

DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION

**AGENDA**

**Monday, April 25, 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/95290075508?pwd=cGdFUlqZGFrbUZOaW53T2FZUml4Zz09>

Meeting ID: 952 9007 5508

Passcode: 366985

Individuals attending virtually and desiring to speak during public forum should email their request to the Superintendent's office (Kevin.Case@k12.sd.us or Jackie.McPherson@k12.sd.us), including all identifying information, by noon the day of the board meeting.

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Public Forum:
5. Approval of Agenda:
6. Consent Agenda Items:
  - A. Approval of Regular Meeting Minutes for April 7, 2022.
  - B. Approve Personnel Action
  - C. Approve Financial Reports
  - D. Approve the Purchases and Issuing of Accounts Payable
  - E. Tech Ed Club trip to National Skills USA Competition, June 18-24.
  - F. Germany Trip Summer 2022

- G. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
- 7. Items Removed From Consent Agenda
- 8. Elementary and Secondary Curriculum and Instruction Items:
- 9. Superintendent Items:
  - A. Elementary School #1 Initial Schematic Design Review - DLR
  - B. Douglas High School Final Construction Documents Update and Pricing
  - C. Approve Student Assignment Requests as recommended to attend Douglas School District for the 2021-22 school year.
- 10. Fiscal Resources Items:
  - A. Approve the Proposed Pay Schedule for Classified Employees for the 2022-2023 School Year.
  - B. Approve Proposed Classified Staff Changes for the 2022-23 school year as presented at Classified Listening Sessions.
- 11. Operational Support Services Items:
  - A. Hear and Approve FIRST Reading of REVISED Board Policy BFCA - Board Regulations and Handbooks.
  - B. Hear and Approve FIRST Reading of REVISED Board Policy BHD - Board Member Compensation and Expenses.
  - C. Hear First Reading to Remove the following Board Policies:
    - BDDCA - Agenda Related Supplemental Information
    - BDDEA - Parliamentarian
    - BF - Board Policy Development
    - BFB - Preliminary Development of Policies
    - BFD - Policy Dissemination
    - BFG - Policy Review and Evaluation / Manual Accuracy Check
    - BHA - New Board Member Orientation
    - BHB - Board Member Development Opportunities
  - D. Hear SECOND Reading and Approve REVISED Board Policy GCPB - Resignation of Professional Staff Members.
  - E. Hear SECOND Reading and Approve NEW Board Policy GCPB-E(1) Application for Early Resignation Notification Incentive Pay
- 12. Reports:

A. Superintendent:

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

13. Upcoming Calendar Events:

May 9 BOE Regular Meeting  
May 22 High School Graduation  
May 23 BOE Regular Meeting

14. Executive Session for personnel matters per SDCL 1-25-2.1.

15. Action As A Result of Executive Session

16. Adjournment

## BOARD POLICY

Section B

Board Governance and Operations

File: BDDH

## PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

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

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

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

## BOARD POLICY

Section B

Board Governance and Operations

File: BDDH

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

**BOARD POLICY**

Section B

Board Governance and Operations

File: BDDH

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

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

3. Authority of Presiding Officer:

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

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

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

MINUTES  
DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING

Thursday, April 7, 2022

The Douglas School District No. 51-1 Board of Education held a regular meeting on Thursday, April 7, 2022 at 5:00 pm in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. 1<sup>st</sup> Vice President Tanya Gray presided. Those present were:

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

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

1st Vice President Tanya Gray called the meeting to order at 5:02 p.m.

Box Elder Mayor Larry Larson read the official proclamation declaring April as the Month of the Military Child and Friday, April 8 as Purple Up Day--a salute to our military children.

Douglas Education Association (DEA) representatives, Brett Distel and Kevin Plooster, thanked BOE members for the cordial and professional negotiation process and for its support in approving certified negotiations for the 2022-23 school year.

Motion to approve the agenda, noting that Executive Session was added after initial publication. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

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

Approved Regular Board Meeting Minutes for March 28, 2022.

Approved Personnel Action for April 7, 2022. (Attachment)

Approved Accounts Payable Report for April 15, 2022 and March 2022 Payroll Report. (Attachments)

Approved out-of-state Debate Team trip request to attend the National Debate Tournament in Louisville, Kentucky.

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

**Superintendent Items:**

Superintendent Kevin Case congratulated incumbent BOE member, Amy McGovern and new member, Tonya Amaral and thanked them for their willingness to serve. They both turned in petitions for the two school board openings. They will be sworn in at the annual meeting in July. He also thanked current member Ben Frerichs for his service as he is not seeking reelection.

Superintendent Case reported on the five Classified Listening Sessions that were scheduled this week. Approximately 70 classified staff members attended and participated. He thanked the BOE for asking for a meeting format incorporating more meaningful conversation. The following trends were voiced: wanting their voice heard; staffing needs; celebrating our successes and recognizing staff; specific professional development and training to do their jobs well; some safety concerns from transportation; feeling valued; and being respected members of the Douglas team.

The architect and design team for the new school facilities updated Board members on the status of the high school and elementary projects. The new high school construction documents are being verified and finalized by the Construction Manager At Risk (CMAR) company. The bid date is dependent on receiving funding for the project. The elementary team met with various Douglas user groups this week to gather additional input to complete the schematic design phase for the elementary project.

### **Fiscal Resource Items:**

Motion to make a matter of record that valid School Board Nominating Petitions have been filed as follows: Two (2) three-year positions for Board Member at Large: Amy McGovern and Tonya Amaral. The annual School Board Election will not be conducted as there is neither a contested vacancy on the School Board nor any question submitted to the voters. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve DEA Negotiations for the 2022-23 School Year. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to approve attached resolution for proposed bylaws changes from Associated School Boards Protective Trust for the South Dakota School District Benefits Fund. (Copy Attached). This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Motion to approve attached resolution from Associated School Boards Protective Trust for the South Dakota School District Benefits Fund Adoption and Renewal for July 1, 2022 to June 30, 2023. (Copy Attached). This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve attached resolution from Associated School Boards Protective Trust for the South Dakota School District Benefits Fund Participation Agreement for July 1, 2022 to June 30, 2023. (Copy Attached). This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

### **Operational Support Services Items:**

Motion to Approve Memorandum of Understanding between Douglas School District and City of Box Elder for renovation and maintenance of Foxborough Trail/Park improvement. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve recommendation to reject all bids for Francis Case Elementary Heating System Replacement Project. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve first reading of revised Board Policy GCPB - Resignation of Professional Staff Members. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to approve first reading of new Board Policy GCPB-E(1) - Application for Early Resignation Notification Incentive Pay. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

**Reports:**

Superintendent Kevin Case thanked Katy Urban, Communications Coordinator, for organizing the Bagel Drive-Thru tomorrow morning to honor our military children on Purple Up Day. All students and parents will receive a bagel.

