position	To Bldg/Position	Effective Date
	Jennifer Garner	FS/Food Service Secretary	FS/Food Service Coordinator	12/7/2021
Classified Staff Hiring				
	Name	Position	Location	Effective Date
	Jonda Bennett	Special Education Aide - 1 Year Only	VES	11/30/2021
**	Carol Osten	Technology Help Desk/Server Support	TECH	12/16/2021
**	Lexi Prange	Speech Language Pathologist Assistant	DIST	12/13/2021
	Cassie Taylor	Food Service Worker	FS/MS	12/03/2021
Temporary Hires				
	Name	Position	Salary	Effective Date
	Aaron Kowaleski	MS Head 8th Grade Boys Basketball Coach - 1 Year Only	2818.00 per yr	1/6/2022
	Tori Nielsen	MS Head 7th Grade Boys Basketball Coach - 1 Year Only	2770.00 per yr	1/6/2022

	Rachel Quimby	MS Assistant 7th Grade Boys Basketball Coach - 1 Year Only	2265.00 per yr	1/6/2022
	Sarah Sever	MTSS Leadership Team	\$500.00 per yr	11/18/2021
	Shae Weber	MS Assistant 8th Grade Boys Basketball Coach - 1 Year Only	\$1969.00 per yr	1/6/2022
Substitute Hires				
	Name	Substitute Teacher	Substitute Classified	Effective Date
	Heaven Butchart	\$105.00/day	95% of Step 1	12/3/2021
	Haleigh Fryman	\$105.00/day	95% of Step 1	12/3/2021
	Andrea Ghulam Kim	\$105.00/day	95% of Step 1	11/22/2021
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

Board Report - For School Board 12/15/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	179934		78.00
AASA REGISTRATION	179933		705.00
AMAZON.COM	179935		3,701.37
AMICK SOUND INC	179936		133.65
BECKER, MYRNA	179938		73.78
BELTRAN, DAWN	179939		225.00
BLACK HILLS URGENT CARE	179941		170.00
BREAKOUT INC	179933		34.00
BURNS, ANTHONY	179942		200.45
CASE, KEVIN	179943		716.45
CASH- ROTC	179944		75.00
CENTRAL HIGH SCHOOL ACTIVITIES	179947		350.00
CENTURYLINK	179948		414.75
CITY OF BOX ELDER/PUBLIC WORKS DEPT	179949		9,450.22
CONCORD THEATRICALS	179933		111.35
DEMCO, INC	179952		263.38
DREISILKER ELECTRIC MOTORS INC	179933		411.78
ED SUETA MUSIC PUBLICATIONS, INC	179953		25.95
EVERGREEN OFFICE PRODUCTS	179954		429.57
FIDUCIARY ACCOUNT	179955		607.70
GHOLSON, SEAN	179957		227.95
GOLF CART GARAGE	179958		349.95
HILL CITY HIGH SCHOOL	179959		25.00
HILLYARD INC	179960		215.31
IMPACT APPLICATIONS, INC	179961		240.00
INNOVATIVE OFFICE SOLUTIONS	179962		11,507.87
INSTITUTIONAL COMPLIANCE SOLUTIONS	179963		3,000.00
JEFFERSON COUNTY PUBLIC SCHOOLS	179964		80.00
JOHNSON CONTROLS INC	179965		292.13
JW PEPPER & SONS, INC.	179967		760.91
KARL'S TV & APPLIANCE	179968		989.99
KILOWATT ELECTRIC INC.	179969		2,619.37
KIMBALL MIDWEST	179970		270.04
LASTING IMPRESSIONS	179971		248.00
LEAD/DEADWOOD SCHOOL DISTRICT	179972		80.00

Board Report - For School Board 12/15/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
LIGHTING MAINTENANCE CO., INC.	179973		1,861.69
LOVE AND LOGIC INSTITUTE, INC.	179933		590.85
LYNN JACKSON SHULTZ & LEBRUN PC INC	179974		2,991.72
MACIEJCZAK JR, DANIEL	179975		81.59
MENARDS	179976		794.94
MG OIL COMPANY, INC.	179977		10,226.28
MID-AMERICAN RESEARCH CHEMICAL	179978		146.38
MIDWEST 3-D SOLUTIONS, LLC	179979		415.00
MIDWEST BUS PARTS, INC.	179980		240.37
MIDWEST TECHNOLOGY PRODUCTS	179981		2,252.11
NASSP	179933		138.75
NATIONAL RESTURANT ASSOCIATION	179983		720.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	179984		1,230.37
NORTH CENTRAL INTERNATIONAL INC	179985		395.48
PANERA BREAD - CREDIT CARD	179933		375.39
PUHLMAN, LACY	179988		234.68
RAPID CITY AREA SCHOOL DISTRICT	179989		100.00
RAPID CITY JOURNAL	179990		379.85
RIVERSIDE TECHNOLOGIES INC	179992		7,252.00
ROBOTICS EDUCATION & COMPETITION	179993		270.00
SAM'S CLUB	42		157.78
SCHOLASTIC NEWS	179994		75.55
SD FEDERAL PROPERTY AGENCY	179995		17.00
SDACCC	179996		265.00
SIGNS NOW	179933		271.36
SMALL, RENA	179997		92.87
SOUTH DAKOTA MINES	179998		500.00
STARFALL EDUCATION	179999		150.00
STURGIS BROWN HIGH SCHOOL	180000		125.00
TAXI CHARGES	179933		358.04
TERRA SANCTA RETREAT CENTER	180001		895.00
TIE	180002		5,162.50
TIMMONS MARKET	180003		375.00
TRUE VALUE	180004		368.74
ULINE SHIPPING SUPPLY SPEC.	180005		215.41

