

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, March 14, 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/99273825500?pwd=b3Jndnd5Y0pxbDF3WDR6d3NxTXRLQT09>

Meeting ID: 992 7382 5500

Passcode: 559902

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 of February 28, 2022
 - B. Approve the Purchases and Issuing of Accounts Payable for March 15 and Payroll for February 2022.
 - C. Approve Overnight Trip Request for AFJROTC training on May 16-17, 2022.
 - D. Approve the Intent for Non-Reelection of twenty-seven (27) Certified Staff for the 2022-23 School Year for the Purpose of Removing One-Year Only Assignments or Extra Duty Assignments.
 - E. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
7. Items Removed From Consent Agenda

- A. Approve Personnel Action
- 8. Elementary and Secondary Curriculum and Instruction Items:
- 9. Superintendent Items:
 - A. Draft I of Proposed Modifications To Classified Meet and Confer Process - Per BOE Request 2/28/2022
- 10. Fiscal Resources Items:
 - A. Review 2022-23 Capital Outlay Requests
- 11. Operational Support Services Items:
 - A. Approve Traffic Flow Study Proposal from KLJ in the amount of \$16,500.
 - B. Hear Second Reading and Approve REVISED Board Policy BDDDB - Board Meeting Agendas and Format.
 - C. Hear Second Reading and Approve REVISED Board Policy BDDC - Agenda Preparation and Dissemination.
 - D. Hear Second Reading and Approve REVISED Board Policy BDDG - Minutes.
 - E. Hear Second Reading and Approve REVISED Board Policy BDDH - Public Participation at Board Meetings.
 - F. Hear Second Reading and Approve NEW Board Policy Exhibit, BDDH-E(2) - Introduction to Public Forum.
 - G. Hear Second Reading and Approve REVISED Board Policy IGDK - Participation of Alternative Instruction Students.
- 12. Reports:
 - A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
- 13. Upcoming Calendar Events:
 - March 28 - BOE Meeting
 - March 29 - Education Council Meeting
 - April 7 - BOE Meeting
- 14. 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 28, 2022

The Douglas School District No. 51-1 Board of Education held a regular meeting on Monday, February 28, 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: Absent, 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.

Superintendent Kevin Case recognized and thanked staff and families for their efforts and patience last week during the bitter cold weather and the challenges it brought. He especially thanked the maintenance staff and bus drivers for their willingness and efforts. He recognized Francis Case Principal Jeannie Clark, Executive Director of Operational Support Bud Gusso, and B & G Coordinator Jace Waltman, as well as, the custodian, Harvey Miller and B & G staff, Tully Jackson, Lance Carter, and Tom Priest for the great job of keeping the building open and warm when the boiler quit Friday morning.

During Public Forum, parents Alisha and Edward Sylvester spoke on their concerns about bullying.

Motion to approve the agenda. This motion, made by Amy McGovern and seconded by Tanya Gray, 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 February 14, 2022

Approved Personnel Action for February 28, 2022. (Attachment)

Approved January 2022 Financial Report. (Attachment)

Approved Accounts Payable Report for February 28, 2022. (Attachment)

Approved seven (7) additional high school students for early graduation (graduating in fewer than eight semesters), pending successful completion of all required classes and credits.

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

Elementary and Secondary Curriculum and Instruction Items:

Executive Directors of Elementary and Secondary Academics Ann Pettit and Kit Veit provided an update on the recent Adaptive Schools Training they attended. They took a middle school and a high school team, each consisting of the principal and four teachers, to Golden, Colorado for the first portion of the four-day training session. They will complete it at the end of March. Adaptive Schools teach strategies to become high-performing and effective collaborative teams. The training will be offered to the entire certified staff at Douglas in two different sessions over the summer. Douglas is the first school district in South Dakota to become an adaptive school.

Superintendent Items:

Superintendent Kevin Case reported on the overall functionality of the Central Office Facility. Currently, the Central Office houses 14 full-time employees. Existing DSD staff have been moved to other buildings due to a lack of space. As our District continues to grow, the need for a larger and more suitable space will likely be necessary. Additionally, other district services, like our Technology Department, are located in aging buildings with multiple maintenance needs. There is a possibility that other services could be relocated to the current Central Office building. District leaders have begun to look at various options, including the possibility of leasing space, or sharing a large space with the City of Box Elder. Mr. Case will continue to update the Board as more information becomes available.

Superintendent Kevin Case discussed the strategic direction plan based on the District's values and beliefs. Planning is in progress to incorporate more staff and community involvement going into next school year. He is having conversations with Riggs Enterprises regarding developing a detailed plan.

Fiscal Resources Items:

Motion to approve appointment of Election workers for the June 7th School Board Election as recommended. This motion, made by Amy McGovern and seconded by Tanya Gray, Carried.

Denise Halstead - Peel
Dawn Beltran
Shannon Bonner

Rene Emme
Monica Knapp
Jaelyn Lardy

Operational Support Services Items:

Motion to approve first readings of policies in Items 11A-F as one motion. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Approved First Readings:

Revised Board Policy IGDK - Participation of Alternative Instruction Students
Revised Board Policy BDDB - Board Meeting Agendas and Format
Revised Board Policy BDDC - Agenda Preparation and Dissemination
Revised Board Policy BDDG - Minutes
Revised Board Policy BDDH - Public Participation at Board Meetings
New Board Policy Exhibit BDDH-E(2) - Introduction to Public Forum

Motion to approve second readings of policies in Items 11G-J as one motion. This motion, made by Chris Misselt and seconded by Tanya Gray, Carried.

Approved Second Readings:

New Board Policy Regulation JFB-R - Dispute Process for Homeless Children
New Board Policy Exhibit JFB-E(1) - Appeal to the Superintendent
New Board Policy Exhibit JFB-E(2) - Appeal to the School Board
Revised Board Policy BD - School Board Meetings
Revised Board Policy BDC - Executive Sessions
Revised Board Policy GCPBA - Resignation of Administrators/Directors

Reports:

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

Tanya Gray noted she had attended the Black Hills Special Services Cooperative Board of Directors meeting last week. As the ASBSD LAN (Legislative Action Network) representative, she asked if board members were receiving the alerts.

Amy McGovern reported that the next Booster Club meeting is scheduled for March 7 at 6:30 p.m. They had a bake sale at the Robotics Tournament held at the high school last weekend.

