

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, February 28, 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/97214871613?pwd=TGhjSWJzTmduS3VEVUR5SWNsOFdGUT09>

Meeting ID: 972 1487 1613

Passcode: 607162

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
 - A. DSD Staff and Families The Week of February 22 - 25
4. Public Forum:
5. Approval of Agenda:
6. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes of February 14, 2022
 - B. Approve Personnel Action
 - C. Approve Financial Reports
 - D. Approve the Purchases and Issuing of Accounts Payable
 - E. Approval of seven (7) additional high school students for early graduation (graduating in fewer than eight semesters), pending successful completion of all required classes and credits.
 - 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:
 - A. Adaptive Schools Report
9. Superintendent Items:
 - A. DSD Central Office Options
 - B. Update on Strategic Direction and Administrative Beliefs and Values
10. Fiscal Resources Items:
 - A. Approve Appointment of Election Workers for the June 7, 2022 School Board Election as follows:

Denise Halstad-Peel	Rene Emme
Dawn Beltran	Monica Knapp
Shannon Bonner	Jaelyn Lardy
11. Operational Support Services Items:
 - A. Hear First Reading of REVISED Board Policy IGDK - Participation of Alternative Instruction Students.
 - B. Hear First Reading of REVISED Board Policy BDDB - Board Meeting Agendas and Format.
 - C. Hear First Reading of REVISED Board Policy BDDC - Agenda Preparation and Dissemination.
 - D. Hear First Reading of REVISED Board Policy BDDG - Minutes.
 - E. Hear First Reading of REVISED Board Policy BDDH - Public Participation at Board Meetings.
 - F. Hear First Reading of NEW Board Policy Exhibit, BDDH-E(2) - Introduction to Public Forum.
 - G. Hear Second Reading and Approve New Board Policy Regulation JFB-R - Dispute Process for Homeless Children and Exhibits JFB-E(1) Appeal to the Superintendent and JFB-E(2) Appeal to the School Board
 - H. Hear Second Reading and Approve REVISED Board Policy BD - School Board Meetings
 - I. Hear Second Reading and Approve REVISED Board Policy BDC - Executive Session
 - J. Hear Second Reading and Approve REVISED Board Policy GCPBA - Resignation of Administrators/Directors

12. Reports:

A. Superintendent:

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

13. Upcoming Calendar Events:

March 10 End of 3rd Quarter

March 11 Inservice Day - No school for students

March 14 BOE Meeting

14. Executive Session to prepare for Negotiations according to SDCL 1-25-2.4

15. Executive Session for Superintendent's Evaluation per SDCL 1-25-2.1

16. Action As A Result of Executive Session

17. 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

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- 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, February 14, 2022

The Douglas School District No. 51-1 Board of Education held a regular meeting on Monday, February 14, 2022 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: Next week is South Dakota School Board Recognition Week. School Board members were honored for their years of service:

Cathy Melendez - 17 years
Tanya Gray - 8 years
Ben Frerichs - 5 years
Chris Misselt - 4 years
Amy McGovern - 2 years

During Public Forum, parents Brenna Fiekens, Tonya Amaral, and Tammy Misselt spoke individually about the mask policy.

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

Motion to approve the consent agenda. This motion, made by Tanya Gray and seconded by Chris Misselt, Carried.

Approved Regular Board Meeting Minutes of January 24, 2022.

Approved Personnel Action for January 24, 2022. (Attachment)

Approved Accounts Payable Report. (Attachment)

Approved January 2022 Payroll Report. (Attachment)

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

Approved charges to be removed as uncollectable from accounts receivable listing

Approved list of checks to be sent to unclaimed property.

Superintendent Items:

Motion to approve Student Assignment Requests SA-22-53 and SA-22-55 as recommended to attend Douglas School District for the 2021-22 school year. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to acknowledge receipt of letter from DEA indicating the desire to enter into negotiations for the 2022-23 school year. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Superintendent Kevin Case stated the administrators are focusing on the three district beliefs from the October Retreat. It is shaping district conversations and decision making. In the future, the conversations will expand to include all staff.

Operational Support Services Items:

Motion to Approve First Reading of Board Policy BD - School Board Meetings. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Motion to Approve First Reading of Revised Board Policy BDC - Executive Session. This motion, made by Tanya Gray and seconded by Chris Misselt, Carried.

Motion to Approve First Reading of Revised Board Policy GCPBA - Resignation of Administrators/Directors. This motion, made by Ben Frerichs and seconded by Tanya Gray, Carried.

Motion to Approve First Reading of Policy Regulation JFB-R (Dispute Process for Homeless Children) and Exhibits JFB-E (1) Appeal to the Superintendent and JFB-E(2) Appeal to the School Board. This motion, made by Amy McGovern and seconded by Tanya Gray, Carried.

Motion to approve revised Board Policy ACAA - Sexual Harassment. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve revised Policy Regulation ACAA-R - Sexual Harassment. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Motion to approve items 11G-11J as one motion. These are second readings and there are no changes. This motion, made by Ben Frerichs and seconded by Tanya Gray, Carried.

Approved Exhibits ACAA-E(1), ACAA-E(2), and ACAA-E(3) - Sexual Harassment Complaint and Appeal Forms.

Approved Revised Board Policy JEAA - Student Alternative Instruction

Approved removing Exhibit JEAA-E - Application for Public School Exemption Certificate.

Approved Revised Board Policy INDA - Patriotic Exercises / Flag Displays / Organizations.

Reports:

Superintendent Kevin Case shared the top thoughts of the Elementary #1 Building Committee after its three meetings. Over forty people participated and shared that they valued the collaboration and diversity of the group as they saw their input directly used in the design process and were excited about the results.

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

Chris Misselt reported on the latest Ed Council meeting. It is comprised of teachers from each building. They discussed climate survey, snow days, chain of command and staffing.

Ben Frerichs said it was an honor to participate on the Building Committee. It's been amazing working with DLR and CoOp Architects as partners.

Amy McGovern reported there is a Booster Club meeting tonight at 6:30 p.m. They are planning a sweet treat bake sale at the Robotics Tournament on February 26.

Col Vaira stated the base values its partnership with the district. He thanked the DSD admin team for coming to the tour last week--it was a great day!

Cathy Melendez said the Box Elder Area Chamber of Commerce annual meeting and mixer is on February 22.

Upcoming Calendar Events:

February 15 & 17 - Parent-Teacher Conferences

February 18 - No School Conference Comp

February 21 - No School - Holiday

February 28 - BOE Meeting

Motion to move into executive session to prepare for Superintendent Evaluation according to SDCL 1-25-2.1 at 5:52 pm. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

President Melendez called the Board out of executive session at 6:55 p.m. No action taken.