Board Report - For School Board 12/15/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
UNITED AIR LINES	179933		621.60
US BANK	179933		1,488.44
VANWAY TROPHY & AWARD, INC.	180006		141.70
VOYAGER FLEET SYSTEMS, INC.	180007		808.62
WAL-MART STORES INC	42		31.68
WATERSON, KERRY	180009		62.30
WESTERN COMMUNICATIONS, INC.	180010		500.01
WHY TRY	180011		399.00
WORLAND HIGH SCHOOL	180012		300.00
GENERAL FUND			<hr/> 83,163.97
CO-OP ARCHITECTURE	179950		570,000.00
FOLLETT SCHOOL SOLUTIONS, INC	179956		3,662.78
INNOVATIVE OFFICE SOLUTIONS	179962		11,100.00
JUNIOR LIBRARY GUILD	179966		15.00
PERMABOUND BOOKS	179987		79.16
CAPITAL OUTLAY			<hr/> 584,856.94
BJOREM SPEECH PUBLICATIONS LLC	179940		115.50
CROOKS, TERESA	179951		45.00
NORTHERN SPEECH SERVICES	179986		501.02
TIMMONS MARKET	180003		44.73
WAL-MART STORES INC	179933		74.99
WALTMAN, MONICA	180008		83.40
SPECIAL ED			<hr/> 864.64
WEBSTAIRANT STORE	179933		200.97
FOOD SERVICE			<hr/> 200.97
AMERICAN AIRLINES	179933		6,628.08
APPLE EDUCATION	179937		3,289.50
CENGAGE LEARNING	179945		31,950.00
CENTER FOR DEVELOPMENT AND LEARNING,	179946		7,285.00
GLENDALE PARADE STORE, LLC	179933		967.30
MORROW, MICHAEL	179982		99.00
PLANE TRAINING	179933		127.80
RED CLOUD PRESENTATIONS	179991		200.00
RIVERSIDE TECHNOLOGIES INC	179992		4,000.00
VILLA CLEANERS	179933		10.00
YMCA	180013		9,250.00

Board Report - For School Board 12/15/2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
GRANTS			63,806.68
			<hr/> 732,893.20
CASH-WA DISTRIBUTING COMPANY, INC.	11611		1,189.66
CASH-WA DISTRIBUTING COMPANY, INC.	11612		8,247.11
CHILD AND ADULT NUTRITION	11613		2,921.72
CLIMATE CONTROL SYSTEMS AND SERVICE	11614		1,169.50
COCA-COLA BOTTLING CO HIGH COUNTRY	11615		1,131.50
DAKOTA WAREHOUSE	11616		160.00
DOMINOS PIZZA- BOX ELDER	11617		1,777.00
FIDUCIARY ACCOUNT	11618		275.00
GENERAL FUND	11619		44,656.32
PAN-O-GOLD BAKING COMPANY, INC.	11620		1,093.80
PRAIRIE FARMS	11621		8,982.17
REINHART FOOD SERVICE LLC	11622		10,904.92
SERVALL TOWEL & LINEN SUPPLY, INC.	11623		307.76
FOOD SERVICE			<hr/> 82,816.46
			<hr/> 82,816.46
Grand Total:			<hr/> 815,709.66

PAYROLL EXPENDITURES

NOVEMBER 5 2021

NOVEMBER 19 2021

TOTALS

\$1,024,575.65

\$1,024,926.03

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 1/10/2022**

Certified Professional Growth Plans

Name	Building	Position
Megan Samuelson	VES	5th Grade

Classified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Traci Knight	FS/Food Service Worker	FS/Food Service Secretary	12/22/2021

Certified Staff Hiring

Name	Position	Location	Effective Date
William Velez	Special Education Teacher	DMS	01/06/2022

Classified Staff Hiring

Name	Position	Location	Effective Date
Jace Waltman	Building and Grounds Coordinator	B&G Department	01/06/2022

Substitute Hires

Name	Substitute Teacher	Substitute Classified	Effective Date
Pam Crowther	\$105.00/day	95% of Step 1	10/15/2021
Jeslyn Jindra	\$105.00/day	95% of Step 1	12/17/2021
Julie Nelson	\$127.50/day	95% of Step 1	12/14/2021
Michael Santoli	\$127.50/day	95% of Step 1	12/17/2021
Chance Sorensen	\$105.00/day	95% of Step 1	12/20/2021
Robert Steffy	\$105.00/day	95% of Step 1	12/14/2021

** Personnel Action additions and updates made after intial publication and before scheduled school board meeting.

November 1, 2021 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 10/31/21	\$935,136.72	\$2,047,332.07	\$1,764,084.13
RECEIPTS:			
TAXES	\$1,145,355.03	\$738,894.73	\$477,079.56
TUITION			
INTEREST	\$8.91		
ADMISSIONS	\$806.00		
LOCAL	\$1,480.22	\$131.76	
COUNTY	\$16,678.78		
STATE	\$978,005.00		\$124,456.00
FEDERAL	\$553.17	0.00	\$284,781.00
OTHER	\$677.10		
INTERFUND TRAN.	\$37.19		
LOANS			
TOTAL RECEIPTS:	\$2,143,601.40	\$739,026.49	\$886,316.56
DISBURSEMENTS:			
VERIFIED CLAIMS	\$191,002.97	\$428,868.40	\$5,407.81
SALARIES	\$1,558,818.46	\$0.00	\$293,859.69
TRANSFERS OUT			
BALANCE 11/30/21	\$1,328,916.69	\$2,357,490.16	\$2,351,133.19
BALANCE 11/30/20	1,905,715.96	2,830,648.30	2,252,439.17

November 1, 2021 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 10/31/21	(\$881,077.76)	\$50,891.56
RECEIPTS:		
TAXES		
INTEREST		
LOCAL		
STATE		
FEDERAL		
PREMIUMS		
REIMBURSEMENTS	\$18,596.53	
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
OTHER (LOCAL) -LIBRARY		
TRANSFER IN		
TOTAL RECEIPTS:	\$18,596.53	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$20,164.67	\$0.00
SALARIES	\$85,637.97	\$0.00
TRANSFERS OUT		
EXPENDITURES		
BALANCE 11/30/21	(\$968,283.87)	\$50,891.56
BALANCE 11/30/20	(828,381.83)	55,277.81