Col Vaira expressed appreciation for the coordination between the base and district leadership and being able to announce the late starts the night before. He noted the integration of the new MFLAC (Military Family Life Counselor) has gone well in the schools.

Cathy Melendez reported from the Box Elder Area Chamber of Commerce meeting. The mixer is tomorrow night, and Super Hero Night is scheduled for March 12.

Motion to move into executive session at 5:45 to prepare for Negotiations according to SDCL 1-25-2.4. This motion, made by Chris Misselt and seconded by Tanya Gray, Carried.

President Melendez called the Board out of executive session at 6:36 p.m.

No action taken.

Motion to move into executive session at 6:36 p.m. to conduct the Superintendent's evaluation per SDCL 1-25-2.1. This motion, made by Tanya Gray and seconded by Amy McGovern, Carried.

President Melendez called the Board out of executive session at 7:55 p.m.

Motion to approve extending Superintendent Kevin Case's contract through June 30, 2025 with final terms and conditions to be negotiated at a later date. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Motion to adjourn the meeting at 7:56 p.m. This motion, made by Chris Misselt and seconded by Tanya Gray, Carried.

Cathleen Melendez, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

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

Board Report - For School Board 03/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
95 % GROUP INC	180365		3,815.00
A & B WELDING SUPPLY COMPANY INC.	180366		824.20
AMAZON.COM	180367		3,866.27
AWARDSCO	180364		871.40
BEST BUY BUSINESS	180364		1,399.95
BEST WESTERN KELLY INN	180368		1,491.89
BIERSCHBACH EQUIPMENT & SUPPLY	180369		435.00
BLACK HILLS CHEMICAL CO	180370		796.23
BLACK HILLS ENERGY	180371		39,762.77
BLACK HILLS POWERSPORTS. INC	180372		176.55
BLACK HILLS URGENT CARE	180373		95.00
BRIGHTFINGERS INC	180364		61.45
BULK BOOKS	180374		815.90
CASE. KEVIN	180375		641.86
CENTURYLINK	180377		451.70
CLIMATE CONTROL SYSTEMS AND SERVICE	180378		2,499.53
CREATIVE IRONWORKS/ BH POWDER COATING	180381		350.00
DEAN JAMES LLC ALL AMERICAN SHARPENER	180364		220.00
EVERGREEN OFFICE PRODUCTS	180384		632.45
FIDUCIARY ACCOUNT	180385		3,352.25
FLOYD'S TRUCK CENTER	180386		158.00
FOOD SERVICE	180387		544.08
G & R CONTROLS. INC.	180388		2,986.21
HAGEN GLASS. WINDOWS & SIDING. INC	180390		45.00
HARLOW'S BUS SALES. INC.	180391		112.16
HEGGERTY	180392		119.94
HILLYARD INC	180393		797.14
HOBBY LOBBY CREATIVE CENTER	180364		22.68
INNOVATIVE OFFICE SOLUTIONS	180394		1,249.66
INSTA-LEARN BY STEP INC	180395		509.20
INSTITUTE MULTI-SENSORY EDUCATION	180396		765.41
JOHNSON CONTROLS INC	180397		1,623.48
JW PEPPER & SONS. INC.	180398		475.36
KIEFFER SANITATION. INC.	180399		1,754.01
KILOWATT ELECTRIC INC.	180400		1,164.21

Board Report - For School Board 03/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
KNIGHTS QUALITY WELDING	180401		2,093.00
LARSON. JENNIFER	180402		117.00
LOWE'S BUSINESS ACCOUNT	180403		39.89
LYNN JACKSON SHULTZ & LEBRUN PC INC	180404		4,044.00
MENARDS	180405		591.00
MG OIL COMPANY. INC.	180406		12,198.50
MID-AMERICAN RESEARCH CHEMICAL	180407		166.94
MIDCONTINENT COMMUNICATIONS	180408		1,553.03
MUSICIAN'S FRIEND INC.	180364		38.33
NASCO	180409		2,726.84
NORTH CENTRAL SUPPLY. INC.	180411		120.00
OFFICE DEPOT	180364		101.62
RAPID CITY JOURNAL	180412		524.37
RAPID CITY REGIONAL AIRPORT	180364		60.00
RIVERSIDE TECHNOLOGIES INC	180413		8,042.00
SAM'S CLUB	45		247.84
SCHOOL NURSE SUPPLY	180415		591.62
SCHOOL SPECIALTY INC.	180416		4,393.64
SD STATE ELECTRICAL COMMISSION	180417		80.00
SDCA	180418		285.00
SDHSAA	180419		930.00
SOUTH DAKOTA MINES	180420		600.00
SWIFTEC INC	180421		204.26
TIE	180423		5,700.00
TINANT. KAZUMI	180425		200.00
TRUE VALUE	180426		154.84
UHAUL	180364		153.89
USD CENTER FOR DISABILITIES	180427		320.00
VALVES & INSTRUMENTS	180364		138.52
VANWAY TROPHY & AWARD. INC.	180428		69.80
VERIZON WIRELESS	180429		496.52
VOYAGER FLEET SYSTEMS. INC.	180430		523.03
WAL-MART STORES INC	180364		670.58
WARNE CHEMICAL & EQUIPMENT. INC.	180431		1,085.00
WEST RIVER ELECTRIC	180432		2,411.81