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

Col. Vaira attended the South Dakota State MIC3 meeting this week, as well as, Fran Apland. Ann Pettit is the South Dakota State Commissioner appointed by Governor Noem. He appreciated the proclamation for our military students and is excited about the summer transition program for students.

Amy McGovern added the next Booster Club meeting is April 18. There is a fundraising spaghetti dinner tonight at the Box Elder Event Center to benefit the family of Sam Biberdorf.

Tanya Gray appreciated the professionalism of staff members during the Classified Listening Session. She also commented that the Associated School Board of South Dakota (ASBSD) is accepting presentation ideas for the Joint Convention on August 4-5.

Motion to move into executive session at 6:06 p.m. to discuss personnel matters per SDCL 1-25-2.1. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

1st Vice President Gray called the Board out of executive session at 6:33 p.m.

No action taken.

Motion to adjourn the meeting at 6:34 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 \_\_\_\_\_.

<b>DOUGLAS SCHOOL DISTRICT</b>				
<b>PERSONNEL ACTION 4/7/2022</b>				
<b>Employee Leave of Absence Requests</b>				
	<b>Name</b>	<b>Building/Position</b>	<b>Dates</b>	
	Mark Sheets	MS/Assistant Principal	04/05/2022-07/18/2022	
<b>Certified Resignations/Retirements/Terminations</b>				
	<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
	Stefani Gebhart	VES	Instructional Leader	05/26/2022
	Lindsay Scott	VES	Kidz Chorus	03/31/2022
<b>Certified Voluntary Transfer Request</b>				
	<b>Name</b>	<b>From Bldg/Position</b>	<b>To Bldg/Position</b>	<b>Effective Date</b>
	Denise Stiles	PAT ELEM (FC)/SPED Teacher	HS/SPED 18 to 21 Transition Program	2022/2023 School Year
<b>Certified Staff Hiring</b>				
	<b>Name</b>	<b>Bldg/Position</b>	<b>Salary</b>	<b>Effective Date</b>
	Aarika Blair	PAT ELEM (FC) /Kindergarten	B/0, 182 days/yr, 7.50 hrs/day, \$43275.00 per yr	2022/2023 School Year
	Kirsten Fautz	PAT ELEM (BC) /Kindergarten	B/2, 182 days/yr, 7.50 hrs/day, \$44775.00 per yr	2022/2023 School Year
	Nick Ferguson	MS/Industrial Technology Teacher	B/2, 182 days/yr, 7.50 hrs/day, \$44775.00 per yr	2022/2023 School Year
	Olivia Gotta	PAT ELEM (FC) Kindergarten	M+30/7, 182 days/yr, 7.50 hrs/day, \$59525.00 per yr	2022/2023 School Year
	Rebecca Nelson	VES/Computer Teacher	B/0, 182 days/yr, 7.50 hrs/day, \$43275.00 per yr	2022/2023 School Year
<b>Classified Staff Hiring</b>				
	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
	Lavern Left Hand Bull	PAT ELEM (BC) /Custodian	G/1, 260 days/yr, 8 hrs/day, \$14.40 per hr Pro-Rated Contract 61 days	04/06/2022
<b>Temporary Hires</b>				
	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
	Casey Bieber	HS Activity Worker	\$15.00 per hr	04/01/2022
	Joseph Bowden	HS Activity Worker	\$15.00 per hr	04/01/2022
	Jose Hernandez	HS Activity Worker	\$15.00 per hr	04/01/2022
	Aaron Kowaleski	MS Assistant Track Coach - 1 Year Only	\$1969.00 per yr	03/21/2022
	Roberta Morin	HS Activity Worker	\$15.00 per hr	04/01/2022
	Justin Snyder	HS Activity Worker	\$15.00 per hr	04/01/2022
	Sam Wickersham	HS Activity Worker	\$15.00 per hr	04/01/2022

<b>Substitute Hires</b>				
	<b>Name</b>	<b>Substitute Teacher</b>	<b>Substitute Classified</b>	<b>Effective Date</b>
	Clayton Meints	\$105.00/day	95% of Step 1	04/05/2022
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

## Board Report - For School Board 04/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
95 % GROUP INC	180513		594.00
A & B WELDING SUPPLY COMPANY INC.	180514		232.42
ACCO BRANDS CORPORATION	180508		27.50
AMAZON.COM	180515		5,784.40
AMERICAN BUTTON MACHINES	180516		594.95
AMERICINN-SIOUX FALLS	180517		122.00
AMICK SOUND INC	180518		101.73
ASBSD	180519		2,000.00
ASCD	180520		59.00
BELLE FOURCHE HIGH SCHOOL	180521		30.00
BJ'S INSTRUMENT REPAIR	180522		80.00
BLACK HILLS CHEMICAL CO	180524		1,216.43
BLACK HILLS STATE UNIVERSITY	180525		190.00
BLACK HILLS TRUCK & TRAILER INC	180508		1,097.84
CASE. KEVIN	180527		2,589.42
CASH - CO	180528		169.88
CASH-AD SPONSORS	180529		63.00
CENTURYLINK	180530		451.70
CRUM ELECTRIC SUPPLY CO INC	180531		44.02
DAKOTA POTTER'S SUPPLY	180532		70.14
DELTA AIR LINES	180508		438.80
DEMCO. INC	180533		196.22
ELLISON EDUCATIONAL. INC.	180534		113.94
FIDUCIARY ACCOUNT	180535		1,150.00
GRIMMS PUMP SERVICE. INC.	180539		411.34
HAGGERTYS MUSICWORKS	180540		124.00
HARLOW'S BUS SALES. INC.	180541		41.00
HILLYARD INC	180542		300.45
HYATT REGENCY	180508		4,299.13
INNOVATIVE OFFICE SOLUTIONS	180543		444.90
JOSTENS INC	180544		64.25
JW PEPPER & SONS. INC.	180545		201.49
KILOWATT ELECTRIC INC.	180546		1,870.00
LAKESHORE LEARNING MATERIALS	180547		114.98
MENARDS	180549		192.22