Motion to adjourn the meeting at 6:58 p.m. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Cathleen Melendez, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____

DOUGLAS SCHOOL DISTRICT				
PERSONNEL ACTION 2/14/2022				
Employee Leave of Absence Requests				
	Name	Building/Position	Dates	
	Kayla Long	TECH/Help Desk Support	03/16/2022-04/29/2022	
	Demita Thompson	VES/Lunchroom Supervisor	01/10/2022-03/31/2022	
Certified Professional Growth Plans				
	Name	Building	Position	
	Corey Hyde	VES	5th Grade	
Certified Resignations/Retirements/Terminations				
	Name	Position	Location	Effective Date
	Anthony Burns	Science	HS	05/27/2022
Classified Resignations/Retirements/Terminations				
	Name	Position	Location	Effective Date
	Linnea Bulyca	Lunchroom Supervisor	PAT ELEM (FC)	01/21/2022
	Todd Gartner	Night Custodian	PAT ELEM (BC/CARR)	03/07/2022
	Robyn Heintz	Food Service Worker	HS	05/27/2022
	Miranda Mabry	Food Service Worker	PAT ELEM (FC)	02/22/2022
	Brenda McDaniel	Lunchroom Supervisor	PAT ELEM (BC)	01/14/2022
	Sandra Meier	Breakfast Lunchroom Supervisor	PAT ELEM (FC)	02/07/2022
	Jennifer Strouse	Food Service Worker	PAT ELEM (FC)	02/21/2022
	Jeffery Wilson	7th Grade Head Football Coach	MS	02/11/2022
Classified Voluntary Transfer Request				
	Name	From Bldg/Position/Hrs	To Bldg/Position/Hrs	Effective Date
	Angela Messmer	MS/Cook/8 hrs per day	FC/Food Service Worker/6.50 hrs per day	02/22/2022
	Tina Gomes	FC/Food Service Worker/4 hrs per day	FC/Food Service Worker/6.50 hrs per day	02/22/2022
Classified Staff Hiring				
	Name	Position	Location	Effective Date
	Lauryn Mobley	Computer Aide	PAT ELEM (FC/BC)	01/31/2022
	Jordan Patterson	Breakfast/Lunchroom Aide	PAT ELEM (FC)	01/18/2022
Temporary Hires				
	Name	Position	Salary	Effective Date
	Cathy Baragar	MS Assistant Track Coach - 1 Year Only	\$2470.00 per yr	03/14/2022

	Kendra Barrett	MS Assistant Spring Drama Coach - 1 Year Only	\$1580.00 per yr	01/12/2022
	Jason Boeding	MS Assistant Track Coach - 1 Year Only	\$1969.00 per yr	03/14/2022
	Amanda Campbell	HS Assistant Track Coach - 1 Year Only	\$2037.00 per yr	02/01/2022
	Eric Elder	MS Head Track Coach - 1 Year Only	\$2818.00 per yr	03/14/2022
	Rene Emme	HS Homebound	\$52.40 per hr	08/01/2021
	Rachel Quimby	MS Assistant Track Coach - 1 Year Only	\$2174.00 per yr	03/14/2022
	Matthew Vidal	MS Head Spring Drama Coach - 1 Year Only	\$2575.00 per yr	01/12/2022
	Shae Weber	MS Assistant Track Coach - 1 Year Only	\$1969.00 per yr	03/14/2022

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	Kristin Bellamy	\$105.00/day	95% of Step 1	01/20/2022
	Aarika Blair	\$105.00/day	95% of Step 1	01/20/2022
	Emaleigh Gleason	\$105.00/day	95% of Step 1	01/20/2022
	David Hartman	\$105.00/day	95% of Step 1	01/10/2022
	Robert Hughes	\$105.00/day	95% of Step 1	01/11/2022
	Lindsay Lowery	\$105.00/day	95% of Step 1	01/20/2022
	Miranda Mabry	\$105.00/day	95% of Step 1	02/23/2022
	Nathan Udell	\$105.00/day	95% of Step 1	01/27/2022
	Eric Vetch	\$105.00/day	95% of Step 1	01/20/2022

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

Board Report - For School Board 02/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AASA REGISTRATION	180188		145.00
AMAZON.COM	180189		2,009.04
AMERICAN AIRLINES	180188		60.00
AMERICINN OF CHAMBERLAIN	180190		924.00
AMICK SOUND INC	180191		251.08
AUTOMATIC BUILDING CONTROLS INC	180192		2,655.00
BEST WESTERN RAMKOTA- PIERRE	180193		589.00
BJ'S INSTRUMENT REPAIR	180195		170.00
BLACK HILLS URGENT CARE	180196		190.00
CAROLINA BIOLOGICAL SUPPLY COMPANY	180197		42.11
CARQUEST AUTO PARTS	180198		368.52
CBH COOPERATIVE	180199		15.00
CENTURY BUSINESS	180200		99.00
CENTURYLINK	180201		446.70
CHRIS SUPPLY. INC.	180202		140.74
CITY OF BOX ELDER/PUBLIC WORKS DEPT	180203		3,342.32
CLASS SOLVER LLC	180204		513.00
CLIMATE CONTROL SYSTEMS AND SERVICE	180205		1,897.90
CLUBHOUSE HOTEL & SUITES	180206		336.64
CORE & MAIN	180208		290.02
CROSSROADS HOTEL	180209		351.96
DAKOTA BUS SERVICE. INC.	180210		5,896.00
DAKOTA SUPPLY GROUP. INC.	180211		504.78
DALE'S TIRE & RETREADING. INC.	180212		521.28
DHS BASKETBALL	180213		252.00
DROPBOX	180188		199.00
ENVIRONMENTAL PRODUCTS CO	180214		199.28
EVERGREEN OFFICE PRODUCTS	180215		666.98
FIDUCIARY ACCOUNT	180216		8,858.69
FLOYD'S TRUCK CENTER	180217		1,385.11
FOLLETT SCHOOL SOLUTIONS. INC	180220		10,794.00
GRAINGER. W.W.. INC.	180221		2,715.01
HAMPTON INN	180223		201.00
HARLOW'S BUS SALES. INC.	180224		803.46
HILL CITY HIGH SCHOOL	180226		175.00

Board Report - For School Board 02/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
HILLYARD INC	180227		4,611.27
HOBBY LOBBY CREATIVE CENTER	180188		205.33
INTERSTATE BATTERIES	180229		135.00
JOANN FABRIC	180188		19.95
JOSTENS INC	180231		3,005.29
JW PEPPER & SONS. INC.	180232		162.89
KIEFFER SANITATION. INC.	180233		1,837.72
KILOWATT ELECTRIC INC.	180234		1,881.00
MENARDS	180235		207.19
MG OIL COMPANY. INC.	180236		11,626.79
MICHAELS STORE 9012	180188		35.96
MID-AMERICAN RESEARCH CHEMICAL	180238		301.24
MIDWEST BUS PARTS. INC.	180239		447.70
MIDWEST CONNECT	180240		123.00
MIDWEST TECHNOLOGY PRODUCTS	180241		402.90
MILLER. TRAVIS	180242		225.00
MINCKS. RONALD	180243		3,796.35
MONTANA DAKOTA UTILITIES COMPANY. INC.	180244		24,084.30
MUSICIAN'S FRIEND INC.	180188		305.57
NATRONA HIGH SCHOOL	180246		484.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	180247		124.10
NORTH CENTRAL INTERNATIONAL INC	180248		2,698.75
NORTHERN TRUCK EQUIPMENT CORP.	180249		316.80
NORTHWEST PIPE FITTINGS. INC.	180250		732.99
PENNINGTON COUNTY SHERIFF	180251		9,438.50
PLOOSTER. KEVIN	180252		320.00
QUADIENT	180253		182.85
RAPID CITY CENTRAL	180254		480.00
RAPID CITY JOURNAL	180255		394.70
RAPID CITY REGIONAL AIRPORT	180188		64.00
REGION 8 MUSIC CONTEST	180256		240.00
RIVERSIDE TECHNOLOGIES INC	180257		6,184.00
ROBOTICS EDUCATION & COMPETITION	180258		135.00
SAM'S CLUB	44		257.68
SASD	180259		80.00