Board Report - For School Board 03/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
WESTERN COMMUNICATIONS. INC.	180433		760.06
WHISLER BEARING COMPANY	180434		172.47
WORLDWIDE CHOREOGRAPHY	180435		2,100.00
GENERAL FUND			<hr/> 129,591.34
CENTURY BUSINESS	180376		7,661.17
CO-OP ARCHITECTURE	180380		589,000.00
COMMERCIAL DOOR & SPECIALTIES INC.	180379		2,886.00
GUMDROP BOOKS	180389		480.54
CAPITAL OUTLAY			<hr/> 600,027.71
AMAZON.COM	180367		471.40
BULK BOOKS	180374		128.00
EGGING. SUSAN	180383		475.00
INSTITUTE MULTI-SENSORY EDUCATION	180396		275.35
NCS PEARSON. INC.	180410		153.00
THERAPY SHOPPE. INC.	180422		227.72
TIMMONS MARKET	180424		54.50
USD CENTER FOR DISABILITIES	180427		320.00
SPECIAL ED			<hr/> 2,104.97
AMAZON.COM	180367		119.49
AMERICAN AIRLINES	180364		1,033.50
CENTER FOR DEVELOPMENT AND LEARNING.	180364		3,790.00
DAKOTA TRAVEL	180382		3,612.96
EAFB EXCHANGE	180364		33.00
HILTON GARDEN INN - NEW ORLEANS	180364		10,235.41
QUALITY LOGO PRODUCTS	180364		995.66
RIVERSIDE TECHNOLOGIES INC	180413		4,000.00
ROBERT SHARP & ASSOCIATES	180414		229.20
TAXI CHARGES	180364		2,376.40
UNITED AIR LINES	180364		(30.00)
US BANK	180364		4,115.05
YMCA	180436		9,250.00
GRANTS			<hr/> 39,760.67
			<hr/> 771,484.69
AMAZON.COM	11693		257.70
CASH-WA DISTRIBUTING COMPANY. INC.	11694		12,296.06
COCA-COLA BOTTLING CO HIGH COUNTRY	11695		336.00

Board Report - For School Board 03/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
DOMINOS PIZZA- BOX ELDER	11696		364.00
FIDUCIARY ACCOUNT	11698		1,430.00
GENERAL FUND	11699		275.48
PAN-O-GOLD BAKING COMPANY. INC.	11700		436.70
PRAIRIE FARMS	11701		3,563.76
REINHART FOOD SERVICE LLC	11702		11,011.12
SERVALL TOWEL & LINEN SUPPLY. INC.	11703		165.02
FOOD SERVICE			<hr/> 30,135.84
			<hr/> 30,135.84
Grand Total:			<hr/> 801,620.53

PAYROLL EXPENDITURES

FEBRUARY 7, 2022

FEBRUARY 18, 2022

TOTALS

\$1,011,448.70

\$1,039,821.99



U.S. Air Force Junior ROTC

SD-061/Douglas High School

420 Patriot Drive

Box Elder, SD 57719

Phone: (605) 923-0045

E-Mail: michael.morrow@k12.sd.us

chester.stewart@k12.sd.us



1 March 2022

MEMORANDUM FOR PARENTS/GUARDIANS OF AS III/IV CADETS

FROM: SD-061/ASI

SUBJECT: AFJROTC Survival Curriculum Overnight Trip

1. This year, our AS III/IV (third and fourth year) cadets have the opportunity to join MSgt Stewart at Camp Judson in Keystone, SD for a two day, one night survival excursion beginning on 16 May and returning by 1400 on 17 May. Since there is a cost involved with this trip, it is **strictly voluntary**. The cost will be \$30 per cadet to cover food and insurance and is due by Monday, 2 May 2022.
2. Some of our activities will include shelter building, fire craft, plant identification, and land navigation. This trip will allow the cadets to practice the survival skills that they will have learned during the fourth quarter of this school year.
3. Cadets will be bused to and from Douglas High School, and they will not be allowed to drive their own vehicle. There will be both male and female chaperones for this trip since it is a coed activity.
4. Attached you will find a permission trip form and a list of required and suggested items for you cadet to bring. If you have any questions or concerns, please do not hesitate to contact MSgt Stewart via email: chester.stewart@k12.sd.us or phone: 605-923-0030 ext. 1131.

CHESTER N. STEWART, JR., MSgt, USAF (Ret)
Aerospace Science Instructor

Attachments:

1. Required and suggested items list
2. Permission slip

Survival Overnight Trip Required and Recommended Items List

Required:

- Sleeping bag
- Flashlight
- Emergency poncho
- Hygiene items
- Toiletries
- Towel
- Shower shoes
- Clothing for two days and one night
 - It may get cold during the night!

Recommended:

- Whistle
- Dry bags (Ziploc type)
- Duct tape
- 550 paracord
- Mylar emergency blanket
- Tarp (6x8)
- Compass

Most items can be purchased from local retailers or online for a reasonable price.

AFJROTC PERMISSION FORM
Survival Overnight Trip

My son/daughter, _____, has my permission to
(Name)
go on a field trip to Camp Judson, Keystone, South Dakota, from **16-17 May 2022**.

I understand that if my son/daughter becomes ill or injured during this trip, chaperones will attempt to contact me or an emergency contact at the number listed below:

Parent/Guardian Name _____ Home # (____) _____

Mother's Work # (____) _____ Father's Work # (____) _____

Mother's Cell # (____) _____ Father's Cell # (____) _____

If I cannot be reached, I understand and agree that my son/daughter may be taken for medical assistance and I agree that I will be solely responsible for any and all costs incurred as a result.

I give permission for photographs to be taken of my child during the school. Cadets take these photographs as they would on any other trip or vacation. Instructors will take pictures for documenting the trip.

I understand AFJROTC has a zero-tolerance policy towards the possession, use or consumption of drugs, alcohol, or weapons.

I further agree to indemnify and hold harmless the school district and its employees, Camp Judson and its employees, and the United States Air Force for any injury that occurs to my child, which is not the result of action or inaction by any of the above parties or representatives.

(Signature of Parent/Guardian)

(Date)

Trip ID 1656

Booked By

Booked By Stewart, Chester
Email chester.stewart@k12.sd.us
Phone 923-0045
Pager
Cellular

Booking Details

Trip Name Overnight Survival Trip
Status Submitted
Trip State Inactive
Created Date 2/24/2022 3:52:00 PM

Departing Location High School
Organization DHS Activities
Trip Destination Camp Judson, Keystone, SD
Trip Type Round Trip

Trip Package
Trip Departure Date Time 5/16/2022 8:00:00 AM
Driver Departure Time
Participant Drop Off Time
Destination Arrival Date Time
Driver Start Location
Participant Drop Off Location
Estimated Round Trip Mileage 0
Trip Return Date Time 5/17/2022 2:00:00 PM
Driver Return Time
Participant Pick Up Time
Destination Departure Date Time
Driver End Location
Participant Pick Up Location

Trip Contact

Name Stewart, Chester
Email chester.stewart@k12.sd.us
Phone 923-0045
Pager
Cellular 2402732941

Attendees

Faculty MSgt Stewart
Supervising Adults MSgt Stewart
Number of students 11
Number of adults 1
Totals Attendees 12
Cost per student \$7.0000
Cost per adult \$7.0000

Categorization

Budget Code
Budget Code Description
Recommended Min Age 0
Recommended Max Age 0
Educational Objective Cadets will use an outdoor setting to go over survival skills learned in the classroom.