## Board Report - For School Board 04/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MF ATHLETIC	180550		262.45
MG OIL COMPANY. INC.	180551		3,322.17
MIDWEST BUS PARTS. INC.	180552		90.50
MIDWEST TECHNOLOGY PRODUCTS	180553		71.20
MUSIC THEATRE INTERNATIONAL	180508		2,600.00
NATIONAL SPEECH & DEBATE ASSOCIATION	180554		540.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	180555		109.16
NOVUS GLASS REPAIR & REPLACEMENT	180556		270.00
PARTS TOWN	180557		60.98
PETE LIEN & SONS. INC.	180558		1,578.96
PLAY SCRIPTS. INC.	180559		434.40
POPP BINDING AND LAMINATING. INC	180560		659.80
RAPID CITY REGIONAL AIRPORT	180508		60.00
RAPID CITY WINDOW & GLASS. INC.	180562		382.38
RIVERSIDE TECHNOLOGIES INC	180563		5,100.00
ROGUE FITNESS	180508		160.83
RUSHMORE PLAZA HOLIDAY INN	180564		62.00
SAM'S CLUB	46		71.98
SDASBO	180566		85.00
SHERWIN WILLIAMS	180568		152.18
SIGNS NOW	180569		311.29
SKILLSUSA SOUTH DAKOTA	180570		360.00
SOUTH DAKOTA VOLLEYBALL COACHES ASSOC	180508		57.73
SPEARFISH SCHOOL DISTRICT	180571		80.00
STATE SUPPLY CO	180508		191.13
TAXI CHARGES	180508		44.36
TEMPERATURE TECHNOLOGY INC	180572		704.08
THUNDERBIRD LODGE	180573		349.17
TIE	180574		5,700.00
TRUE VALUE	180575		100.08
VANWAY TROPHY & AWARD. INC.	180577		133.20
VOYAGER FLEET SYSTEMS. INC.	180578		706.25
WAL-MART STORES INC	46		208.57
GENERAL FUND			<hr/> 50,501.00
FOLLETT CONTENT SOLUTIONS LLC	180537		1,380.11

## Board Report - For School Board 04/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
FOLLETT SCHOOL SOLUTIONS. INC	180538		4,253.20
CAPITAL OUTLAY			<hr/> 5,633.31
AMAZON.COM	180515		19.98
FIDUCIARY ACCOUNT	180535		66.00
SCHOOL SPECIALTY INC.	180565		287.31
SHERATON HOTEL AND CONVENTION CENTER	180567		447.00
SPECIAL ED			<hr/> 820.29
WEBSTAIRANT STORE	180508		416.85
FOOD SERVICE			<hr/> 416.85
95 % GROUP INC	180513		2,035.00
AMAZON.COM	180515		2,081.21
BLACK HILLS BAGELS	180523		8,482.50
BULK BOOKS	180526		143.70
CASH - CO	180528		1,232.00
DELTA AIR LINES	180508		1,026.20
FLYLEAF PUBLISHING	180536		1,391.52
HILTON GARDEN INN - NEW ORLEANS	180508		(1,820.59)
LEADERSHIP MATTERS LLC	180548		13,632.80
MARRIOT- CREDIT CARD	180508		987.91
PRAIRIE EDGE INC	180561		1,587.44
RIVERSIDE TECHNOLOGIES INC	180563		4,000.00
TAXI CHARGES	180508		705.74
UNDERWOOD DISTRIBUTING CO	180576		275.00
US BANK	180508		68.80
YMCA	180579		9,250.00
GRANTS			<hr/> 45,079.23
			<hr/> 102,450.68
CASH-WA DISTRIBUTING COMPANY. INC.	11725		922.28
CASH-WA DISTRIBUTING COMPANY. INC.	11726		8,751.69
CHILD AND ADULT NUTRITION	11727		2,048.33
DOMINOS PIZZA- BOX ELDER	11728		455.00
FIDUCIARY ACCOUNT	11734		15.35
HUBBELL. MELISSA	11729		47.40
PAN-O-GOLD BAKING COMPANY. INC.	11730		369.21
PRAIRIE FARMS	11731		3,344.04
REINHART FOOD SERVICE LLC	11732		6,378.09

Board Report - For School Board 04/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SERVALL TOWEL & LINEN SUPPLY. INC.	11733		84.27
FOOD SERVICE			<hr/> 22,415.66
			<hr/> 22,415.66
Grand Total:			<hr/> 124,866.34

**PAYROLL EXPENDITURES**

**MARCH 7, 2022**

**MARCH 21, 2022**

**TOTALS**

**\$1,011,661.39**

**\$1,045,044.53**

**DOUGLAS SCHOOL DISTRICT****PERSONNEL ACTION 4/25/2022****Classified Service Factor Bonus**

	<b>Name</b>	<b>Position/Years</b>	<b>Amount</b>	<b>Dates of Service</b>
	Lance Carter	Skilled Maintenance/15 Years	\$1,404.99	06/11/2007-06/11/2022
	Lonnie Painter	Skilled Head Mechanic/30 Years	\$3,753.12	05/18/1992-05/18/2022
	Larry Pettigrew	Custodian/15 Years	\$1,404.63	06/04/2007-06/04/2022
	Thomas Priest	Carpenter/15 Years	\$1,404.99	06/06/2007-06/06/2022

**Certified Resignations/Retirements/Terminations**

	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
	Kenn Duncan	4th Grade Teacher	VES	05/26/2022
**	Aisha Durfey	5th Grade Teacher	VES	05/26/2022
	Summer Hager	Student Council Advisor	MS	05/26/2022
	Angela Pickett	Special Education Teacher	HS	05/26/2022

**Classified Resignations/Retirements/Terminations**

	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
	Ashley Aleman	Lunchroom Supervisor	VES	04/15/2022
	Casey Caughron	Lunchroom Supervisor	VES	04/15/2022
	Lonnie Painter	Head Mechanic	TRANS	05/20/2022
	Shizuka Tinkham	Food Service Worker	HS	05/25/2022

**Administrator Staff Hiring**

	<b>Name</b>	<b>Bldg/Position</b>	<b>Salary</b>	<b>Effective Date</b>
**	Courtney Crosswait	MS/Principal	SPEC/4, 219 days/yr, 8 hrs/day, \$102,957.47 per yr	2022/2023 School Year

**Certified Staff Hiring**

	<b>Name</b>	<b>Bldg/Position</b>	<b>Salary</b>	<b>Effective Date</b>
	Tara Anderson	PAT ELEM (BC) /Kindergarten	B/0, 182 days/yr, 7.50 hrs/day, \$48,275.00 per yr	2022/2023 School Year
	Amber Lyons	HS/Math Teacher	M/6, 182 days/yr, 7.50 hrs/day, \$57,775.00 per yr	2022/2023 School Year
	Lauryn Mobley	VES/5th Grade Teacher	B/3, 182 days/yr, 7.50 hrs/day, \$50,525.00 per yr	2022/2023 School Year
	Shelby Sieveke	PAT ELEM (FC) /3rd Grade Teacher	B/4, 182 days/yr, 7.50 hrs/day, \$51,275.00 per yr	2022/2023 School Year