November 1, 2021 FINANCIAL	DEP CARE	ENTERPRISE	IMPACT AID
BALANCE 10/31/21	\$546.72	\$4,714.21	\$22,753,419.54
RECEIPTS:			
INTEREST			\$37.19
TUITION			
STATE			
FEDERAL			
LOCAL	\$291.68		
OTHER			
INTERFUND TRAN.			
LOANS			
PREMIUMS			
TOTAL RECEIPTS:	\$291.68	\$0.00	\$37.19
DISBURSEMENTS:			
VERIFIED CLAIMS	\$310.00	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00	\$0.00
EXPENDITURES/TRANSFERS OUT			\$37.19
BALANCE 11/30/21	\$528.40	\$4,714.21	\$22,753,419.54
BALANCE 11/30/20	374.93	(18,839.29)	20,588,970.65

November 1, 2021 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS	MEDICAL REIMB-125
BALANCE 10/31/21	\$155,576.92	\$188,829.48	(\$1,592.56)
RECEIPTS:			
INTEREST			
SALES	\$10,787.97		
STATE			
FEDERAL	\$141,159.50		
LOCAL	\$220.97	\$30,386.96	\$1,986.24
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$152,168.44	\$30,386.96	\$1,986.24
DISBURSEMENTS:			
VERIFIED CLAIMS	\$115,809.39	\$16,429.20	\$2,402.74
SALARIES	\$20,214.85	\$0.00	\$0.00
BALANCE 11/30/21	\$171,721.12	\$202,787.24	(\$2,009.06)
BALANCE 11/30/20	179,752.60	180,748.93	2,169.92

Board Report - For School Board 01/14/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACCO BRANDS CORPORATION	180032		411.89
ACT	180033		432.00
AMAZON.COM	180034		1,609.36
ARROWWOOD RESORT & CONFERENCE	180036		94.65
AVI SYSTEMS INC	180037		1,546.86
BATTERIES PLUS BULBS #934	180038		415.40
BIERSCHBACH EQUIPMENT & SUPPLY	180039		480.00
BLACK HILLS CHEMICAL CO	180040		474.30
BLACK HILLS ENERGY	180041		33,537.54
BORDER STATES ELECTRIC INC	180043		238.74
BROWN'S SMALL ENGINE REPAIR	180045		137.97
CAROLINA BIOLOGICAL SUPPLY COMPANY	180047		21.11
CASE. KEVIN	180048		308.21
CENTURYLINK	180050		359.80
CHEYENNE EAST HS	180051		595.00
CITY OF BOX ELDER/PUBLIC WORKS DEPT	180052		4,863.18
CLIMATE CONTROL SYSTEMS AND SERVICE	180053		1,627.56
D & F TRUCK & AUTO ELECTRIC. INC.	180056		1,336.60
DAKOTA BUS SERVICE. INC.	180057		2,660.00
DENNIS SUPPLY-RC	180058		634.74
DENNY MENHOLT CHEVROLET	180059		223.13
FIDUCIARY ACCOUNT	180060		23,567.53
FLOSPORTS INC	180061		96.38
GRAINGER. W.W.. INC.	180063		270.56
GRIMMS PUMP SERVICE. INC.	180064		45.18
HAGGERTYS MUSICWORKS	180066		304.78
HIGH POINT NETWORKS. LLC	180067		43.75
HILLYARD INC	180068		16,303.42
HOT SPRINGS SCHOOL DISTRICT	180069		100.00
INNOVATIVE OFFICE SOLUTIONS	180070		637.62
INTEGRATED TECHNOLOGY & SECURITY	180071		10,255.79
JOHNSON CONTROLS INC	180072		531.62
JOSTENS INC	180073		101.15
JW PEPPER & SONS. INC.	180074		516.95
KETEL. THORSTENSON. LLP	180075		2,500.00

Board Report - For School Board 01/14/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
KIEFFER SANITATION. INC.	180076		1,759.01
LIBRARY STORE INC	180077		330.62
LIGHTING MAINTENANCE CO.. INC.	180078		294.30
MCPHERSON. JACKIE	180080		90.80
MENARDS	180081		174.91
MG OIL COMPANY. INC.	180082		579.90
MIDCONTINENT COMMUNICATIONS	180083		1,527.53
MONTANA DAKOTA UTILITIES COMPANY. INC.	180084		13,971.64
NEWELL SCHOOL DISTRICT	180086		25.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	180087		194.54
RAPID CITY JOURNAL	180089		588.90
RIVERSIDE TECHNOLOGIES INC	180091		4,000.00
SAM'S CLUB	43		32.00
SASD	180092		80.00
SCHOOL NURSE SUPPLY	180094		255.16
SCHOOL SPECIALTY INC.	180095		2,065.36
SOUTH DAKOTA LIBRARY ASSOCIATION	180096		100.00
SOUTH DAKOTA ONE CALL	180097		57.75
SUMMIT SIGNS SUPPLY. INC.	180098		155.00
SUPER 8	180099		659.38
TEACHER DIRECT	180100		94.52
TEMPERATURE TECHNOLOGY INC	180101		5,216.42
TIE	180102		5,162.50
TRANSOURCE	180103		1,850.00
TRUE VALUE	180104		613.56
V.I. REED & CANE INC	180105		194.65
VANWAY TROPHY & AWARD. INC.	180106		150.15
VERIZON WIRELESS	180107		835.87
WEST RIVER ELECTRIC	180108		1,194.13
GENERAL FUND			<hr/> 149,536.37
ABDO PUBLISHERS	180031		1,410.80
BLACK HILLS ROOFING. INC.	180042		12,084.00
CAPSTONE PRESS	180046		974.94
CENTURY BUSINESS	180049		9,270.36
CO-OP ARCHITECTURE	180054		432,000.00