Board Report - For School Board 02/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SCHOOL NURSE SUPPLY	180260		335.16
SCHOOL OUTFITTERS	180261		209.99
SCHOOL SPECIALTY INC.	180262		1,135.74
SD FEDERAL PROPERTY AGENCY	180263		55.50
SD STATE ELECTRICAL COMMISSION	180264		80.00
STUDENT TRANSPORT	180266		3,000.00
STURDEVANTS AUTO PARTS	180267		125.00
SUMMIT COMPANIES	180268		233.00
SWEETWATER SOUND INC	180269		1,559.50
TIE	180270		5,900.00
TRANSOURCE	180272		1,850.00
TRUE VALUE	180188		262.65
US BANK	180188		12.40
VANWAY TROPHY & AWARD. INC.	180274		356.55
VERIZON WIRELESS	180275		995.05
VOYAGER FLEET SYSTEMS. INC.	180276		340.80
WAL-MART STORES INC	44		334.64
WALL HIGH SCHOOL	180278		100.00
WEBSTAIRANT STORE	180188		396.73
WEST RIVER ELECTRIC	180279		1,965.39
WESTERN COMMUNICATIONS. INC.	180280		768.00
WHISLER BEARING COMPANY	180281		87.72
YANKTON HIGH SCHOOL	180282		125.00
GENERAL FUND			143,785.26
CENTURY BUSINESS	180200		13,662.11
CO-OP ARCHITECTURE	180207		451,500.00
FIDUCIARY ACCOUNT	180216		9.07
FIRST AMERICAN TITLE COMPANY OF SOUTH	12822		245,055.00
FLYLEAF PUBLISHING	180218		1,882.18
FMG ENGINEERING	180219		2,490.00
HALF-PINT KIDS. INC.	180222		1,582.02
HIGH NOON BOOKS	180225		165.00
SCHOOL SPECIALTY INC.	180262		968.24
VOYAGER SOPRIS LEARNING INC	180277		149.13
CAPITAL OUTLAY			717,462.75
BJOREM SPEECH PUBLICATIONS LLC	180194		183.50

Board Report - For School Board 02/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
COUNCIL FOR EXCEPTIONAL CHILDREN	180188		245.00
HAMPTON INN	180223		100.50
MICROSONIC	180237		44.50
TIMMONS MARKET	180271		45.53
SPECIAL ED			619.03
WEBSTAIRANT STORE	180188		3,843.11
FOOD SERVICE			3,843.11
CLIMATE CONTROL SYSTEMS AND SERVICE	180205		7,345.92
EVERGREEN OFFICE PRODUCTS	180215		95.00
FIDUCIARY ACCOUNT	180216		2,210.00
HILLYARD INC	180227		1,236.60
INNOVATIVE OFFICE SOLUTIONS	180228		16,157.76
JEFFERSON COUNTY PUBLIC SCHOOLS	180230		7,200.00
NATIONAL STUDENT CLEARING HOUSE	180245		595.00
PENNINGTON COUNTY SHERIFF	180251		39,941.00
RIVERSIDE TECHNOLOGIES INC	180257		4,000.00
SIGNS NOW	180265		1,653.83
VANWAY TROPHY & AWARD. INC.	180274		35.65
YMCA	180283		9,250.00
GRANTS			89,720.76
			955,430.91
AMAZON.COM	11663		364.47
CASH-WA DISTRIBUTING COMPANY. INC.	11664		1,728.97
CASH-WA DISTRIBUTING COMPANY. INC.	11665		10,709.91
COCA-COLA BOTTLING CO HIGH COUNTRY	11666		378.00
DAKOTA WAREHOUSE	11667		167.80
DOMINOS PIZZA- BOX ELDER	11668		910.00
FIDUCIARY ACCOUNT	11670		1,060.00
GENERAL FUND	11671		33,158.10
PAN-O-GOLD BAKING COMPANY. INC.	11672		269.96
PRAIRIE FARMS	11673		2,988.22
REINHART FOOD SERVICE LLC	11674		21,713.67
SERVALL TOWEL & LINEN SUPPLY. INC.	11675		157.02
FOOD SERVICE			73,606.12
			73,606.12
Grand Total:			1,029,037.03

PAYROLL EXPENDITURES

JANUARY 7, 2022

JANUARY 21, 2022

TOTALS

\$1,031,845.09

\$951,043.07

DOUGLAS SCHOOL DISTRICT				
PERSONNEL ACTION 02/28/2022				
Employee Leave of Absence Requests				
	Name	Building/Position	Dates	
	Jada Wagner	PAT ELEM (FC)/1st Grade	05/25/2022-07/15/2022	
Certified Resignations/Retirements/Terminations				
	Name	Position	Location	Effective Date
	Kelly Fuller	Speech Language Pathologist	VES	05/26/2022
	Aaron Kowaleski	7th Grade Assistant Football Coach	MS	02/15/2022
	Megan Samuelson	5th Grade Teacher	VES	05/26/2022
Classified Resignations/Retirements/Terminations				
	Name	Position	Location	Effective Date
	Lauryn Mobley	Computer Aide	PAT ELEM (FC & BC)	02/24/2022
Substitute Hires				
	Name	Substitute Teacher	Substitute Classified	Effective Date
	Kaia Carlson	\$105.00/day	95% of Step 1	02/15/2022
	Jayda Farlee	\$105.00/day	95% of Step 1	02/15/2022
	Teresa Keyser	\$105.00/day	95% of Step 1	02/14/2022
	Lauryn Mobley	\$127.50/day	95% of Step 1	02/28/2022
	Jordan Patterson	\$105.00/day	95% of Step 1	01/18/2022
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