**Temporary Hires**

	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
	Kirk Koehler	HS Activity Worker	\$15.00 per hr	04/01/2022
	Amanda Taylor	HS Activity Worker	\$15.00 per hr	04/01/2022
<b>Substitute Hires</b>				
	<b>Name</b>	<b>Substitute Teacher</b>	<b>Substitute Classified</b>	<b>Effective Date</b>
	Isaac Grassel	\$105.00/day	95% of Step 1	04/22/2022
	Autumn Stricklan	\$105.00/day	95% of Step 1	04/11/2022
	Leah Thibeay	\$105.00/day	95% of Step 1	04/11/2022
	James Walker	\$105.00/day	95% of Step 1	04/22/2022
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

<b>March 1, 2022 FINANCIAL</b>	<b>GENERAL FUND</b>	<b>CAPITAL OUTLAY</b>	<b>SPECIAL EDUCATION</b>
BALANCE 02/ 28/ 22	<b>(\$51,959.83)</b>	\$1,315,138.85	\$1,827,558.94
RECEIPTS:			
TAXES	\$57,095.94	\$34,693.95	\$22,204.93
TUITION			
INTEREST	\$72.96		
ADMISSIONS			
LOCAL	\$211.07	\$188.58	
COUNTY	\$20,694.06		
STATE	\$1,165,323.08		\$119,122.00
FEDERAL		14,428.00	\$108,731.00
OTHER	\$195.83		
INTERFUND TRAN.	\$26,956.60		
LOANS			
TOTAL RECEIPTS:	\$1,270,549.54	\$49,310.53	\$250,057.93
DISBURSEMENTS:			
VERIFIED CLAIMS	\$173,589.11	\$600,027.71	\$2,725.30
SALARIES	\$1,584,188.82	\$0.00	\$298,914.27
TRANSFERS OUT			
<b>BALANCE 03/31/22</b>	<b>(\$539,188.22)</b>	<b>\$764,421.67</b>	<b>\$1,775,977.30</b>
BALANCE 03/ 31/ 21	285,551.03	2,905,776.51	2,084,250.35

<b>March 1, 2022 FINANCIAL</b>	<b>FEDERAL PROJECTS</b>	<b>UNEMPLOY- MENT FUND</b>
BALANCE 02/ 28/ 22	<b>(\$1,582,575.92)</b>	\$50,849.24
RECEIPTS:		
TAXES		
INTEREST		
LOCAL		
STATE		
FEDERAL		
PREMIUMS		
REIMBURSEMENTS	\$736,212.23	
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
OTHER (LOCAL) -LIBRARY		
TRANSFER IN		
TOTAL RECEIPTS:	\$736,212.23	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$90,359.95	\$0.00
SALARIES	\$96,562.64	\$0.00
TRANSFERS OUT		
EXPENDITURES		
<b>BALANCE 03/31/22</b>	<b>(\$1,033,286.28)</b>	<b>\$50,849.24</b>
BALANCE 03/ 31/ 21	<b>(881,974.63)</b>	55,338.70

<b>March 1, 2022 FINANCIAL</b>	<b>DEP CARE</b>	<b>ENTERPRISE</b>	<b>IMPACT AID</b>
BALANCE 02/ 28/ 22	\$473.44	\$4,714.21	\$23,639,910.54
RECEIPTS:			
INTEREST			\$26,956.60
TUITION			
STATE			
FEDERAL			
LOCAL	\$291.68		
OTHER			
INTERFUND TRAN.			
LOANS			
PREMIUMS			
TOTAL RECEIPTS:	\$291.68	\$0.00	\$26,956.60
DISBURSEMENTS:			
VERIFIED CLAIMS	\$310.00	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00	\$0.00
EXPENDITURES/ TRANSFERS OUT			\$26,956.60
<b>BALANCE 03/31/22</b>	<b>\$455.12</b>	<b>\$4,714.21</b>	<b>\$23,639,910.54</b>
BALANCE 03/ 31/ 21	374.93	(20,614.90)	21,170,212.65

<b>March 1, 2022 FINANCIAL</b>	<b>FOOD SERVICE</b>	<b>FIDUCIARY FUNDS</b>	<b>MEDICAL REIMB-125</b>
BALANCE 02/ 28/ 22	\$206,126.43	\$212,849.92	\$64.21
RECEIPTS:			
INTEREST			
SALES	\$11,706.62		
STATE			
FEDERAL	\$142,547.58		
LOCAL	\$726.34	\$44,942.97	\$1,986.24
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$154,980.54	\$44,942.97	\$1,986.24
DISBURSEMENTS:			
VERIFIED CLAIMS	\$68,081.90	\$56,575.01	\$503.03
SALARIES	\$62,778.96	\$645.90	\$0.00
<b>BALANCE 03/31/22</b>	<b>\$230,246.11</b>	<b>\$200,571.98</b>	<b>\$1,547.42</b>
BALANCE 03/ 31/ 21	184,379.15	201,647.51	2,798.62

**Board Report - For School Board 04/29/2022**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMAZON.COM	180593		755.84
AMSTERDAM PRINTING & LITHO CORPORATION	180594		526.93
ASCD	180595		59.00
BELLE FOURCHE HIGH SCHOOL	180596		25.00
BERS WINDY FLATS RUBBLE SITE	180597		36.00
BLACK HILLS ENERGY	48		38,860.56
BLACK HILLS URGENT CARE	180598		190.00
CENGAGE LEARNING	180599		115.50
CENTRAL HIGH SCHOOL ACTIVITIES	180600		100.00
CLARK PRINTING. INC.	180602		299.90
CREATIVE IRONWORKS/ BH POWDER COATING	180604		700.00
DAKOTA SUPPLY GROUP. INC.	180606		1,724.31
DUENWALD TRANSPORTATION	180607		805.00
E-RATE EDUCATIONAL SERVICES LLC	180608		769.25
EVERGREEN OFFICE PRODUCTS	180609		1,073.82
FASTENAL COMPANY. THE	180610		41.86
FAULKNER. MELANIA	180611		85.00
FIDUCIARY ACCOUNT	180612		(310.50)
FLINN SCIENTIFIC INC	180613		66.65
GRAINGER. W.W.. INC.	180614		1,154.65
HARLOW'S BUS SALES. INC.	180615		641.84
HARVEYS LOCK SHOP. INC.	180616		59.34
HILLYARD INC	180617		15.58
INFINITE CAMPUS	180619		1,495.00
INSECT LORE	180620		112.91
INSTRUCTIONAL COACHING GROUP	180621		9,975.00
INSTRUMENTALIST AWARDS LLC	180622		77.00
JOHNSON CONTROLS INC	180623		3,286.49
JOSTENS INC	180624		25.43
JOURNEY MUSEUM & LEARNING CENTER	180625		500.00
JW PEPPER & SONS. INC.	180626		395.59
KIEFFER SANITATION. INC.	51		448.43
KIMBALL MIDWEST	180627		151.55
LAKESHORE LEARNING MATERIALS	180628		74.73
LYNN JACKSON SHULTZ & LEBRUN PC INC	180632		2,730.00