Board Report - For School Board 01/14/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
FOLLETT SCHOOL SOLUTIONS. INC	180062		629.95
GROTH MUSIC CO	180065		1,411.02
MCGRAW HILL SCHOOL EDUCATION	180079		5,527.35
OVERDRIVE	180088		1,000.00
RENNER ASSOCIATES. LLC	180090		119.00
CAPITAL OUTLAY			<hr/> 464,427.42
AMAZON.COM	180034		69.99
AMERICINN-PIERRE	180035		77.00
BROWN. KATHLEEN	180044		1,267.80
CPI	180055		1,119.72
NCS PEARSON. INC.	180085		756.35
SCHOLASTIC INC.	180093		98.18
SPECIAL ED			<hr/> 3,389.04
FIDUCIARY ACCOUNT	180060		1,000.00
MCGRAW HILL SCHOOL EDUCATION	180079		42,594.34
RIVERSIDE TECHNOLOGIES INC	180091		4,000.00
YMCA	180109		9,250.00
GRANTS			<hr/> 56,844.34
			<hr/> 674,197.17
AMAZON.COM	11632		93.54
BLAIR. MORGAN	11633		91.10
CASH-WA DISTRIBUTING COMPANY. INC.	11634		645.84
CASH-WA DISTRIBUTING COMPANY. INC.	11635		12,046.15
COCA-COLA BOTTLING CO HIGH COUNTRY	11636		161.00
DOMINOS PIZZA- BOX ELDER	11637		546.00
FIDUCIARY ACCOUNT	11638		2,405.00
GENERAL FUND	11639		26,357.51
PAN-O-GOLD BAKING COMPANY. INC.	11640		99.46
PRAIRIE FARMS	11641		4,646.92
PROGUARD SERVICE & SOLUTIONS	11642		1,725.28
REINHART FOOD SERVICE LLC	11643		19,662.62
SERVALL TOWEL & LINEN SUPPLY. INC.	11644		72.26
FOOD SERVICE			<hr/> 68,552.68
			<hr/> 68,552.68
Grand Total:			<hr/> 742,749.85

PAYROLL EXPENDITURES

DECEMBER 7 2021

DECEMBER 21 2021

TOTALS

\$998,224.33

\$1,022,164.77



Prepare all students to meet the challenges of an ever-changing world.

DOUGLAS SCHOOL DISTRICT
STRATEGIC DIRECTION &
GROWTH AND FACILITY EXPANSION



FOUNDATIONAL BELIEFS

We **BELIEVE** in continuous improvement at all levels.

We **BELIEVE** professionalism and collaboration among all stakeholders builds a strong, cohesive culture and community.

We **BELIEVE** student success is our priority.



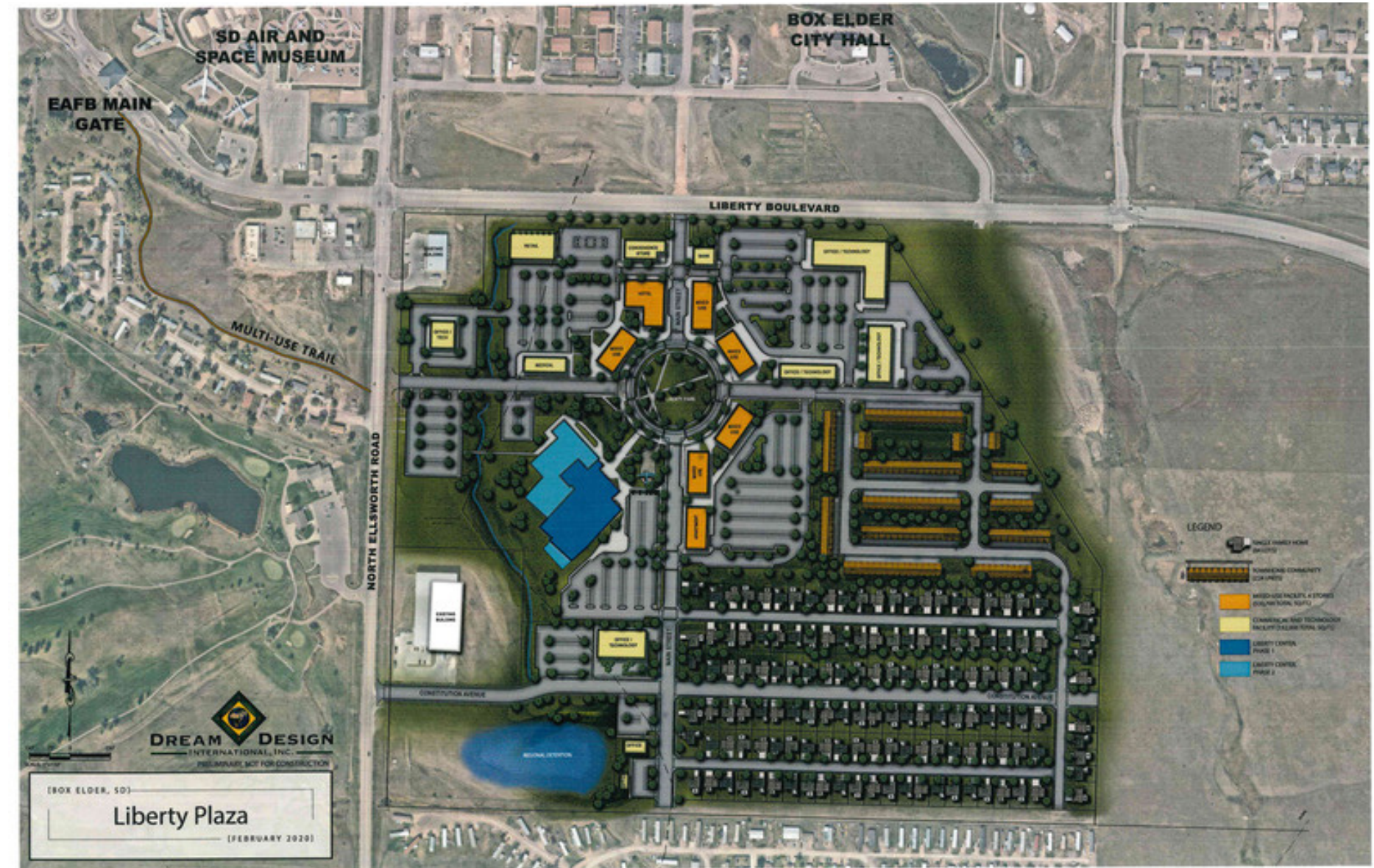
THE DRIVING FORCE

- Ellsworth Air Force Base Expansion
- City of Box Elder Growth
- Regional Growth