January 1, 2022 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 12/ 31/ 21	\$802,110.33	\$2,014,350.16	\$2,210,694.64
RECEIPTS:			
TAXES	\$44,668.93	\$22,678.36	\$14,642.83
TUITION			
INTEREST	\$71.76		
ADMISSIONS	\$1,254.00		
LOCAL	\$43.75	\$56.57	
COUNTY	\$22,456.35		
STATE	\$1,154,124.00		\$119,122.00
FEDERAL			\$105,641.00
OTHER	\$14,206.36	\$500.00	
INTERFUND TRAN.	\$79.36		
LOANS			
TOTAL RECEIPTS:	\$1,236,904.51	\$23,234.93	\$239,405.83
DISBURSEMENTS:			
VERIFIED CLAIMS	\$219,943.47	\$221,986.50	\$4,180.07
SALARIES	\$1,560,373.78	\$0.00	\$275,367.37
TRANSFERS OUT			
BALANCE 01/31/22	\$258,697.59	\$1,815,598.59	\$2,170,553.03
BALANCE 01/ 31/ 21	914,480.79	2,780,317.52	1,887,519.04

January 1, 2022 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 12/ 31/ 21	(\$1,122,229.80)	\$50,891.56
RECEIPTS:		
TAXES		
INTEREST		
LOCAL		
STATE		
FEDERAL		
PREMIUMS		
REIMBURSEMENTS	\$20,914.26	
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
OTHER (LOCAL) -LIBRARY		
TRANSFER IN		
TOTAL RECEIPTS:	\$20,914.26	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$578,910.55	\$42.32
SALARIES	\$89,006.94	\$0.00
TRANSFERS OUT		
EXPENDITURES		
BALANCE 01/31/22	(\$1,769,233.03)	\$50,849.24
BALANCE 01/ 31/ 21	(1,056,483.33)	53,375.20

January 1, 2022 FINANCIAL	DEP CARE	ENTERPRISE	IMPACT AID
BALANCE 12/ 31/ 21	\$510.08	\$4,714.21	\$22,753,419.54
RECEIPTS:			
INTEREST			\$79.36
TUITION			
STATE			
FEDERAL			\$886,491.00
LOCAL	\$291.68		
OTHER			
INTERFUND TRAN.			
LOANS			
PREMIUMS			
TOTAL RECEIPTS:	\$291.68	\$0.00	\$886,570.36
DISBURSEMENTS:			
VERIFIED CLAIMS	\$310.00	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00	\$0.00
EXPENDITURES/ TRANSFERS OUT			\$79.36
BALANCE 01/31/22	\$491.76	\$4,714.21	\$23,639,910.54
BALANCE 01/ 31/ 21	374.93	(8,010.23)	21,170,212.65

January 1, 2022 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS	MEDICAL REIMB-125
BALANCE 12/ 31/ 21	\$226,835.96	\$185,505.22	(\$1,189.60)
RECEIPTS:			
INTEREST			
SALES	\$7,006.90		
STATE			
FEDERAL	\$127,445.35		
LOCAL	\$328.49	\$51,493.08	\$1,986.24
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$134,780.74	\$51,493.08	\$1,986.24
DISBURSEMENTS:			
VERIFIED CLAIMS	\$59,730.84	\$42,937.14	\$1,621.32
SALARIES	\$44,043.30	\$0.00	\$0.00
BALANCE 01/31/22	\$257,842.56	\$194,061.16	(\$824.68)
BALANCE 01/ 31/ 21	145,920.70	191,551.34	3,882.61

Board Report - For School Board 02/28/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMAZON.COM	180300		75.38
BERS WINDY FLATS RUBBLE SITE	180301		66.00
BIO CORPORATION	180302		345.02
BLACK HILLS ENERGY	180303		38,664.72
BLACK HILLS ROOFING, INC.	180304		1,121.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	180305		35,417.93
BOEDING, JASON	180306		502.00
CAMPBELL COUNTY HIGH SCHOOL	180307		290.00
CARQUEST AUTO PARTS	180308		53.64
CASH - CO	180309		411.55
CITY OF BOX ELDER/PUBLIC WORKS DEPT	180310		4,662.45
CLIMATE CONTROL SYSTEMS AND SERVICE	180311		3,117.98
D&R SERVICE, INC.	180312		189.79
DAKOTA BUS SERVICE, INC.	180313		1,290.00
DAYS INN-CASPER	180314		663.04
DIGICERT	180315		452.20
EVERGREEN OFFICE PRODUCTS	180316		507.50
FIDUCIARY ACCOUNT	180318		4,606.08
GRAINGER, W.W., INC.	180320		76.68
HILLYARD INC	180321		85.68
HOLE IN THE WALL NFL DISTRICT	180322		290.00
JOHNSON CONTROLS INC	180325		3,161.96
KIEFFER SANITATION, INC.	180326		3,324.23
KILOWATT ELECTRIC INC.	180327		555.80
LAMINATORS.COM & BINDING MACHINE.COM	180328		654.30
MENARDS	180330		409.75
MG OIL COMPANY, INC.	180331		480.00
MIDCONTINENT COMMUNICATIONS	180332		1,487.69
MIDWEST BUS PARTS, INC.	180333		151.26
MONTANA DAKOTA UTILITIES COMPANY, INC.	180334		16,759.24
NEWKIRKS ACE HARDWARE - WEST	180335		84.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	180336		178.38
PARTS TOWN	180337		185.81
PAULSON, DARREN	180338		314.70
PRAIRIE AUTO PARTS INC	180339		20.99

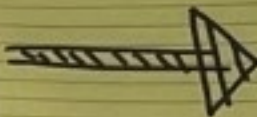
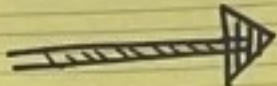
Board Report - For School Board 02/28/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
QUALITY INN	180340		630.00
RESTROOM DIRECT	180341		1,764.00
RIVERSIDE TECHNOLOGIES INC	180342		3,252.00
RIVISTAS SUBSCRIPTION SERVICES	180343		1,263.04
ROBOTICS EDUCATION & COMPETITION	180345		375.60
RUNNINGS SUPPLY INC.	180346		19.46
SANFORD HEALTH OCCMED	180347		129.00
SPARTAN STORES, LLC.	180349		146.65
TEMPERATURE TECHNOLOGY INC	180350		11,533.21
TRANSOURCE	180351		1,850.00
TRUE VALUE	180352		46.53
TWIN CITY BOOSTER CLUB	180353		80.00
VANCE PETERSON MEMORIAL CLINICS	180355		360.00
WESTERN COMMUNICATIONS, INC.	180356		144.00
GENERAL FUND			<hr/> 142,250.24
ABDO PUBLISHERS	180298		1,012.05
CASH - CO	180309		25.35
CLIMATE CONTROL SYSTEMS AND SERVICE	180311		13,264.84
FELSBURG HOLT & ULLEVIG	180317		13,300.00
FOLLETT CONTENT SOLUTIONS LLC	180319		2,522.91
INTEGRATED TECHNOLOGY & SECURITY	180324		2,323.03
RIVERSIDE TECHNOLOGIES INC	180342		37,527.69
CAPITAL OUTLAY			<hr/> 69,975.87
BLACK HILLS SPECIAL SERVICES COOPERATIVE	180305		214,058.34
USD CENTER FOR DISABILITIES	180354		30.00
WESTERN PSYCHOLOGICAL SERVICES	180357		214.50
SPECIAL ED			<hr/> 214,302.84
ACADIENCE LEARNING INC.	180299		50.00
CASH - CO	180309		1,320.00
INNOVATIVE OFFICE SOLUTIONS	180323		399.50
MCGRAW HILL SCHOOL EDUCATION	180329		6,312.53
ROBERT SHARP & ASSOCIATES	180344		652.45
SIGNS NOW	180348		87.45
GRANTS			<hr/> 8,821.93
			<hr/> 435,350.88
CASH-WA DISTRIBUTING COMPANY, INC.	11683		2,897.22