Notes

Special Needs and/or Trip Requirements Drop off at Camp Judson and picked back up the next day by 1300.
Driving Directions

Required Services

Transportation Type School Bus
Number Of Vehicles 1

Certified Notices of Non Re-Elect

	Name	Location	Position
1	Cathy Baragar	MS	7th Grade Head Volleyball Coach
2	Cathy Baragar	MS	Assistant Track Coach
3	Kendra Barrett	MS	Assistant Fall Drama Coach
4	Kendra Barrett	MS	Assistant Spring Drama Coach
5	Jason Boeding	MS	Assistant Track Coach
6	Eric Elder	MS	Assistant Cross Country Coach
7	Eric Elder	MS	Head Track Coach
8	Tom Hancock	MS	Yearbook
9	Aaron Kowaleski	MS	8th Grade Head Boys Basketball Coach
10	Michael McCarty	HS	Lunchroom Supervisor
11	Kevin Militello	MS	Patriot Press Head Advisor
12	Travis Miller	MS	Head Cross Country Coach
13	Travis Miller	HS	Assistant Track Coach 1/2 Position
14	Tori Nielsen	MS	7th Grade Head Girls Basketball Coach
15	Tori Nielsen	MS	7th Grade Head Boys Basketball Coach
16	Juliana Parker	MS	6th Grade Head Volleyball Coach
17	Juliana Parker	MS	8th Grade Assistant Girls Basketball Coach
18	Rachel Quimby	MS	7th Grade Assistant Girls Basketball Coach
19	Rachel Quimby	MS	7th Grade Assistant Boys Basketball Coach
20	Rachel Quimby	MS	Assistant Track Coach
21	Jesse Walton	HS	Lunchroom Supervisor
22	Shae Weber	MS	8th Grade Assistant Volleyball Coach
23	Shae Weber	MS	Assistant Track Coach
24	Shae Weber	MS	8th Grade Assistant Boys Basketball Coach
25	Collin Weinzirl	MS	8th Grade Assistant Football Coach
26	Marlee Wieman	HS	Cross Country Coach
27	Taylor Wright	MS	6th Grade Assistant Volleyball Coach

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 3/14/2022**

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Laura Savage	Bus Driver	\$145.66	03/12/2018-03/12/2022 (+1 yr)

Administrator Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Greg Seefeldt	Principal	MS	06/15/2022

Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Leon Herder	Lunchroom Supervisor	HS	05/25/2022
Taylor Wright	Physical Education	MS	05/26/2022

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Cassandra Gerving	Special Education Aide	PAT ELEM (FC)	05/27/2022
Krista LeFors	Special Education Secretary	MS	03/04/2022
Jordan Patterson	Lunchroom Supervisor	PAT ELEM (FC)	02/28/2022

Classified Voluntary Transfer Request

Name	From Bldg/Position/Hrs	To Bldg/Position/Hrs	Effective Date
Cassie Taylor	MS/FSW/7.50 hrs per day	MS/Cook/8 hrs per day	02/22/2022

Certified Staff Hiring

Name	Location/Position	Salary	Effective Date
Kaitlin Heier	HS/Math Teacher	\$49,775.00	2022/2023 School Year

Classified Staff Hiring

Name	Location/Position	Salary	Effective Date
Toni Dominguez	PAT ELEM (BC) /Lunchroom Supervisor	\$12.70 per hr	03/02/2022

Temporary Hires

Name	Position	Salary	Effective Date
Michael Clark	HS Assistant Track Coach - 1/2 Position - 1 Year Only	\$9.45 per hr	03/01/2022
Travis Miller	HS Assistant Track Coach - 1/2 Position - 1 Year Only	\$2000.00 per yr	03/01/2022

Substitute Hires

Name	Substitute Teacher	Substitute Classified	Effective Date
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Jasmin Johnson	\$105.00/day	95% of Step 1	02/24/2022
Madaline Kyvik	\$105.00/day	95% of Step 1	02/24/2022
Andrew McGuire	\$105.00/day	95% of Step 1	02/24/2022
Darla Michelson	\$105.00/day	95% of Step 1	02/24/2022
Jaclyn Niederwerder	\$105.00/day	95% of Step 1	02/24/2022
Britney Peel	\$105.00/day	95% of Step 1	03/07/2022
Cooper Rossow	\$105.00/day	95% of Step 1	02/24/2022
Kara Stone	\$105.00/day	95% of Step 1	03/07/2022

Certified Salary Publication

Name	Location/Position	Salary	Effective Date
Rebecca Nelson	VES/Computer Teacher	\$37932.46 per yr	10/12/2021
William Velez	MS/Special Education Teacher	\$29229.30 per yr	01/06/2022

Coordinator Salary Publication

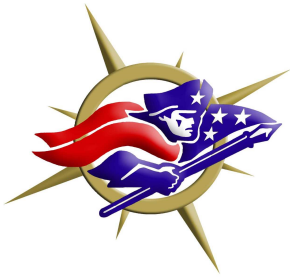
Name	Location/Position	Salary	Effective Date
Jennifer Garner	FS/School Nutrition Coordinator	\$38521.35 per yr	12/07/2021
Jace Waltman	B&G/Building and Grounds Coordinator	\$40227.50 per yr	01/06/2022
Katy Urban	CO/Communication Coordinator	\$46115.32 per yr	12/06/2021