THE LANDSCAPE IS CHANGING

- Residential and commercial development
 - Boston Market
 - Black Hills Community Bank
 - New convenience store
 - Monument Health clinic
 - Liberty Center
 - 250 Apartments
 - A mixed-use building with businesses on the main floor and 60 to 80 apartments on the upper levels
 - More than 148 new homes in the next 12 months (just in the highlighted area)
 - Green space, multiple parks, bike paths, pavilion





EXPECTED GROWTH

2022

2029

K-5 → 1,448 students

K-5 → 3080 students

6-8 → 715 students*

6-8 → 1,195 students

9-12 → 752 students

9-12 → 1,381 students

CURRENT ENROLLMENT = 2,915

PROJECTED ENROLLMENT = 5,656



FACILITIES MASTER PLAN

2019 - 2029

Carousel



6 Elementary Buildings



Pk - 5 configuration with a
510 student capacity

2 Middle Schools



Convert current high school
into 2nd middle school

1 High School



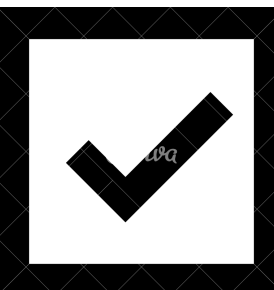
New Building
1,400 student capacity



DOUGLAS HIGH SCHOOL PLAN

DHS Quick Facts

- Design Phase Completed
- Construction Documents Completed March 2022
- Build Timeline - 24-30 Months
- Estimated cost \$136 million
- 1,400 Student Capacity





DSD ELEMENTARY SCHOOL #1 PROCESS

Quick Facts

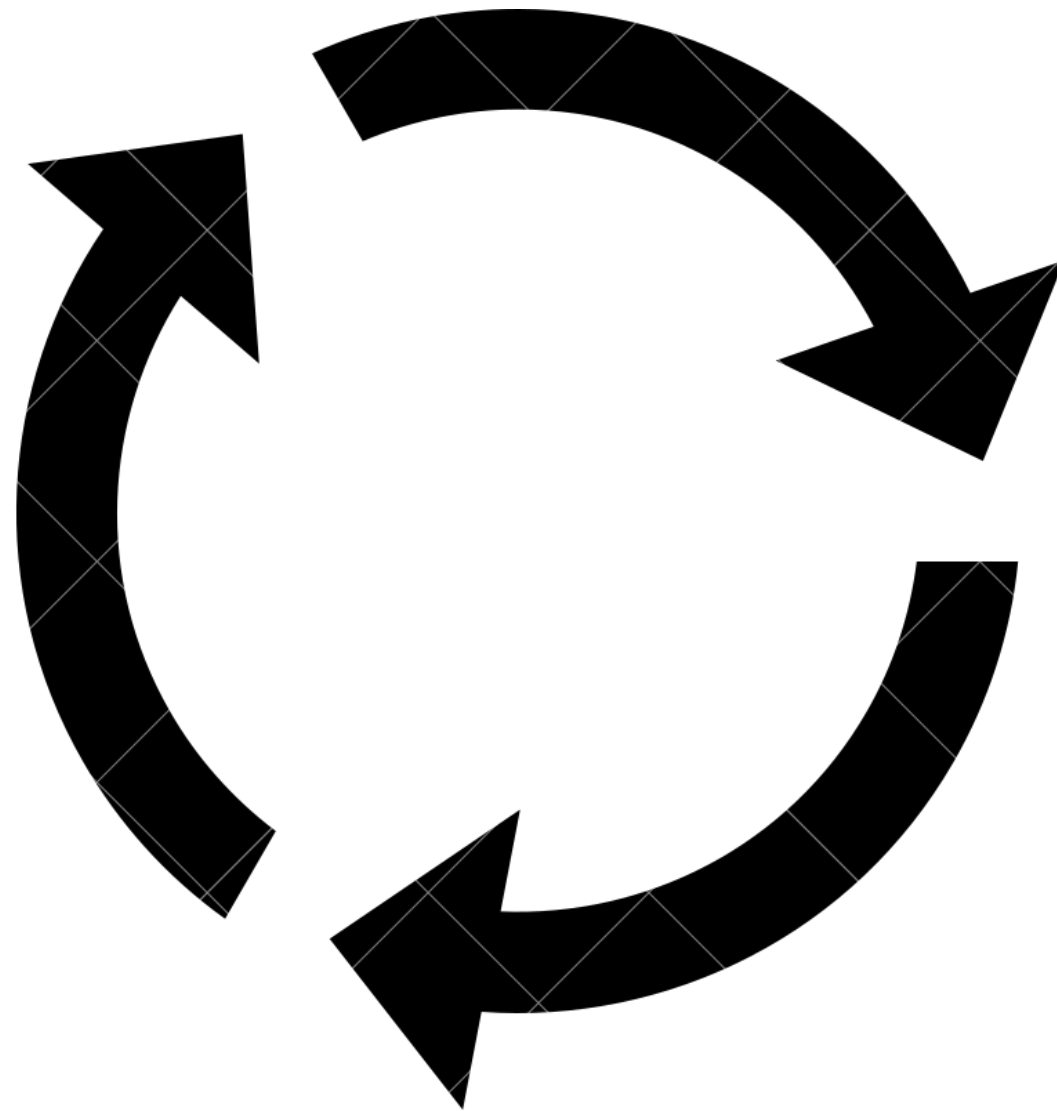
- Design kick off meeting - December 2021
- Design completed May 2022
- Designed with collaboration in mind
- Build timeline - 18-24 months
- Estimated cost \$45 million
- 510 Pk-5 student capacity