Board Report - For School Board 02/28/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
CASH-WA DISTRIBUTING COMPANY, INC.	11684		17,571.27
COCA-COLA BOTTLING CO HIGH COUNTRY	11685		968.00
DOMINOS PIZZA- BOX ELDER	11686		1,120.00
GENERAL FUND	11687		49,714.53
PAN-O-GOLD BAKING COMPANY, INC.	11688		868.44
PRAIRIE FARMS	11689		10,305.65
REINHART FOOD SERVICE LLC	11690		9,390.62
SERVALL TOWEL & LINEN SUPPLY, INC.	11691		241.60
FOOD SERVICE			<hr/> 93,077.33
			<hr/> 93,077.33
Grand Total:			<hr/> 528,428.21

006-CH2200



BEST PRACTICE

LEADERSHIP BELIEFS

I) WE BELIEVE student success is our priority.

II) WE BELIEVE professionalism and collaboration among all stakeholders builds a strong cohesive culture and community.

III) WE BELIEVE in continuous improvement at all levels.



- INVEST IN PEOPLE! AND/OR
- INVEST IN THE RIGHT PEOPLE!





SECTION	I	TITLE	Instruction	FILE	IGDK
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Participation of Alternative Instruction Students

PARTICIPATION IN CURRICULAR AND EXTRACURRICULAR ACTIVITIES

~~In order to participate in curricular and extracurricular activities, an individual must be registered as a full time student and in good standing in the Douglas School District.~~

Alternative instruction students are allowed to participate in school-sponsored activities and activities sanctioned by the South Dakota High School Activities Association within the school district in which the student resides. Alternative instruction student participants have the same rights and responsibilities as enrolled students.

As a condition of participation, the alternative instruction student must fulfill the following conditions:

- 1. If participating in South Dakota High School Activities Association sanctioned activities, demonstrate compliance with Chapter I, Part IV: Student Eligibility and Chapter II, Part I: Further Eligibility Requirements for Athletic Contests of the SDHSAA By Laws by annually submitting the SDHSAA Eligibility Checklist for Alternative Instruction Students.**
- 2. Provide to the District a copy of a transcript of the previous semester's completed coursework issued by the parent, guardian, or other person in control of the child. The transcript must be provided prior to the current season of the sport or activity in which the alternative instruction child is participating.**
- 3. Provide proof of age of the child by submitting to the District the child's birth certificate or affidavit in lieu of a birth certificate.**
- 4. Comply with all the District's eligibility requirements. Scholastic/academic eligibility shall be verified per the District's administrative policy following the same procedure used to accept credits towards graduation when an alternative instruction student requests a transfer to the district.**
- 5. Satisfy the responsibilities and standards of behavior and performance, including enrollment in a related class, full participation in a course, or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including, but not limited to:**

- a. All the District codes of conduct will be applicable.
 - b. All the District's academic and non-academic training rules and reporting timeline requirements will be applicable. In addition, the South Dakota High School Activities Association transfer and non-academic eligibility rules will be applicable to activities sanctioned by the SDHSAA.
 - c. In order to be eligible to audition for and participate in Region Music Contests, All-State Chorus, All-State Orchestra or All-State Band, the student must be currently enrolled and attending the District's parallel musical organization (if one exists) i.e. vocal music, instrumental music, orchestra.
 - d. A student who is a member of a high school team may not participate in games, practice, tryouts, etc. in that particular sport during the same season on an independent or non-high school team, or as a member of any "All-Star" team, or completely unattached on an individual basis.
 - e. All references to the calendar shall refer to the District's calendar.
6. An enrolled student who leaves an accredited program during the school year and who will be provided alternative instruction shall be ineligible for interscholastic activities for the balance of the current season of the sport or activity the student is participating in at the time of notification of alternative instruction.

REFERENCES

State Reference:

- SDCL 13-27-3 [Child excused is provided alternative instruction](#)
- SDCL 13-36-4 [Delegation of control of interscholastic activities to association](#)
- SDCL 13-36-7 [Participation in interscholastic activities](#)

Policy Cross Reference:

- JEAA [Students Alternative Instruction](#)

Adoption History

First Reading	7/14/2003		
Approved	8/11/2003		
First Reading - Revised	2/28/2022		
Approved - Revised			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDDB
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Board Meeting Agendas and Format

The School Board is committed to conducting the public's business in public and providing community members an opportunity to observe and participate in school board meetings. In keeping with those commitments, and to provide for the orderly conduct of the District's business, the superintendent, in cooperation with the board president, will prepare board meeting agendas that outline matters to be brought to the School Board's attention at meetings.

The District will attempt to accommodate anyone who may request to have an item placed on a board meeting agenda, provided the request is reasonable, timely and made in a manner consistent with board policy and board meeting procedures. Each agenda will reflect that the Board reserves suitable time at each meeting to allow citizens to address the Board.

The Board will follow the order of business established by the agenda unless the order is altered or items amended by a vote of the board.

CONSENT AGENDA

To encourage efficiency during school board meetings, the School Board may elect to use a consent agenda for items that usually do not require discussion or explanation. A consent agenda allows the board to consider and vote on certain items as a group with a single motion.

Any school board member may request to remove any item from the consent agenda. The request does not require a second or a vote by the School Board. An item removed from the consent agenda will be discussed and acted upon immediately following the consideration of the consent agenda.

AGENDA FORMAT

At regular meetings, the following will be the customary order of business; however, the particular order may vary from meeting to meeting in keeping with the business at hand:

1. Call to order.
2. Roll call.
3. Establishment of a quorum.
- 4. Public forum.**
- 5. Adoption of the agenda.**
6. Approval of minutes.
- 7. Consent agenda.**
8. Financial report.
9. Consideration of claims (a possible consent agenda item).
- ~~7. Hearing of delegations.~~

~~8. Written petitions and communications.~~

10. Superintendent's report.

11. ~~Special~~ Committee reports.