**Board Report - For School Board 04/29/2022**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MATHESON GAS	180633		131.41
MCCARTY, MICHAEL	180634		2,052.00
MCGRAW HILL SCHOOL EDUCATION	180635		191.45
MENARDS	180636		659.40
MIDCONTINENT COMMUNICATIONS	47		1,529.75
MIDWEST CONNECT	180637		123.00
NASCO	180638		66.52
NORTH CENTRAL SUPPLY, INC.	180639		700.00
RAPID CITY JOURNAL	180641		925.80
RAPID CITY WINDOW & GLASS, INC.	180642		1,075.37
RIVERSIDE TECHNOLOGIES INC	180645		3,252.00
RUSHMORE PLAZA HOLIDAY INN	180647		55.00
SCHOOL BUS PARTS COMPANY	180648		202.59
SDHSAA	180651		572.00
SHERATON HOTEL AND CONVENTION CENTER	180652		735.00
SOUTH DAKOTA ONE CALL	180654		91.35
SPEARFISH SCHOOL DISTRICT	180655		30.00
STAN HOUSTON EQUIPMENT COMPANY, INC.	180657		370.98
STURGIS BROWN HIGH SCHOOL	180658		150.00
STURGIS OPTIMIST	180659		80.00
TEMPERATURE TECHNOLOGY INC	180660		220.00
TIME RENTAL	180661		418.10
TRUE VALUE	180662		59.25
UNITY SCHOOL BUS PARTS, INC.	180663		387.60
VERIZON WIRELESS	180664		496.52
WARNE CHEMICAL & EQUIPMENT, INC.	180665		4,750.00
WEST RIVER ELECTRIC	49		2,262.01
WOODBURN PRESS	180666		650.57
<b>GENERAL FUND</b>			<hr/> 89,305.33
CENTURY BUSINESS	180601		8,848.34
CO-OP ARCHITECTURE	180603		505,625.00
RENNER ASSOCIATES, LLC	180644		2,612.50
SPECIALTY INSTALLATION LLC	180656		5,995.00
<b>CAPITAL OUTLAY</b>			<hr/> 523,080.84
FIDUCIARY ACCOUNT	180612		102.00
LINDSTROM, JOAN	180631		150.00

**Board Report - For School Board 04/29/2022**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SONOVA USA INC	180653		405.00
<b>SPECIAL ED</b>			<hr/> 657.00
AMAZON.COM	180593		295.88
DAKOTA PARTY	180605		131.56
FIDUCIARY ACCOUNT	180612		1,008.00
HOLIDAY INN - CITY CENTER	180618		537.00
LAUGHING WATER RESTAURANT	180629		331.76
LEXIA	180630		2,214.00
PEACHJAR INC	180640		2,800.00
REALLY GREAT READING	180643		1,430.00
ROBERT SHARP & ASSOCIATES	180646		291.65
SCHOOLPOSTERS.COM	180649		1,004.75
YMCA	180667		9,250.00
<b>GRANTS</b>			<hr/> 19,294.60
			<hr/> 632,337.77
AMAZON.COM	11742		1,187.00
CASH-WA DISTRIBUTING COMPANY, INC.	11743		383.12
CASH-WA DISTRIBUTING COMPANY, INC.	11744		8,181.92
DOMINOS PIZZA- BOX ELDER	11745		878.50
FIDUCIARY ACCOUNT	11747		2,925.00
GENERAL FUND	11748		793.90
PAN-O-GOLD BAKING COMPANY, INC.	11749		417.80
PRAIRIE FARMS	11750		6,747.21
REINHART FOOD SERVICE LLC	11751		9,125.89
SERVALL TOWEL & LINEN SUPPLY, INC.	11752		248.98
STROUSE, JENNIFER	11753		36.75
<b>FOOD SERVICE</b>			<hr/> 30,926.07
			<hr/> 30,926.07
Grand Total:			<hr/> 663,263.84

# Trip ID 1696

## Booked By

**Booked By** Hatfield, Naomi

**Email** naomi.hatfield@k12.sd.us

**Phone** 923-0039

**Pager**

**Cellular** 209-4965

## Booking Details

**Trip Name** Tech Ed Club

**Status** Submitted

**Trip State** Inactive

**Created Date** 4/11/2022 10:04:00 AM

**Departing Location** High School

**Organization** DHS Activities

**Trip Destination** Atlanta, GA

**Trip Type** Round Trip

**Trip Package**

**Trip Departure Date Time** 6/18/2022 6:00:00 AM

**Trip Return Date Time** 6/24/2022 6:00:00 PM

**Driver Departure Time**

**Driver Return Time**

**Participant Drop Off Time**

**Participant Pick Up Time**

**Destination Arrival Date Time**

**Destination Departure Date Time**

**Driver Start Location**

**Driver End Location**

**Participant Drop Off Location**

**Participant Pick Up Location**

**Estimated Round Trip Mileage** 0

## Trip Contact

**Name** Boeding, Jason

**Email** jason.boeding@k12.sd.us

**Phone**

**Pager**

**Cellular**

## Attendees

**Faculty** Jason Boeding

**Supervising Adults**

**Number of students** 3

**Cost per student** \$0.0000

**Number of adults** 2

**Cost per adult** \$0.0000

**Totals Attendees** 5

## Categorization

**Budget Code**

**Budget Code Description**

**Recommended Min Age** 0

**Recommended Max Age** 0

**Educational Objective**

## Notes

**Special Needs and/or** Board Approval

**Trip Requirements**

**Driving Directions**

## Required Services

**Transportation Type** Commercial Airline

**Number Of Vehicles** 0

## Germany Trip Summer 2022

Kuegle, Elke K <Elke.Kuegle@k12.sd.us>

Mon 2/7/2022 6:19 PM

To: Wince, Duane <Duane.Wince@k12.sd.us>

 1 attachments (848 KB)

22ekg-brochure-douglas.pdf;

Hello Duane,

students from Stevens and Douglas high school are participating in the Germany trip this summer from June 7-28. 14 students from Stevens and 2 students from Douglas will travel with Oliver Hasse and myself. The details are attached in this email. Please let me know if you have any questions.