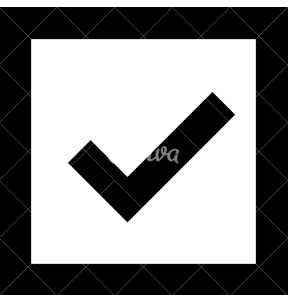
COLLABORATIVE RELATIONSHIPS

DSD



City of
Box Elder

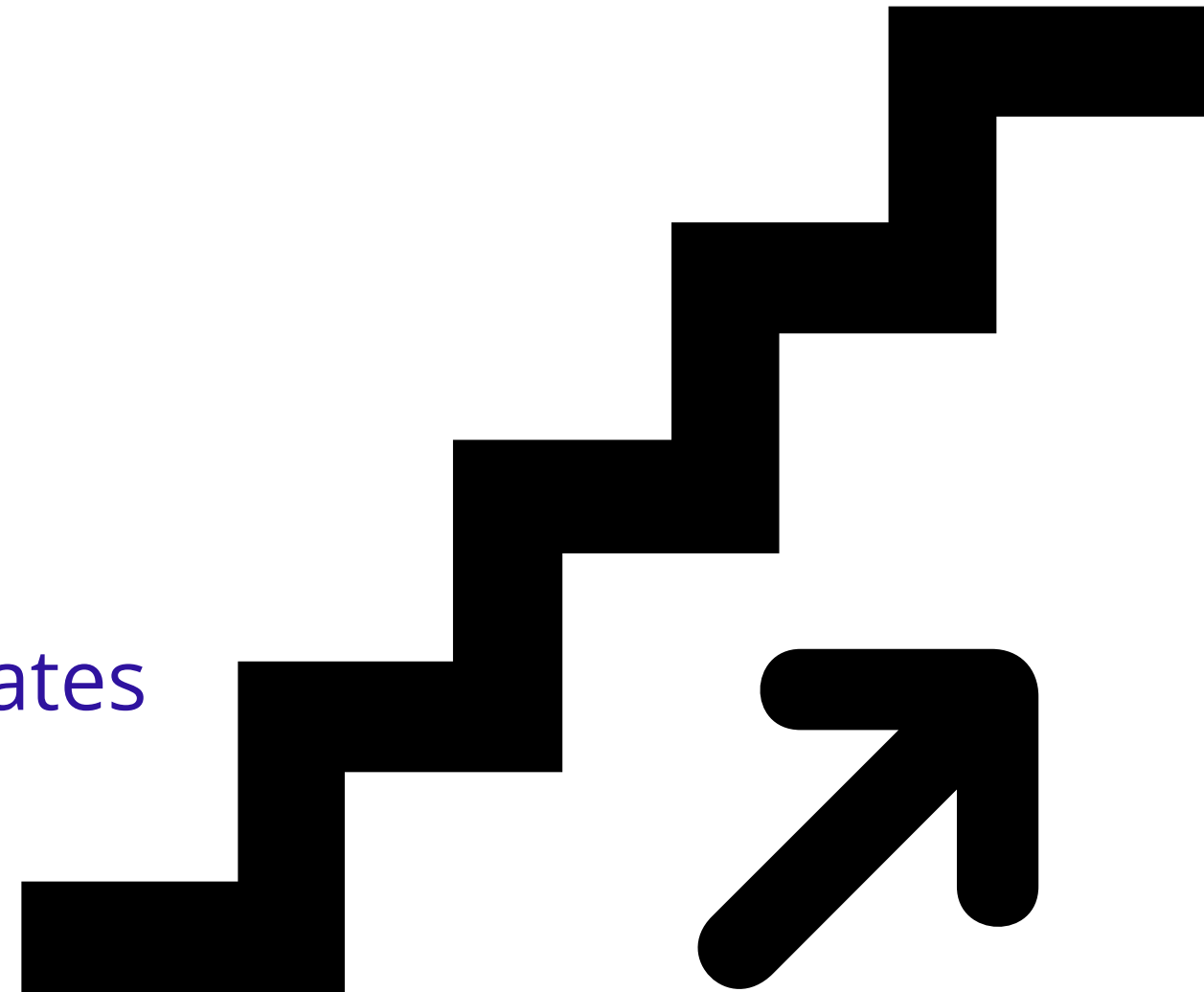
Ellsworth Air
Force Base





NEXT STEPS

- Continue to seek funding solutions
- Continue with elementary #1 design
- Continue to share information
- Develop a sense of urgency around moving forward
- Begin demographic study - RSP & Associates
- Professional development





CHALLENGES MOVING FORWARD

- **Funding must be secured before construction begins***
- **Construction timelines and staging****
- **Rising construction costs/supply chain delays**
- **No apparent clean, clear path forward**



PRICE TAG FOR ALL NEW BUILDINGS

\$300 million

➤➤➤ 5 to 10 percent - state and local sources

➤➤➤ 90 percent - federal aid





HOW DOES VULNERABILITY FEEL?

"You are halfway across a tightrope, and moving forward and going back are both just as scary."

"Going out on a limb--a very, very high limb."

from Daring Greatly by Brene~ Brown

"Infinately terrifying and achingly necessary."



"Being ALL in!"



PERSPECTIVE

“Navigating the difficult times is NOT ABOUT WAITING FOR THEM TO BE OVER. It’s about understanding that we have to adjust to the difficult times.” Daniel Pink

“Navigating *"unique opportunities"* is NOT ABOUT WAITING FOR THEM TO BE OVER. It’s about understanding that we have to adjust to the *"opportunities when they arise."*



FEEDBACK



tejoin.com

665-368-967

As a result of today's conversation, what are important thoughts, questions, and reflections?

SECTION	J	TITLE	Students	FILE	JFB
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Education of Homeless Children

The McKinney-Vento Homeless Assistance Act guarantees rights and services to remove educational barriers for homeless children and youth.