~~11. Policies.~~

12. Unfinished business.

13. New business.

14. Executive Session(s) SDCL 1-25-2.xx

15. Adjournment.

REFERENCES

State Reference:

SDCL 1-25-1 [Official meeting open to the public](#)

SDCL 1-25-1.1 [Notice of meetings of public bodies](#)

SDCL 1-25-2 [Executive or closed meetings](#)

SDCL 1-27-1.16 [Material relating to open meeting agenda item to be available](#)

Policy Cross Reference:

BD School Board Meetings

BDC Executive Session

BDDA Notification of School Board Meetings

BDDC **Agenda Preparation and Dissemination**

BDDH Public Participation at Board Meetings

Adoption History

First Reading	10/27/2014		
Approved	11/17/2014		
First Reading-Revision	2/28/2022		
Approved			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDC
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Agenda Preparation and Dissemination

The proposed agenda for all meetings of the Board will be prepared by the Superintendent in consultation with the Board President.

Items of business may be suggested by any Board member, staff member or citizen of the District. The agenda **for regularly scheduled school board meetings**, however, will always allow suitable time for the remarks **from** of the public who wish to speak briefly before the Board.

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the **posted** proposed agenda may be discussed and acted upon **only** if a majority of the Board agrees to consider the item at the time the Board members **adopt** ~~approve~~ an amended agenda ~~at the time of agenda adoption~~. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

To ensure the Board has the information necessary to make informed decisions, the superintendent may prepare and disseminate information to supplement items on the board’s meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting with ample time to review the material.

The proposed agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to the **regularly scheduled** Board meeting to permit them time to give items of business careful consideration.

The supporting material shall either be posted on the school district’s website or made available at the business office at least twenty-four hours prior to the meeting, or at the time the material is distributed to the school board, whichever is later. If the material is not posted on the school district’s website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the school board is considering the printed material. However, the public’s right to access printed information does not apply to any material or record that is legally exempt from disclosure.

The Board shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any meeting, by posting a copy of the notice, visible to the public, at the building in which the Superintendent’s office is located. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body’s website upon dissemination of the notice. ~~if such a website exists~~. For special or rescheduled meetings, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to the members of the local news media who have requested notice.

REFERENCES

State Reference:

SDCL 1-25-1

SDCL 1-25-1.1

SDCL 1-25-2

SDCL 1-27-1.16

Policy Cross Reference:

BD

BDDA

BDDB

BDDH

[Official meetings open to the public](#)

[Notice of meetings of public bodies](#)

[Executive or closed meetings](#)

[Material relating to open meeting agenda items](#)

School Board Meetings

Notification of School Board Meetings

Board Meeting Agendas and Format

Public Participation at Board Meetings

Adoption History

First Reading	10/27/2014		
Approved	11/17/2014		
First Reading-Revision	10/1/2015		
Approved-Revision	10/13/2015		
First Reading-Revision	6/27/2019		
Approved	7/22/2019		
First Reading-Revision	2/28/2022		
Approved			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDG
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Minutes

The minutes of the meetings of the School Board are the written permanent records of the school district. The business manager or designee will keep minutes of all the official actions of the Board. The minutes will include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made for service rendered or goods furnished; a detailed statement of receipts, and balance on hand; and expenditures and receipts of **custodial trust and agency funds**.
3. A record of the disposition of all matters on which the Board considered, but did not take action.
4. The salaries of all employees will be published after the July organizational meeting, and total payroll by department monthly.

The unapproved minutes will be available for inspection by any person within 10 business days after the meeting.

Within 20 days after a Board meeting, minutes of the meeting will be published in the local newspaper, as in accordance with law. The business manager will sign each legal publication submitted to the newspaper.

The Board will approve the minutes of every meeting within 45 days after that meeting. The presiding officer and the business manager will sign the minutes of all regular and special meetings after approval by the Board. Any change or correction in the minutes will be reflected in the minutes of the meeting at which the changes are made.

Following each annual school election held pursuant to SDCL 13-7-10, the School Board, within 60 days of the official canvas, shall include in the school board minutes, the following information:

1. The number of registered voters of the school district on the date voter registration closes;
2. The number of registered voters of the school district who voted in the election;
3. The percentage of registered voters of the school district who voted in the election;
4. The date of the election, and if the election was held in conjunction with a regular municipal election as provided in SDCL 13-7-10.1 or with the regular June primary as provided in SDCL 13-7-10.3.

If the annual election was not held because there was not a contested vacancy for the school board and no question was submitted to the voters, the School Board shall provide that information in the school board minutes.

All minutes will be open to inspection by the public during the regular office house of the business manager.

REFERENCES

State Reference:

- SDCL 1-27-1.17 [Draft minutes of public meeting to be available](#)
- SDCL 13-6-17 [Plan incorporated in board minutes](#)
- SDCL 13-7 [School district elections](#)
- SDCL 13-8-34 [Approval and signing of minutes](#)
- SDCL 13-8-35 [Publication of minute of board](#)
- SDCL 13-8-43 [Records of business manager open to public inspection](#)
- SDCL 13-16-21** [Custodial Funds - Reports and Audits](#)
- SDCL 17-2-19 [Legal publication fees](#)
- SDCL 17-2-20 [Fees chargeable for 2nd and subsequent publications](#)
- SDCL 6-1-10 [Publication of payroll information](#)

Policy Cross Reference:

- BBB [School Board Elections](#)
- BD School Board Meetings
- KBA [Public's Right to Know](#)

Adoption History

First Reading	11/17/2014		
Approved	12/8/2014		
First Reading-Revision	6/27/2019		
Approved	7/22/2019		
First Reading-Revision	2/28/2022		
Approved			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
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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 **that is open to the public** and a public ~~meeting~~ **hearing held by the school board**.

- 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 **held by the school board**, 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 **hearing**-meeting. This type of meeting allows for public participation under the rules designed specifically for that meeting and is not subject to this policy.

This Policy ~~Policy BDDH, Public Participation at Board meetings~~, applies only to **regularly scheduled school board meetings held in open session**. ~~topics addressed in open/public~~. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Personnel matters or complaints that directly or indirectly identify an employee shall not be discussed. Complaints against school employees or students, and complaints related to sexual harassment or bullying, must be addressed according to specific school district policies before being addressed by the School Board.

When a complaint against a school employee or a student is brought to the Board during the public forum, the Board President will direct the person bringing the complaint to the applicable complaint procedure. The complaint procedures are designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. The Board will address the complaint only if the matter has been appealed to the Board pursuant to the applicable complaint policy

Persons making references about a specific school employee or employees, or a specific student or students during the public forum should be mindful that based upon what the person says during the public forum the employee(s) or student(s) about whom the comments are made may have legal recourse against the person voicing the complaint.

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. **I.**
- 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
- 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.
- 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.d, provision 1.e, 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

State Reference:

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-2	Executive or closed meetings
SDCL 13-32-6	Disturbance of school as a misdemeanor
SDCL 13-8-39	Management of schools by board
SDCL 22-18-35(3)	Disturbing any lawful assembly or meeting

Policy Cross Reference:

BD	School Board Meetings
BDDB	Board Meeting Agendas and Format
BDDC	Agenda Preparation and Dissemination

Adoption History

Approved	9/8/1977		
First Reading of Revision	10/10/1985		
Approved - Revision	11/14/1985		
First Reading	11/17/2014		
Approved	12/8/2014		
First Reading-Rewrite	2/13/2017		
Approved	2/27/2017		
First Reading-Revision	2/28/2022		
Approved			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
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Introduction to Public Forum

If the Board/Board President wishes to have the Board President make an introductory statement at the beginning of the Public Forum, the following may serve as a starting point which could be modified at the discretion of the Board/Board President and which is consistent with local Board policy.