Alles Gute,

Elke Kuegle

German Instructor

Douglas High School

420 Patriot Drive

Box Elder, SD 57719

605.923.0030

[Frau Kuegles Webseite](#)

*Wenn dieser Tag nicht dein Freund war, so war er doch dein Lehrer.*

*If today wasn't your friend, I hope the day was your teacher.*





**CETA  
TOURS**

# Deutschland 2022

June 7-28, 2022

---

Apolda ♦ Berlin ♦ Munich

---



## **Tuesday, June 7 • Depart**

We depart Rapid City today on our overnight, trans-Atlantic flights to Munich, Germany.

## **Wednesday, June 8 • Apolda, Germany**

Upon our arrival in Munich, we collect our luggage and board a train to our hosts in Apolda. We arrive in time for dinner with our host families. **HF**

## **Thursday, June 9 – Sunday, June 12 • Apolda, Germany**

For the next few days, we enjoy our time with our host families, getting to know what daily life is like in a German home. Activities during this time are determined by our host families and our teachers. **HF**

## **Monday, June 13 • Berlin, Germany**

This morning we board a train for our excursion to Berlin. Upon our arrival in Berlin, we store our luggage at the youth hostel before spending the rest of the day exploring Berlin with our teachers via public transit. We return to the youth hostel in the evening and enjoy a group dinner. **HF/D**

## **Tuesday, June 14 • Berlin, Germany**

After breakfast, we travel by public transit and meet our guide near Alexanderplatz for a private bike tour of Berlin. Our half-day tour takes us past the Rotes Rathaus, Bebelplatz, Gendarmenmarkt, Checkpoint Charlie, the Brandenburg Gate, and much more. The remainder of the day's activities will be determined on-site. **B/D**

## **Wednesday, June 15 • Berlin, Germany**

We explore Berlin today with our teachers via public transit, immersing ourselves in the city's rich and vibrant history. We celebrate our final evening in Berlin with an ascent to the top of the iconic TV Tower, where we enjoy a three-course dinner while admiring panoramas of Berlin from the restaurant. **B/D**

## **Thursday, June 16 • Apolda, Germany**

Departing Berlin today, we return to our host families via train with a new appreciation for Germany's capital city. **B/HF**

## **Friday, June 17 – Thursday, June 23 • Apolda, Germany**

We enjoy the next week with our host families. Our activities during this time are determined by our host families and our teachers. **HF**



### Friday, June 24 • Munich, Germany

After saying “Danke und Auf Wiedersehen” to our host families, we board a train to Munich. Upon arrival, we store our luggage at our youth hostel and spend the remainder of the day exploring Munich with our teachers via public transit. We return to the youth hostel in the evening and enjoy a group dinner. **HF/D**

### Saturday, June 25 • Munich, Germany

We join a guide today for a private bike tour through Munich. Our tour includes stops near the Residenz, Theatinerkirche, Hofgarten, Englischer Garten and much more. The remainder of the day’s activities to be determined on-site. **B/D**

### Sunday, June 26 • Munich, Germany

We explore Munich today with our teachers via public transit, immersing ourselves in all that Bavaria’s friendly capital city has to offer. **B/D**

### Monday, June 27 • Munich, Germany

After breakfast, we board a private coach for a full-day excursion to two of King Ludwig’s most popular castles: Neuschwanstein and Linderhof. As we tour each castle, we are introduced to Ludwig’s unique personality and style. Time permitting, we stop in Oberammergau, home to master woodcarvers and known for its decennial Passion Play performances. We return to Munich in the early evening. **B/D**

### Tuesday, June 28 • Return Flights

A private bus transfers us to the Munich International Airport for our flights home to Rapid City. We return with a greater appreciation for German culture and history, as well as many memories of our time in Apolda. **B**

#### Tour Price

**\$3,569.00**  
With 10-11 paying participants

**\$3,479.00**  
With 12-14 paying participants

**\$3389**  
With 15-19 paying participants

#### Included in tour price

- Round trip, economy class air transportation from Rapid City, including current departure & security taxes
- Land transportation via deluxe motor coach, public rail and metro
- Multi-bedded accommodations in hotels
- GAPP host families arranged by teachers
- Breakfast and dinner daily during tour portions, meals provided by host families during family stay
- Admissions to all activities as indicated on itinerary
- Services of Frau Kuegle as tour leader

#### Not included in tour price

- Items of a personal nature, such as passport, visa fees, and personal spending money
- Meals, other than indicated
- Beverages, other than at breakfast
- End-of-tour tips to bus driver
- Airline baggage fees (if applicable)
- Luggage handling
- COVID testing and/or expenses associated with quarantine, if applicable
- Travel Insurance

**B = Breakfast**

**L = Lunch**

**D = Dinner**

**HF = Meals provided by host families**

#### To access more info about the tour:

[www.cctatours.com](http://www.cctatours.com)

Click on “View My Tour”

Username: 22EKGDouglas

Password: Germany

Both are case sensitive

22EKG

# CETA Tours

## Educational Travel Contractual Terms & Conditions

The following travel/trip-related contractual terms and conditions (collectively, "Terms and Conditions") are expressly and conspicuously adopted, and hereby incorporated into, Customized Educational Tour Arrangements, Inc.'s trip/tour application form specific to the trip/tour for which the Participant(s) applies/apply and shall govern the duties and rights of Customized Educational Tour Arrangements, Inc., its employees, shareholders, affiliates, officers, directors, successors, agents, and assigns (collectively, "CETA Tours") in connection with CETA Tours' provision of travel-related services (collectively, "Services") to trip/tour participants [which includes, but is not limited to, the parent(s) and/or legal guardian(s) who shall, by submitting/consenting to a trip/tour application, assume full legal responsibility for participants under 18 years of age, or in connection with those participants who are minors under any applicable law] ("Participant(s)"). By submitting a trip/tour application for Services to CETA Tours, the Participant(s) agree(s) that the Terms and Conditions shall apply to the Services for which the Participant(s) has/have applied, in addition to any other terms and conditions set forth within the physical trip/tour application form(s)/document(s) referenced above.