Classified Salary Publication

Name	Location/Position	Salary	Effective Date
Ashley Aleman	VES/Lunchroom Supervisor	\$12.70 per hr	11/10/2021
Debra Barber	FC/Lunchroom Supervisor	\$12.70 per hr	11/01/2021
Jonda Bennett	VES/Special Education Aide	\$13.80 per hr	11/30/2021
Livvy Bright	HS/Special Education Aide	\$14.40 per hr	11/10/2021
Casey Caughron	VES/Lunchroom Supervisor	\$12.70 per hr	10/06/2021
Anja Cautrell	MS/Lunchroom Supervisor	\$12.70 per hr	11/01/2021
Beverly Gabriel	TRANS/Driver	\$18.59 per hr	10/12/2021
Tina Gomes	FC/Food Service Worker	\$12.70 per hr	02/17/2022
Marion Groves	MS/Lunchroom Supervisor	\$12.70 per hr	10/26/2021
Heather Hall	VES/Special Education Aide	\$13.80 per hr	11/15/2021
Traci Knight	FS/Food Service Secretary	\$12.70 per hr	12/22/2021
Kacie McGuire	BC/Special Education Aide	\$13.80 per hr	11/15/2021
Angela Messmer	FC/Food Service Worker	\$13.30 per hr	02/22/2022
Lauryn Mobley	FC/BC/Computer Aide	\$14.40 per hr	01/31/2022
Carol Osten	TECH/Technology Help Desk/Server Support	\$21.25 per hr	12/16/2021

Lexi Prange	CARR/Speech Language Pathologist Assistant	\$20.70 per hr	12/13/2021
Holly Rick	BC/Lunchroom Supervisor	\$12.70 per hr	11/15/2021
Cassie Taylor	MS/Food Service Worker	\$12.70 per hr	01/10/2022
Carmen Villa	FC/Special Education Aide	\$13.80 per hr	11/15/2021

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



DOUGLAS SCHOOL DISTRICT 51-1

ADMINISTRATIVE OFFICE

400 Patriot Drive • Box Elder, SD 57719-9749 • 605-923-0000

Mr. Kevin Case, Superintendent

Classified Listening Tour Concept

March 4, 2022

Draft II - 3/8/22

Following the February 28 Board of Education meeting, board members asked the superintendent to design a feedback mechanism that might not only replace, but improve the current meet and confer process. The goal of a different process was to:

- Create meaningful dialogue between all parties;
- Create opportunities for all classified staff to be involved;
- Work collaboratively to solve problems, build trust, and discuss opportunities;
- Still maintain the existing “explanation of salary changes” that the Business Manager has historically shared.

Given that task, I offer the following for consideration as a potential solution.

- For all classified staff. (This includes transportation, food service, office staff, Central Office staff, Tech Dept staff, custodians, maintenance, warehouse, nurses and all aides)
- Continue the existing “explanation of salary changes”;
- Provide multiple opportunities for all classified staff to provide input with their peers, not necessarily with their job alike group;
- A potential schedule could look like, but would not be limited to:
 - Tuesday, April 5, 2022 8:30 am - Listening Session I (ms/hs location)
 - Tuesday, April 5, 2022 Noon - Listening Session II (ms/hs location)
 - Wednesday, April 6, 2022 2:00 pm - Listening Session III (elementary location)
 - Wednesday, April 6, 2022 3:15 pm - Listening Session IV (elementary location)
 - Additional date/time as requested to meet the needs of classified staff, if needed
 - Sessions would last a maximum of 45 minutes
 - District representation would include Business Manager, Director of Operations, Superintendent, and 2 Board Members;
- Initial questions might include but not be limited to the following:
 - How might we best support our classified staff?
 - What non-monetary benefits might encourage staff retention?
 - What training/professional development opportunities might benefit staff?
 - How might we best improve working conditions?
 - What might it look like when you feel your voice is being heard?
 - Are there specific requests that might impact the 2022-23 pay schedule that you would like to share/discuss?
- Ideas would be recorded from all groups and themes would be created and shared with the Classified Advisory Council and all classified staff. Priorities would be jointly developed along with a timeline to implement new and improved practices as agreed to.
- Other thoughts and ideas. . .

3/9/22		Capital Outlay Proposals 2022-23					
#	Bldg	Project or Equipment	Amount Proposed	Rationale	Year Acquired/Age of Current Item	Notes & Discussion	Alternative Funding
1	BC	Ultraverse Complete Climbing Wall	\$12,530	Climbing Wall is for the gym. Existing PE activities do not lend themselves to upper body strengthening. The Wall will hel this with various climbing activities. Costis for wall and shipping. (\$10,709 + \$1820.53)	None at this time	Gathering additional information; could possibly add \$2,000 to property/liability insurance, but possible	
2	FC	Secretary Desk	\$8,227	The secretaries desks are falling apart and are unable to continue to be repaired as they are aging	I am unsure but before I came 16 years ago	Standardizing furniture purchases - work with B&G for specifics	
3	FC	HD Word Study Kits	\$3,432	These will help us instruct our struggling students in intervention group	n/a		
4	FC	Decodable Readers	\$4,000	Continue to build our decodable reader library for teachers to use when instructing students in small groups. These align to the Science of Reading teaching			
5	VES	Classroom ErgoMesh Series Managerial Mid-Back chair, Black	\$2,382	Replacing old or broken chairs	All a variety/unknown	Standardizing furniture purchases - work with B&G for specifics	
6	VES	95% Basic and Advanced Phonics Lesson Library	\$3,700	One copy is shared between two SPED rooms	NA		
7	VES	Catchbox speaker	\$2,469	Engaging students in lessons and amplifying their voices to presnt to the class	NA		
8	VES	Adjustable-height rectangle activity table	\$3,645	For the classroom, row tables allow students to work easily with a partner and less distraction than in clusters	NA		
9	DMS	Clover Whiteboard Top Tables for Math Dept	\$2,783	For students to show work and work together with each other and teacher demonstration in the math department.			
10	DMS	Clover Whiteboard Top Tables for Math Dept (SpEd)	\$2,749	Whiteboard tables: The special education department within the middle school teaches multiple subjects to students who require individualized supports. Utilizing the whiteboard tables will allow for teachers and students to complete step by step procedures with the ability to keep those steps for individual use while not taking up classroom whiteboard space and individual whiteboard space. Additionally, it allows students to complete problems in small groups and have each student complete steps to overall problems or projects.			
11	DMS	Ping Pong Tables for PE dept. (6)	\$5,638	Update old broken tables. - Currently sharing between HS & MS - wear is causing breakage - would like to have in both buildings.			
12	DMS	Protrainer Tracks for PE Dept. (weight trainer weights) new program for PE	\$7,699	New weight training program.			
13	DMS	Volleyball Poles (2 court system) for PE Dept.	\$3,299	Need lighter weight poles and updated equipment.			