This is the time for the Public Forum.

Each individual wishing to address the Board is asked to sign the form on the table in the back of the room with their name, address, email and topic to be addressed being legible. Persons having signed in will be recognized and have an opportunity to speak.

Speakers will have five (5) minutes to present comments to the school board. An extension of time may be granted pursuant to Board policy. Should more than one person wish to address the school board on the same agenda item, or should the comments become repetitious, speaker time may be shortened.

The District has policies related to complaints involving bullying, sexual harassment, school employees or students. Those policies include procedures designed to balance the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. If a complaint about bullying, sexual harassment, school employees or students is brought to the Board during the public forum, the person will be informed as to the applicable complaint procedure.

*** Individuals attending virtually and desiring to speak during public forum, instructions are given on the meeting agenda when it is posted to email their request to the superintendent’s office, including all identifying information, by noon the day of the board meeting.**

Notes: All Board members should be aware that SDCL 22-18-35(3) says any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk thereof by disturbing any lawful assembly or meeting of persons without lawful authority is a criminal offense (Class 2 Misdemeanor). This statute could be referenced in extreme situations if a speaker/group fails to respect the decorum expected during a formal governmental meeting

Adopted:
Revised:
Reviewed

**NEW
DOUGLAS SCHOOL DISTRICT
Regulation**

SECTION	J	TITLE	Students	FILE	JFB-R
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Dispute Resolution Process

The McKinney-Vento Homeless Assistance Act guarantees rights and services to remove educational barriers for homeless children and youth. The District has developed a dispute resolution process for when parents, guardians, or unaccompanied youth and schools, disagree on the eligibility, enrollment, or educational placement of homeless children and youth. The designated District Homeless Liaison is responsible for carrying out the dispute resolution process in an expeditious manner.

The District will provide a written explanation of the decision to the parent or, in the case of an unaccompanied youth, to the unaccompanied youth. The written explanation must include a description of the parent’s or unaccompanied youth’s right to appeal the decision. When a dispute arises over eligibility, enrollment, or school selection, the child or youth 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 or youth, the following process must be used:

- Level 1: If a parent or unaccompanied youth wishes to appeal a District Homeless Liaison’s decision related to a student’s eligibility, enrollment, or educational placement, the case is appealed to the District Superintendent or the Superintendent’s designee (who may not be the District Homeless Liaison).
- Level 2: If the appeal is unresolved, the case is appealed to the School Board.
- Level 3: If the appeal continues to be unresolved, the case is appealed to the McKinney-Vento State Coordinator.

Every effort should be made to resolve the complaint or dispute at the local level before it is brought to the South Dakota Department of Education.

Initiation of the Dispute Resolution Process: If a parent or unaccompanied youth wishes to appeal the District Homeless Liaison’s decision related to a student’s eligibility, enrollment, or educational placement:

1. The parent or unaccompanied youth must file a request for dispute resolution with the District Homeless Liaison by:
 - a. submitting a form that initiates the dispute resolution process;
 - b. the request for dispute resolution must be submitted by the parent or the unaccompanied youth to the District Homeless Liaison within fourteen (14) calendar days of receiving notification that the District intends to enroll the student in a school other than the one requested by the family or the unaccompanied youth;
2. The District’s Homeless Liaison must log their receipt of the appeal, including the date and time, with a written description of the situation and the reason for the dispute, and a copy of the complaint must

be forwarded to the District Superintendent within seven (7) calendar days of receipt of the notice of appeal.

Level 1: Appeal to the Superintendent: The following procedure shall be used to address an appeal of the District's Homeless Liaison's decision:

1. The appeal shall be in writing using Exhibit JFB-E(1).
2. Upon receipt of an appeal, the Superintendent will, within fourteen (14) calendar days, meet and discuss the matter with the appealing party and the District's Homeless Liaison.
3. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the ASBSD Sample Policies Associated School Boards of South Dakota Printed: 01/31/2022 12:41 PM1 Superintendent may be extended by the Superintendent for good cause.
4. The Superintendent may uphold, reverse or modify the Liaison's decision. The Superintendent may also refer the matter back to the Liaison for further investigation. The Liaison may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Liaison, and the Liaison rendered a second decision, that decision may also be appealed to the Superintendent.
5. The Superintendent's decision may be appealed to the School Board within fourteen (14) calendar days of receipt of the Superintendent's written decision. If the Superintendent does not render a written decision within the required time frame the matter may be appealed to the School Board pursuant to Step 3.

Level 2: Appeal to the School Board: The following procedure shall be used to address an appeal of the Superintendent's decision made in Level 1, or if the Superintendent failed to render a decision in the required time frame:

1. An appeal to the School Board shall be in writing using Exhibit JFB-E(2).
2. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within fourteen (14) calendar days of receipt of the Superintendent's written decision, or within fourteen (14) calendar days of the deadline for the Superintendent's written decision, whichever comes first.
3. Upon receipt of an appeal to the School Board, the School Board shall schedule a date, time and location for the appeal hearing.
4. The following procedure shall be applicable at the appeal hearing before the School Board:
 - a. The School Board shall appoint a school board member or a person who is not an employee of the school district as the Hearing Officer.
 - b. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
 - c. The appealing party and the Superintendent each have the right to be represented at the hearing.
 - d. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the Hearing Officer until the appeal process has been completed.
 - e. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the complaint.
 - f. All parties shall be given the opportunity to make an opening statement.
 - g. Both parties shall have the opportunity to present their case and ask questions of the other's witnesses. The Hearing Officer and school board members may ask questions of any witness.

- h. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
- i. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply.
- j. Both parties shall be given the opportunity to make a closing statement.
- k. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.
- l. Within twenty (20) calendar days of the hearing, the School Board shall render its decision and issue its 2 written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the parties.
- m. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent’s decision, or render a decision on the merits of the complaint in the absence of a Superintendent’s decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.
- n. If the party appealing the Superintendent’s decision to the School Board is dissatisfied with the School Board’s decision, that party may appeal the decision by filing an appeal with the South Dakota Department of Education.