The Participant(s) agree(s) to be bound by these contractual Terms and Conditions. All Participant's registering for a CETA Tours trip/tour must complete and submit the trip/tour application form or online registration form as a condition of completing the booking process with CETA Tours, including the electronic check box of acceptance of these Terms and Conditions. No agent, representative, customer of CETA Tours has any right to alter, vary, or waive any of these Terms and Conditions. By submitting a paper/physical trip/tour application for Services to CETA Tours, the Participant(s) agree(s) that CETA Tours is authorized to enroll such Participant(s) within its online registration system, and is further authorized to enter/record the electronic signature(s) of such Participant(s) within CETA Tours' online registration system, thereby electronically noting the consent of such Participant(s) to these Terms and Conditions as a condition of Services. Those Participants submitting electronic applications for Services will electronically register and provide electronic signatures noting consent to these Terms and Conditions as a condition of Services.

CETA Tours and Participant(s) agree(s) that the following shall not be included within Services: all items of a personal nature [room service, beverages, telephone charges, laundry, special food requests, etc.] and meals not specified on the tour itinerary are not included and must be paid by the Participant(s); and Participant(s) is/are solely responsible for obtaining the correct travel documentation (passport, visa, identifications) for the destination(s) to be visited. Passports must be valid for at least six (6) months beyond the completion of travel.

### I. Payment Schedule

A. **Initial Deposit [Partially Non-Refundable]**. An initial deposit of **\$500.00**\*\*\* per person is required for this CETA Tours trip/tour travel package ("Deposit"). Upon submitting a/n paper/physical or electronic application for Services through CETA Tours, the Participant expressly consents/agrees to pay the Deposit to secure CETA Tours' Services and to compensate CETA Tours for the initial processing and intake of applications, as well as for making initial travel arrangements on behalf of the Participant(s) [including, but not limited to, international and domestic hotel accommodations, international and domestic guides or guide services, meals, etc.].

\*\*\***NOTE**: **\$125.00** of the Deposit is completely and irrevocably non-refundable. By submitting a/n paper/physical or electronic application for Services through CETA Tours, the Participant(s) agree(s) that CETA Tours may, according to this Cancellation Policy and Payment retain the irrevocably non-refundable portion of the Deposit, even if the trip/tour is cancelled through no fault of Participant(s).

B. **Payment Due Dates, Late Fees, and Service Charges**. The Participant must make payments based on the schedule [the payment amounts owed after paying the Deposit] ("Payment") as set forth herein.

\$1000 due January 15, 2022

Balance due March 15, 2022 ("Final Payment Date")

CETA Tours charges a **\$25.00** late-payment fee if Payment is not received on the Payment Date ("Late Fee"). There is a **\$50.00** fee, per transaction, service charge on all returned checks, chargebacks, or declined electronic checks ("Service Charge(s)"). By submitting the application to CETA Tours, the Participant agrees to the Late Fee and Services Charge(s).

For groups with fewer than 12 paying Participants, the above-referenced payment schedule is subject to modification, in CETA Tours' sole discretion, to cover additional costs if necessary. All personal checks, money orders, or cashier's checks should be made payable to CETA Tours and will be deposited upon receipt. We do not accept post-dated checks. Credit cards and ACH payments are accepted via our online portal for all payments after the initial Deposit. Our website has a FAQ section designed to answer the most commonly asked questions about payments and cancellations.

## **II. Cancellation Policy**

- A. **All Participant-initiated cancellation notices must be in writing (letter, fax, or email). CETA Tours will notify Participants of cancellation if it is initiated by CETA Tours or a third party.**
- B. Cancellations made after enrollment and until December 15, 2021 shall incur a minimum **\$125.00** penalty, as explained above.
- C. Cancellations made from December 16, 2021 - March 15, 2021 shall incur a minimum **\$500.00** penalty, as explained above in the payment schedule with regards to the Deposit.
- D. Cancellations made from March 16, 2022 - 31 days prior to departure shall incur a minimum \$500 penalty, as explained above plus any non-refundable deposits CETA Tours has made on behalf of the Participant.
- E. Thirty days or less prior to departure, no refund is possible.
- F. Additional airline penalties may apply, depending on the date of cancellation.
- G. There is a **\$100.00** reinstatement fee to rejoin a CETA Tours trip/tour after cancellation, subject to availability.
- H. CETA Tours' penalties apply regardless of which party initiates the cancellation if the Services are cancelled through no fault of the Participant(s).

CETA Tours' cancellation penalties are in place to protect the trip/tour cost for travelers who remain on the tour and cover costs and resources we have invested in planning the trip/tour that CETA Tours will not recover.

For groups with fewer than 12 paying Participants, this cancellation policy is subject to modification to cover additional expenses if necessary. Refunds, if any, are processed in 15 business days and issued to the person specified in the cancellation. If a refund is due, please allow approximately 15 business days for the refund to be processed. If the trip/tour does not materialize due to lack of subscription, full refunds will be issued to those signed up at the time of tour cancellation, subject to these Terms and Conditions.

## **III. Tour Price**

Tour price is based on the cost of accommodations and admissions, as well as the value of the dollar as of October 20, 2021 and is subject to change reflecting the dollar's value. Any final price adjustments, including those for currency or airfare (other than fuel surcharges), will be made by no less than 15 days prior to Final Payment Date. We reserve the right to assess surcharges such as airline-imposed fuel surcharges whenever they are announced. Refer to your tour brochure for additional details.

## **IV. Air Transportation**

All air transportation is via a regularly scheduled air carrier. Airfare is based on economy class, special group ticket prices, and current departure taxes and is subject to modification. Seat/class upgrades are not available through the group contract. Seats are assigned by the airlines. Once ticketed, the air portion of the tour is an individual contract between the Participant and the airline; therefore, any flight changes due to delays will be handled by the airlines. Similarly, any restitution due to flight delays is solely at the discretion of the air carrier. The FAA requires all travelers to be aware of the hazardous materials restrictions:

- [http://www.faa.gov/about/initiatives/hazmat\\_safety](http://www.faa.gov/about/initiatives/hazmat_safety)

## **V. Extensions & Deviations**

Extensions and deviations may be available on a very limited basis and are subject to a **\$150.00** processing fee, plus any additional airfare costs. Deviations, once confirmed, are non-refundable. If the requested deviation is not possible within the group's airfare contract, a Participant may choose to secure his or her own airfare and purchase a land-only package. The land-only price is applied to the Participant's account upon receipt of the participant-arranged flight schedule. Land-only Participants are responsible for securing and paying for all transfers required joining and/or leaving the group's itinerary. **All deviations must be requested on the application.**

## **VI. Travel Insurance**

**All Participants are required to have valid medical insurance coverage for the duration of the tour.** Regular trip cancellation, personal health and accident, and baggage insurance coverage is not included but is strongly recommended. Information about these types of insurance is online, will be sent upon receipt of the application and Deposit, and is available for purchase through CETA Tours. CETA Tours reserves the right to require at any time, as a condition of Services, the purchase of travel insurance, at its sole discretion.