		3/9/22	Capital Outlay Proposals 2022-23					
#	Bldg	Project or Equipment	Amount Proposed	Rationale	Year Acquired/Age of Current Item	Notes & Discussion	Alternative Funding	
14	DMSA	Girls Basketball Uniforms	\$5,461	Update current uniforms - rotation	2015/7 years			
15	DMSA	Wrestling Uniforms	\$4,025	Update current uniforms - rotation	2014/8 years			
16	DHS	Advantage 500 Deluxe Pack Table Tennis (4 tables) 16-845 Two Sets Shipping = 1278.06	\$8,796	Loaned DMS tables and were damaged while over there. Replacing damaged. - Currently sharing between HS & MS - wear is causing breakage - would like to have in both buildings.	2000 if not before.			
17	DHSA	Girls' Soccer Uniforms Nike 25 Blue / 25 White (Home / Away)	\$5,000	uniform rotation	2018			
18	DHSA	Dance Team Uniforms 30	\$8,000	uniform rotation	2017			
19	DHSA	Wrestling Singlets 60Boys' & 30 Girls' (Home/Away)	\$4,800	uniform rotation	2017			
20	DHSA	Football Helmets & Pads	\$5,000	annual replacement	2012-2014			
21	District	Annual Printing Request	\$70,000	Annual Lease				
22	District	Annual Library Request	\$27,000	(\$5,000 per elementary; \$6,000 for DMS & DHS)				
23	Trans	One Ton Pickup Truck for B & G / Transportation	\$36,000	To replace 1995 model pickup truck that has over 110K miles on it and needs extensive front end/steering work. This vehicle is used by B&G for moving snow, and by Trans to tow busses	Acquired in 2003	Requested 2; Purchase 1 pickup this year; second in the future		
24	FS	Replace 2 door freezer (BC)	\$3,149	Current freezer needs repairs regularly, cost of repairs could have replaced it.	unknown			
25	FS	Replace sink to larger 3 compartment with drainboards (FC)	\$5,828	Old sinks wash tubs are too small to fit sheet pans, no place to dry dishes, and sink has some pitting.	unknown			
26	FS	Additional Steam Table to allow for 2 serving lines (DMS)	\$4,300	In order to reconfigure MS Lunches, an additional steam table is required. This will allow lunch time to be cut in half.				
27	Tech	Staff desktop - HP 800 AiO touch - 20 ct @ \$1,129	\$22,580	Replace in-service staff desktops that will have reached EoL; Tech Plan calls for replacement after 6 yrs in service; FY23 will mark year 7.	HP 800 AiO G1 & G2 - 2016			
28	Tech	Staff laptop - HP 850 G8 + HP USB-C Dock - 15 ct @ \$1,043 per	\$15,645	Replaces remainder of HP 810's (beyond at EoL) in service as primary educator device, namely at MS & 2 @ CO; replaces remainder of MacBook Airs (beyond EoL) in service as primary device (9 certified staff @ CAR; 5 certified staff @ VN; 3 staff @ CO). Spare HP 850s will address in part; 15 proposed to address remainder and provide adequate spares for support.	HP 810 - 2015 Macbook - 2011-2013			
29	Tech	Staff HP USB-C Dock - 30 ct @ \$159	\$4,770	Replaces existing docking station; previous dock discontinued in 2020 and is not compatible with the new generation HP 850s, G7 & newer, G7 purchased last year.				

3/9/22		Capital Outlay Proposals 2022-23					
#	Bldg	Project or Equipment	Amount Proposed	Rationale	Year Acquired/Age of Current Item	Notes & Discussion	Alternative Funding
30	Tech	Student display (lab) - HP E24 G4 24" - 20 ct @\$189 per	\$3,780	For HS Ind Tech. Displays are needed to adequately support visualization of CAD and Robotics drawings and 3D work. Replaces mix of 20 x used displays inadequate in size and resolution, majority purchased by school/teacher, remainder by Tech Dept. Supported by principal and curriculum director.	2012-2016		
31	Tech	Staff display - HP E24 G4 24" - 15 ct @ \$189 per	\$2,835	Displays replenish a fleet of desktop displays authorized at Administrator/Admin Assistant level, majority to which are at EoL. Replacement will occur as in-service displays fail; failures occurring more frequently.	2012 - 2016		
32	Tech	Classroom Interactive Display - Viewsonic ViewBoard 75 inch Bundle - 110ct @ \$2899 per	\$318,890	Smart Boards at EOL for many buildings - Elementary schools are priority - purchasing 110 provides new Interactive Displays at all Elementary schools to provide for academic benefits; (72) - FC & BC; (110) - FC, BC & VES; (162) - FC, BC, VES & DMS	2010-2013	Requested between 72 and 162 (\$208,728 - \$469,638)	
33	Tech	HS Theater Projector	\$9,800	This has been a request for many years - this is the main space utilized for large group meetings and a new projector is needed.	2008		
34	Tech	Student laptop 1:1 (classroom grades 3-8; student assigned grades 9-12) - HP Fortis 14" - 120 ct @ \$357 per (ECF)	\$0	Replacement for HP Stream; Stream has been discontinued. Annual recurrent replacement justified @ 402, However, large quantify of in-services devices are at or beyond EoL, specifically, 635 x HP430 G2s & 242 x HP Stream G2s, AND expected student growth, forecast new purchase need at: 1070 ct. This need will be broken into two parts due to approved ECF funds for 120 ct devices. PART 1) 120 ct - funded by ECF Grant - \$42,840	HP 430 G2 - 2015 HP Stream G2 - 2016	One-time funds available from ECF Grant	ECF Grant
35	Tech	Student laptop 1:1 (classroom grades 3-8; student assigned grades 9-12) - HP Fortis 14" - 950ct @ \$430 per		Replacement for HP Stream; Stream has been discontinued. Annual recurrent replacement justified @ 402, However, large quantify of in-services devices are at or beyond EoL, specifically, 635 x HP430 G2s & 242 x HP Stream G2s, AND expected student growth, forecast new purchase need at: 1070 ct. This need will be broken into two parts due to approved ECF funds for 120 ct devices. PART 2) 950 ct	HP 430 G2 - 2015 HP Stream G2 - 2016	Gathering additional information - forming a committee to decide best option to move forward with technology purchases - \$408,500 Requested	