REFERENCES

State Reference:

Federal Reference:

USC Title 42 §11431

McKinney-Vento Homeless Assistance Act -

<https://simbli.eboardsolutions.com/SU/zslsh0BEA6sQz1yTOAKFcl1slshg==>

Cross References:

JECG

[Education Of Students In Foster Care -](#)

Adoption History

First Reading	2/14/2022		
Approved			

SECTION	B	TITLE	Board Governance and Operations	FILE	BD
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School Board Meetings

REGULAR MEETINGS

Unless otherwise designated at the annual organizational meeting of the Board, all regular School Board meetings will be held on the second and fourth Mondays of each month, except for December and July when only the first meeting of the month is held. If it is determined, there is a scheduling conflict during the school year, the schedule can be changed with majority of board members' approval. Public notification will be sent out as soon as possible thereafter.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of a teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

1. A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person's intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.
2. The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public's right to be informed of school board meeting proceedings, but only where these rules have been violated.
3. Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.
4. Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.
5. Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

The School Board shall reserve at every regularly scheduled official meeting a period for public comment, limited at the Board's discretion, but not so limited as to provide for no public comment.

SPECIAL MEETINGS

Special meetings may be called by the President of the Board, or in his / her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call, will be given to each Board member and the Superintendent by the Business Manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

TELECONFERENCE

Any official Meeting, including executive meetings, may be conducted by **teleconference**. ~~telephone conference call~~. A teleconference is an exchange of information by audio, video, or electronic medium, including the internet. ~~A member is shall~~ be deemed present if **the member** they answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference ~~may shall~~ be taken by **voice vote**. ~~roll call~~. **If any member votes in the negative, the vote shall proceed to a roll call vote.** A teleconference may be used to conduct hearings. If the school board conducts an official meeting by teleconference, the school board shall provide a place at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of school board members participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive meeting.

REFERENCES

State Reference:

SDCL 1-25-1	Official meetings open to public
SDCL 1-25-1.1	Notice of meeting
SDCL 1-25-1.5	Teleconference meeting
SDCL 1-25-11	Recording of open official meeting
SDCL 1-25-12	Definitions
SDCL 1-27-1.16	Material relating to open meeting agenda
SDCL 13-8-10	Meetings of board
SDCL 13-32-6	Disturbance of school as misdemeanor
SDCL 22-18-35(3)	Disorderly conduct as misdemeanor
SD UJS Rule 10-9	New Rule regarding expanded media coverage

Policy Cross References:

BDA	Electronic Communication by Board Members
BDB	School Board Study Sessions
BDC	Executive Sessions
BDDA	Notification of School Board Meetings
Bddb	Board Meeting Agendas and Format
BDDC	Agenda Preparation and Dissemination
BDDD	Quorum
BDDE / BDDE-E(1) / BDDE-E(2)	Parliamentary Procedure

BDDF	Voting Method
BDDH / BDDH-E(1) / BDDH-E(2)	Public Participation at Board Meetings

Adoption History

First Reading	10/27/2014		
Approved	11/17/2014		
First Reading -Revisions	6/30/2016		
Approved	7/14/2016		
First Reading-Revisions	2/14/2022		
Approved			

SECTION	B	TITLE	Board Governance & Operations	FILE	BDC
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Executive Sessions

All official meetings of the school board are open to the public unless SDCL 1-25-2 and the appropriate subdivision of that statute is cited in a motion to close the meeting to the public.

~~It is the Board's belief that educational matters should be discussed and decisions made at public meetings of the Board to fulfill the rationale for the creation of public governing bodies.~~

As permitted by law, the school board may discuss some matters in executive (closed) session.

~~However, some matters are more properly discussed by the Board in private session. As permitted by law, An executive or closed meeting may be held~~ **only** ~~for the sole purposes~~ of:

- (1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor;
- (2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student;
- (3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters, **or pertaining to matters to which the attorney-client privilege attaches;**
- (4) Preparing for contract negotiations or negotiating with employees or employee representatives; ~~or~~
- (5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business;
- (6) Discussing information related to emergency or disaster response plans or protocols, safety or security audits or reviews as set forth in SDCL 1-27-1.5(8) and SDCL 1-27-1.5(17).**

~~All discussions will be considered confidential, but any official actions concerning such matters discussed will be made only at an open official meeting.~~

An executive or closed **session** ~~meeting~~ **may** ~~shall~~ be held only upon a majority vote of the members of **the Board present** ~~such body present~~ and voting. Discussion during the **executive/closed session** ~~meeting~~ is **limited to the purpose(s) specified in the closure motion(s).** ~~restricted to the purpose specified in the closure motion.~~ **Nothing in state law or this policy prevents an executive or closed meeting if the federal**

or state Constitution or the federal or state statutes require or permit it.

All official actions concerning the matters discussed will be made only at an open official meeting.

By the very nature of the matter discussed All that transpires in executive/closed session, the matters discussed shall ~~is to be kept~~ ~~considered~~ confidential by the Board and individual Board members (and the administration, as agents of the Board) unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law. ~~and should not be discussed with anyone unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law. If anyone is found guilty of violating confidentiality, it is the responsibility of the Board to discipline the violating member. Anyone who violates these provisions may be guilty of a Class 2 misdemeanor per South Dakota statute.~~

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of district employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during executive / closed sessions unless authorized or required by law to disclose the information.

Nothing in this policy may be construed to prevent an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it.

The Board should not meet in executive session without the Superintendent present unless the session is being held to discuss the Superintendent's contract.

The minutes of the meeting shall show the time at which the Board goes into executive session and for what purpose and when the Board closed executive session and returned to open session.

REFERENCES

State Reference:

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-1.1	Notice of meetings of public bodies
SDCL 1-25-1.2	Repealed
SDCL 1-25-2	Executive or closed meetings
SDCL 1-25-3	
SDCL 1-25-11	Recording of meeting permitted
SDCL 1-25-12	Definitions
SDCL 1-27-1.5(17)	Emergency or disaster response plans
SDCL 1-27-1.5(8)	Information pertaining to the protection of persons or property
SDCL 19-19-502	Lawyer-client privilege

Cross References:

BD	School Board Meetings
BDA	Electronic Communication by Board Members

Adoption History

First Reading	4/23/1989		
Approved	5/8/1989		
First Reading-Revision	4/23/2007		
Approved	5/14/2007		
First Reading-Revision	10/27/2014		
Approved	11/17/2014		
First Reading-Revision	2/14/2022		
Approved			

**REVISED
DOUGLAS SCHOOL DISTRICT
Board Policy**

SECTION	G	TITLE	Personnel	FILE	GCPBA
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Resignation of Administrators / Directors

If an administrator/director intends to resign from his/her position, notice must be given to the Board at the time of contract renewal. Should an administrator/director resign at a time other than that of contract renewal, Board approval will be required to dissolve the contract.

Beginning with the **2022-23** ~~2016-17~~ school year, the professional staff member may be required to pay liquidation damages in the amount of **\$1,500** ~~\$500~~ after June 1; **\$2,500** ~~\$1,000~~ after July 1; **\$3,500 after July 15; and 5% of contract** ~~\$1,500~~ after August 1; ~~and \$3,000 after September 1.~~ **Superintendent's liquidation damage amount to be established within the Superintendent's contract.**

REFERENCES

State Reference:

Federal Reference:

Adoption History

First Reading	2/13/2017		
Approved	2/27/2017		
First Reading-Revision	2/14/2022		
Approved			