A homeless child is an individual age 21 and under eligible for public education services under state and federal law who lacks a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- **Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;**
- **Living in emergency or transitional shelters;**
- **Abandoned in hospitals;**
- **Have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;**
- **Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and**
- **Migratory children who qualify as homeless because they are living in circumstances described above.**

The Board will appoint a liaison for homeless children.

Every ~~child of a homeless individual and every~~ homeless child is entitled to equal access to the same free, appropriate public education as provided to other students. **The District will strive to ensure the enrollment and attendance of homeless children not currently attending school.** The District **will enroll** ~~and admit~~ **must assign** a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. ~~The District may not require an out-of-district attendance agreement and tuition for a homeless child.~~

Homeless students will have access to services comparable to those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets the eligibility criteria, **(e.g. Title 1)** ~~such as services provided under Title I;~~
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition programs.

The District will strive to ensure the enrollment and attendance of homeless children not currently attending school. [this is the same sentence from 2 paragraphs above]

The District ~~The Superintendent~~ will review and revise as necessary **those policies,** rules or procedures that

may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the **District Superintendent** will consider issues of transportation, immunization, residence, birth certificates, school records and other documentation.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A “homeless individual” is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Procedure.

Dispute Resolution Process

The District has developed a dispute resolution process for when parents, guardians, or an unaccompanied child and the District disagree on the eligibility, enrollment, or educational placement of the homeless child. When a dispute arises, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Should a dispute occur regarding eligibility, enrollment, or school selection of a homeless child, the dispute process as outlined in regulation JFB-R(1) must be used.

The District will provide a written explanation of the decision to the parent or, in the case of an unaccompanied child, to the unaccompanied child. The written explanation must include a description of the parent’s or unaccompanied child’s right to appeal the decision.

The designated District Homeless Liaison is responsible for carrying out the dispute resolution process in an expeditious manner.

REFERENCES

State Reference:

Federal Reference:

USC Title 42 Chapter 119 §11431

Cross References:

JECG - Education of Students in Foster Care

Adoption History

First Reading (JECBB)	8/25/2008		
Approved	9/8/2008		
First Reading (JFB)	11/23/20015		
Approved-Revision	12/14/2015		
First Reading			

SECTION	D	TITLE	FISCAL MANAGEMENT	FILE	DIBGA
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CUSTODIAL FUNDS

The Custodial Fund is a school district fiduciary fund that the District maintains for the benefit of individuals or organizations while not having substantial administrative or financial involvement with raising the funds or control over the expenditure of those funds. The Custodial Fund may have been referred to in the past as the **Fiduciary** Fund or the Trust and Agency Fund. Because the money in the fund are private funds and not school district funds, the Governmental Accounting Standards Board (GASB) substituted the term "custodial" for "agency" in order to emphasize that the District does not have ownership and control of the funds.

The entity for which the District is maintaining the custodial fund account is solely responsible for fund-raising and the depositing of funds into the custodial account. **Regular meeting minutes will be submitted to the Business Office with plans for fund-raising and expenditures. Officers and Advisors will be named annually.**

A request for disbursement by an authorized person of the entity shall be given in writing to the Business Manager **or his/her designee** on a form provided by the District. **The purchasing process will be followed as outlined on Policy DJF.**

The Business Manager **or designee** shall:

- be in charge of each custodial fund;
- be authorized to issue checks from custodial fund accounts for disbursements, pay all claims upon the presentation of an itemized verified claim, and authorize the expenditures upon the entity's prior approval and direction;
- record all receipts of revenue placed in custodial accounts;
- keep accurate records of all receipts, expenditures, and balances of the custodial fund, and provide such information to the Board on a monthly basis;
- issue receipts in duplicate for all money received, except money received from the sale of printed serial number admission tickets;
- keep on file a memorandum record of all serially numbered tickets for sale at events, which record must be signed by the person selling such tickets; and
- submit **monthly** Custodial Fund Account reports to the Board.

The Custodial Fund Account shall be audited as part of the regular audit of the District.

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REFERENCES

State Reference:

- SDCL 13-14-13
- SDCL 13-14-14
- SDCL 13-14-5
- SDCL 13-16-19
- SDCL 13-16-20
- SDCL 13-16-21
- SDCL 13-16-35

Federal Reference:

GASB - Governmental Accounting Standards Series

Adoption History

First Reading	12/13/2021		
Approved			

SECTION	J	TITLE	STUDENTS	FILE	JHCDE
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ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS

The School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner’s recommendation, administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

The District permits students with a valid registry identification card for medical cannabis under South Dakota law to be administered medical cannabis on school property or at a school-sponsored activity by their parent/guardian or other registered designated caregiver in accordance with this policy and South Dakota law. In order for a parent/guardian or other designated caregiver to administer medical cannabis to a qualifying student, the District will require the following to be provided initially and thereafter at the beginning of each school year and at any time when the qualifying student’s administration of medical cannabis changes:

- Presentation of the student’s valid State of South Dakota Department of Health approved registry identification card or nonresident card with the State of South Dakota Department of Health’s confirmation of registration (a copy of which will be kept by the school in the student’s educational record);
- Presentation of the State of South Dakota Department of Health approved caregiver’s card showing his/her status as the registered designated caregiver for the qualifying student (a copy of which will be kept by the school in the student’s educational record); and
- A written, dated and signed certification by the qualifying student’s recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between doses.

The parent/guardian or other registered designated caregiver is the only person who may provide, administer, or assist the student with the consumption of medical cannabis. Schools will not store, and school personnel will not administer, medical cannabis.

Administration of medical cannabis to qualifying students shall be in accordance with this policy. Administration of all prescription and nonprescription medications to students shall be in accordance with applicable law and the District’s policy concerning the administration of medications to students.

Definitions The following definitions apply for purposes of this policy:

1. “Designated location” means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined

herein, or at a school-sponsored activity in South Dakota.