		3/9/22	Capital Outlay Proposals 2022-23				
#	Bldg	Project or Equipment	Amount Proposed	Rationale	Year Acquired/Age of Current Item	Notes & Discussion	Alternative Funding
36	Tech	Student laptop (lab) - HP 430 - 65 ct @ \$715 per		<p>Existing Labs & libraries computers; principal/program administrator endorsed</p> <p>DSD SPED WIAT - 10ct (replace dedicated testing computers for PsychCorp WIAT IV program; replaces 09 x HP 840s beyond EoL)</p> <p>NEW Labs or lab mods proposed, endorsed by principal:</p> <p>HS JROTC Cyber - 10 ct (replace 8 loaner/spare HP 840s at EoL; support new cyber warfare class)</p> <p>MS Art - 28 ct (replace 15 loaner/spare HP 430s @ EoL; new art teacher w/ curriculum reliant upon mobile computers)</p> <p>MS SPED - 15 ct (replace 15 loaner/spare HP 430s @ EoL; new SPED classroom format reliant upon dedicated student devices)</p> <p>TD - 02 ct - repair/spare</p>	<p>HP 840 - 2015</p> <p>HP 430 - 2016</p> <p>Macbook Air 2013-2015</p>	Gathering additional information - working to see what needs we have for labs to move forward with technology purchases - \$46,475 Maximum Cost	
37	Tech	Student desktop (lab/library) - HP 800 AiO touch - 32 ct @ \$1,129 per		<p>HS Ind Tech - 16 ct (upgrade HP 430s which are less ideal format, too small, for ind tech) >> If approved should be applied to one of Student laptop (lab) groups</p> <p>HS FACS - 02 ct (replaces 6 iMac desktops)</p> <p>MS Library - 05 ct (replace 11 loaner iMacs @ EoL; 2nd yr requested)</p> <p>VN Library - 03 ct (replace 03 x HP 800 AiO G1s)</p> <p>FC Library - 03 ct (replace 03 x HP 800 AiO G1s)</p> <p>BC Library - 02 ct (replace 03 x HP 800 AiO G1s)</p> <p>TD - 01 ct - spare</p>	<p>iMacs - 2013-2015</p> <p>HP 800 AiO G1 - 2016</p> <p>HP 430 G7 - 2021</p>	Gathering additional information - working to see what needs we have for labs/libraries to move forward with technology purchases - \$36,128 Requested	
38	Tech	Student iPad 1:1 (classroom grades K-2) - 120 ct - ECF funded	\$10,074	PART 1) 120 ct approved through ECF for \$35,280 (iPads only, AppleCare and cases are not eligible; total cost for \$45,354; DSD cost = \$10,074).		One-time funds available from ECF Grant	ECF Grant
39	Tech	Student iPad (labs/other) - 30 ct - @ \$378 per		PART 2) 30 ct. This will address 15 at EoL plus standard attrition rate across all labs.	EoL iPad Minis - 2010-2013	Gathering additional information - other solution possible for iPad need - \$11,340 Requested	
40	Tech	Student iPad Pro Wi-Fi 128GB 12.9" + keyboard - (SLP "lab") - 06 ct - @ \$1,180 per	\$6,980	This is a new capital purchase, not replacing existing inventory. Approved/submitted by Monica; endorsed by Troy. Includes Logitech Combo Touch Keyboard Case with Trackpad.	NA	Gathering additional information regarding best possible solution	

		3/9/22	Capital Outlay Proposals 2022-23					
#	Bldg	Project or Equipment	Amount Proposed	Rationale	Year Acquired/Age of Current Item	Notes & Discussion	Alternative Funding	
41	Tech	Classroom iPad Charging Station - Belkin Store and Charge w/portable trays - 20 ct @ \$349 per	\$6,980	Replaces existing cabinets in most BC 1st & 2nd gr classrooms. Used to responsibly store and charge iPads; increases iPad longevity. Compatible fully with student iPads/laptops Proposed rooms for new stations: 1st gr rms: 29, 28, 20, 19, 18, 17 2nd gr rms: 14, 13, 12, 7, 6 TD has a remaining station in inventory to allot.	Cabinets built for VN and are mismatch for the technology	Gathering additional information regarding best possible solution		
42	Tech	Classroom Laptop Charging Cart - Spectrum Connect36 - 28 ct @ \$1,249 per	\$34,972	Replaces existing carts at MS in full. Existing carts are extremely difficult to manage; built to top load so students drop in devices and they break; cart design does not support the dynamics in shifts from phase 3 to phase 4 where devices AND charges need to be easily removed and assigned to students from the carts. Configuration of cart is such that all charging cables are in bottom of cart, not accessible for distro until all devices removed.	2016	Gathering additional information regarding best possible solution		
43	Tech	Distaster Recovery (DR) System/Storage	\$23,940	The proposed DR solution enables District to regain operations from a major disruption within 24hrs. The District needs a secondary place where servers and hosted District systems and associated data are replicated and held to restore District operations in full. The potential for major disruption to our network pose a real threat to District operations. District received a voluntary cyber security threat assessment in the fall of 2020 by SD BIT and received an "F" in this department due to its lack of a DR solution and response plan. District insurance policies should require or encourage/support a DR solution which if acquired, could possible reduce our premiums.	New	Gathering additional information regarding best possible solution		
44	Dist - CA	Replace accordian doors	\$6,000	Put in Pocket Door	Red			
45	Dist - BC	Window Tinting for south and east facing rooms	\$15,000	Energy Efficiency	Green			
46	Dist - FC	Roofing Recommendations Total Roof over east classroom wing Replacement 1-3 years	\$527,000	First roof replacement based on assessment; more roofs needed to be replaced in future years - this is the first	Red			
47	Dist - FC	Roof Design Bid Documents and Administration	\$31,925	In conjunction with the roof project listed above	Red			
48	Dist - FC	Gym Floor Replacement	\$35,000	Tiles outdated and lifting up - needs replaced	Yellow			
49	Dist - VES	Replace light pole	\$6,200	Was previously broken and removed - can be fixed and have 2nd light pole	Red			
50	Dist - VES	Ceramic Tile in 3 main Restrooms	\$6,000	Tile needs updated and replaced	Red			
51	Dist - HS	Practice Soccer Field - 6 foot Fence	\$15,000	Safety fence needed on 2 sides for new soccer practice field at HS	Red			
52	Dist - HS	New door Tech. Dept. EXT	\$6,700	Old & broken - needs replaced	Red			