2. "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical cannabis to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Smoking or vaping medical cannabis is strictly prohibited and is not a permissible form of medical cannabis for students in a school setting under any circumstances.
3. "Designated caregiver" means the qualifying student's parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student's registered designated caregiver and who has a caregiver's card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to school and all other applicable policies.
4. "School property" means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district's functions.
5. "Qualifying student" means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.
6. "Written certification" means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient's debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

Permissible administration of medical cannabis to a qualifying student

A qualifying student's designated caregiver may administer a permissible form of medical cannabis to a qualifying student in a designated location if all of the following parameters are met:

1. The qualifying student's parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:
 - a. The qualifying student's valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health's confirmation of registration authorizing the student to receive medical cannabis;

- b. The completed and signed Form JHCDE-E(1)(Medical Cannabis Administration Plan);
 - c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and d. Written certification dated and signed by the student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between doses.
2. The qualifying student's parent/guardian provides written notice to the school within ten (10) days of any of the following:
 - a. Change in a designated caregiver;
 - b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or
 - c. The registry identification card is void, expired or revoked.
3. In the event that a new registry identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;
4. The qualifying student's parent/guardian signs the written acknowledgement in Form JHCDE-E(1)(Medical Cannabis Administration Plan) assuming all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;
5. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;
6. The district will determine the location and the method of administration of a permissible form of medical cannabis so to not create risk of disruption to the educational environment or exposure to other students;
7. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;
8. The written, dated and signed plan contained in Form JHCDE-E(1)(Medical Cannabis Administration Plan) is prepared that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

Additional parameters

School personnel, in their role as employees of the school district, will not under any circumstances:

1. Assist a qualifying student or his/her designated caregiver in obtaining, administering, or using medical cannabis;
2. Store or hold medical cannabis in any form;
3. Ensure the qualifying student is properly using the medical cannabis as instructed by his/her recommending practitioner; or
4. Serve as the qualifying student's designated caregiver of medical cannabis.

This policy conveys no right to any student or to the student's parents/guardians or other designated caregiver to demand access to any general or particular location on school property

or at a school-sponsored activity to administer medical cannabis.

When a school-sponsored activity occurs at another South Dakota public school, the location identified by that school will serve as the designated location for the designated caregiver's administration of medical cannabis.

This policy shall not apply to school property or school-sponsored activities located outside of the state of South Dakota, on federal property or any other location that prohibits cannabis on its property.

Permission to administer medical cannabis to a qualifying student may be limited or revoked if the qualifying student and/or the student's parent/guardian or other designated caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

No student is permitted to possess or self-administer medical cannabis. Qualifying students with a valid registry identification card who possess or self-administer cannabis may be subject to discipline just as any other student without a valid registry identification card would be. Student possession, use, distribution, sale or being under the influence of cannabis inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds will be lost or have been lost by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical cannabis to qualifying students on school property or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

REFERENCES

State Reference:

SDCL Ch. 34-20G Medical Cannabis

ARSD Article 24:80 Medical Cannabis and Schools

Adoption History

First Reading	12/13/2021		
Approved			

Medical Cannabis Administration Plan

Before the administration of medical cannabis on school property or at a school-sponsored activity, at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes, the student's parent/guardian must complete and submit to the district this form, the student's registry identification card, the designated caregiver(s) card, and a written signed certification¹ by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

To be completed by the parent/guardian:

Name of Qualifying Student²: _____

School: _____ Grade: _____

Name and Phone Number of Student's Designated Caregiver(s)³: _____

By initialing the following statements and signing below, the undersigned parent/guardian hereby acknowledges:

_____ I have read and agree to comply with the procedure regarding the administration of medical cannabis to qualifying students as outlined in Policy JHCDE.

_____ I assume all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis to my child.

_____ I understand that no school personnel are required to administer medical cannabis to my child, and that only a registered designated caregiver will be allowed to administer medical cannabis to my child.

_____ I understand that I or the designated caregiver for my child will not at any time possess on school property an amount of medical cannabis that exceeds my child's prescribed daily dosage, that it will be transported in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and that as soon as I or my child's designated caregiver administer the dosage of medical cannabis, I or my child's designated caregiver must remove any remaining cannabis from the school property or school-sponsored activity.

_____ I understand that the district will determine a designated location and any protocols regarding the administration of medical cannabis to my child and that this plan does not allow for the administration of medical cannabis on federal property or any location that prohibits cannabis on its property.

_____ I agree to notify the School District of any change in circumstances as outlined in Policy JHCDE.

_____ I understand that permission to administer medical cannabis in accordance with this plan may be revoked for the failure to comply with the procedure, rules or requirements of the administration of medical cannabis to qualifying students or other policies.

By signing below, I hereby release and hold harmless the School District, its officers, agents, employees, and volunteers from any and all liability, damages, injury or other legal claims which I now have or may hereafter have arising out of the administration of medical cannabis to my child.

Date: _____

Signature of parent or guardian

¹ "Written certification" means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient's debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

² "Qualifying student" means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.

³ "Designated caregiver" means the qualifying student's parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student's registered designated caregiver and who has a caregiver's card approved by the SD Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student.

To be completed by the school:

I have received the following:

___ Student's registry identification card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student. The expiration date is: _____

___ The designated caregiver(s) card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student.

___ Written certification signed by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The student's identified designated caregiver's administration of the permissible form of medical cannabis in the designated location has been conditionally approved as follows:

Permissible form(s)⁴ of medical cannabis to be administered:

Oil/Lotion Tincture Edible Product Other: _____

Administration method to be used: _____

Dosage Amount: _____ Time(s) to be Administered: _____

Location of administration⁵ on school property or at a school-sponsored activity:

Date: _____

Name and Signature of Nurse: _____

Name and Signature of Administrator: _____

Copies of the current registry identification card and the registered designated caregiver(s) card will be retained in the student's educational record and updated as needed.

Provide copies of the Administration Plan to:

- Parent/Guardian
- Designated Caregiver (if different than parent/guardian)
- School Principal
- Student's Teacher(s)
- School Nurse

Adopted:

⁴ "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Other non-smokable forms may be approved on a case by case basis.

⁵ "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.