		3/9/22	Capital Outlay Proposals 2022-23					
#	Bldg	Project or Equipment	Amount Proposed	Rationale	Year Acquired/Age of Current Item	Notes & Discussion	Alternative Funding	
53	Dist - HS	New Door Gym INT	\$2,500	Old & broken - needs replaced	Red			
54	Dist - HS	New Door Weight Room EXT	\$6,700	Old & broken - needs replaced	Red			
55	District	Water Tower tie in for Irrigation purpose	\$44,000	Provide irrigation to the District	Red			
56	District	Replace Chain Link Behind Tru-Vaue	\$5,125	Fence currently sits on non-District owned property	Red			
57	District	New School Grounds Equipment, Mowers, bob Cat, Side by Side	\$40,000	Purchase (COF) or Lease (GF)?	Green	\$300,000 Requested; gathering additional information regarding best possible solution		
58	District	Warehouse Evaluation of Walls and Sub floor tipping and bowing	\$24,000		Red	Gathering additional information regarding best possible solution		
		TOTAL	\$1,482,307					
		(2) Buses Already Approved	\$205,870					
		Stadium Scoreboard Already Approved	\$98,355					
		TOTAL REQUEST	\$1,786,532					
		TOTAL BUDGET	\$2,350,000					
		REMAINING BUDGET	\$563,468	To be utilized for remaining technology/B&G purchases - information to follow				



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Memorandum

Date: 1/6/2022
To: Jared Carda – Co-Op Architecture
From: Steve Grabill, PE, PTOE and Oz Khan, PE
RE: Box Elder Elementary School Site TIS - Proposed Scope of Services

Remarks

This memorandum presents a proposed scope of services to complete traffic engineering study for the proposed Elementary School Site in Box Elder, SD. The following specific tasks are suggested to complete the Traffic Impact Study (TIS).

1. Traffic Impact Analysis

KLJ will estimate the site-generated traffic impacts to the surrounding roadway network for up to three intersections assuming there are no more than two accesses to and from the proposed development. The three intersections will be selected based on engineering judgement and discussion with Co-Op Architecture.

A. Traffic Data Collection

Intersection level traffic counts are required to investigate the traffic operations at the three potential intersections. KLJ will collect up to 14-hour intersection level traffic counts for the three intersections. Traffic data collection effort could be reduced if historic traffic data is available for the study intersections.

B. Trip Generation & Distribution

KLJ will assume development characteristics that will be included on the site plan shared by Co-Op Architecture. It is anticipated that school start peak will be between 7:30AM and 8:30AM which may overlap with daily commute morning peak, whereas the school dismiss peak will be between 2:30PM and 3:30PM which will not overlap with daily afternoon peak. KLJ will estimate the number of daily, AM peak hour, and School afternoon peak hour associated with the proposed developments. Trip generation assumptions will be based on data in the Institute of Transportation Engineers' (ITE's) *Trip Generation Manual*. The following proposed development information will need to be provided by the Developer to complete this analysis:

- The number of proposed buildings with gross square footages and a description of how the property will be used.
- Number of employees/students expected when the property is partially and fully developed.
- Proposed site access plans.

The origins and destinations of site-generated traffic will be estimated based on prevailing travel patterns and trips being assigned to the roadway network using engineering judgement.



C. Traffic Operations

This exercise will involve evaluating intersection levels of service for vehicles using the Synchro 10 software, which implements the *Highway Capacity Manual* intersection level of service methodology. This will be done for the two study intersections listed. This analysis will consider intersection operations at LOS “E” or worse deficient.

Intersection LOS analysis will be completed for weekday AM, school afternoon peak hour, and PM peak for “Build” and “No-Build Scenarios”. “No Build” refers to traffic operation conditions without the proposed development, whereas “Build” scenario refers to traffic operation conditions with the traffic generated by the proposed development. 20-year traffic projections will be based on available data from the Travel Demand Model or based on a growth percentage if model data is unavailable. The following scenarios would be evaluated:

- I. No-Build Scenario – Day of Opening
- II. Build Scenario – Day of Opening
- III. No-Build Scenario – 20-year Horizon
- IV. Build Scenario – 20-year Horizon

D. Safety Analysis

KLJ will review most recent three years of crash data to investigate crash trends at the study intersections, calculate crash rates, if necessary, identify safety challenges and recommend potential mitigations to resolve safety challenges.

E. Warrant Analysis

The traffic volumes in the study area are generally low. The intersections near the site are currently unsignalized. The proposed development is not expected to warrant a traffic signal at the nearby intersections in the existing and future conditions. For these reasons, a complete signal warrant analysis may not be required. KLJ will perform turn lane warrant analysis for the study intersections and the two proposed direct accesses to the site.

F. Mitigation

If traffic operational and/or safety issues are identified during the analysis, potential mitigation strategies will be identified at these locations.

2. Report

This exercise will involve preparing draft and final reports that document the methodology and results from the traffic impact analysis, including the possible recommendations to mitigate identified transportation deficiencies. A draft report will be submitted within 35 business days of receipt of a notice to proceed and when the developer provides the requested information discussed earlier. If weather or traffic conditions delay the collection of traffic data, the schedule will be extended to compensate with the number of days of delay. A final report that incorporates necessary revisions will be submitted within 15 business days of receipt of all comments from participating stakeholders.



3. Project Management

Project management will include internal staff meetings and coordination, preparation of invoices. Additionally, it is assumed that the KLJ Project Manager will be available for phone conversations to discuss project progress and results with the client. He will also be available for one, on-site presentation if so desired.

4. Fee

The tasks described above will be completed on a lump sum fee of **\$16,500**. 50 percent will be invoiced at the completion of data collection, 90% invoiced at the submittal of the draft Report, and the remainder invoiced at acceptance of the final report or within 90 calendar days, whichever is fewer. Additional services, such as additional traffic counts, or requests for further analysis, could be provided on a time and materials basis after receiving written authorization for the additional work.

Thank you for giving us the opportunity to propose on these services.

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDB
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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:

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			