## VII. Responsibility/Liability - Hold Harmless

A. Force Majeure – Circumstances Impacting Travel Beyond the Control of CETA Tours. CETA Tours shall not be liable or responsible to the Participant(s) [including, but not limited to, in connection with any injury, loss, damage to person or property, death, delay, or inconvenience], nor be deemed to have defaulted under or breached these Terms and Conditions, for any failure or delay in fulfilling or performing any of the Services, when and to the extent such failure or delay is caused by [in whole or in part] or results from [in whole or in part] acts beyond CETA Tours' control including, without limitation, the following force majeure events (collectively, "Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, severe weather event [including, without limitation, hurricanes and tornadoes], epidemics, pandemics, and quarantines [including, without limitation, related to 2019 novel coronavirus disease/ COVID-19], or explosion; (c) war, invasion, hostilities [whether war is declared or not], criminal and/or terrorist threats or acts, riot or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date on which the applicant(s) submit an application [in whole in part]; (f) national or regional emergency; (g) strikes, labor stoppages, or slowdowns or other industrial disturbances; (h) shortage of adequate power or transportation facilities; and (i) mechanical or other failure of airplanes or other means of transportation or any failure of any transportation mechanism to arrive or depart timely; (j) dangers associated with animals, sanitation problems, food poisoning; or (k) other similar events beyond the control of CETA Tours. The Participant(s) hereby release(s), hold(s) harmless, and forever discharge(s) CETA Tours from any and all liabilities in connection with the foregoing Force Majeure Events, and covenant(s) not to sue CETA Tours in connection with the same

B. Third-Party Service Providers. CETA Tours does not own, operate, or control any natural person or entity with which it contracts to, or which does, provide goods or services in connection with a trip/tour including, but not limited to, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food-service providers, etc. All such natural persons and entities are independent contractors vis-à-vis CETA Tours. As a result, upon submitting a/n paper/physical or electronic application for Services through CETA Tours, the Participant(s) expressly consent(s)/agree(s) that CETA Tours shall not be liable for any negligent, intentional, or willful act or failure to act of any such natural person or entity, third-party service provider. The Participant(s) hereby release(s), hold(s) harmless, and forever discharge(s) CETA Tours from any and all liabilities in connection with the foregoing, and covenant(s) not to sue CETA Tours in connection with the same.

C. Participants with Disabilities. CETA Tours is not responsible for any denial of service by carriers, hotels, restaurants, and other independent suppliers/providers, and cannot refund the cost of any activity in which the Participant(s) are unable to participate. CETA Tours asks that any disability requiring special attention be reported to the trip planner at the time of application. CETA Tours will make reasonable attempts to accommodate special needs. Participants requiring extraordinary assistance must be accompanied by a paying companion who is capable of, and totally responsible for, providing the necessary assistance.

D. Trip Changes. Changes or substitutions in hotels, itinerary, activity inclusions, or airports may be made depending on travel dates, arrival and departure times, national holidays, and events beyond CETA Tours' control, at the sole discretion of CETA Tours. CETA Tours, at its sole discretion, may cancel an event/activity due to insufficient enrollment, unforeseen operational difficulties, lack of projected availability, or any other reasons, at any time.

CETA Tours reserves the right to substitute points on the itinerary where conditions demand or warrant such substitution, at its sole discretion. Occasionally, the land portion of the trip may be extended or curtailed because of unforeseen changes in the transportation schedule. Any savings realized by these changes will be refunded to the Participant(s) upon return from the CETA Tours trip/tour. Similarly, any extra expenses incurred because of such changes must be at the expense of the Participant(s).

E. Dietary Requirements. CETA Tours will inform appropriate contracted vendors of dietary requirements, but shall not guarantee, or be responsible for, accommodating any food allergies, or dietary requirements and restrictions, and shall not be responsible for any problems associated with the same. All issues regarding food and drink, including allergies, or dietary requirements and restrictions, are the sole responsibility of the Participant(s).

F. Limitation of Liability. In no event shall CETA Tours be liable for any injury, loss, claim, damage, or any special, punitive, exemplary, direct, indirect, incidental or consequential damages of any kind, whether based in contract, tort, strict liability or otherwise, that arise out of or are in any way connected with the Services, even if advised of the possibility of such damages. The Participant(s) hereby release(s), hold(s) harmless, and forever discharge(s) CETA Tours from any and all liabilities in connection with the foregoing, and covenant(s) not to sue CETA Tours in connection with the same.

G. Assumption of Risks. If you participate in activities during your trip/tour, certain risks and dangers may arise, including, but not limited to, the risk of accidents in remote places without access to medical facilities, transportation or means of rapid evacuation and assistance; the hazards of traveling in unsafe or politically unstable areas or under unsafe conditions; the dangers of civil disturbances, war, extortion, kidnapping and terrorist activities; dangers and risks inherent in activities in underdeveloped countries; and dangers of local law enforcement activity. By submitting a/n paper/physical or electronic application for Services through CETA Tours, the Participant(s) hereby expressly assume(s) all of these risks and dangers, and hereby expressly agree(s) to forever release, discharge and hold CETA Tours harmless against any and all liability, actions, causes of actions, suits, claims and demands of any and every kind and nature whatsoever which the Participant(s) now has/have or which may hereafter arise out of or in connection with the Services or participation in any activities in which the Participant(s) participate(s).

H. COVID-19 Vaccination as Condition of Enrollment. All Participants are required to be fully-vaccinated by an FDA-approved vaccine before pertinent departure dates [the failure to satisfy this condition means the Participant is prohibited from traveling with CETA Tours and shall be treated as a voluntary cancellation initiated by the Participant subject to all applicable penalties]. According to the CDC, in general, Participants will be considered "fully vaccinated:" (1) two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or (2) two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. Additionally, being "fully-vaccinated," for purposes of this Subsection VII.H., shall also require a booster shot, where applicable, if recommended by the CDC. As a condition of enrolling in a CETA Tours trip/tour, all Participants must also possess valid/recognized vaccination certificates [including, but not limited to, a physical or electronic CDC-sanctioned vaccination record/card]. In this case, the Participant shall submit a medical certification from a duly-licensed medical professional with the requisite medical background and experience. Participants who cannot legitimately receive a vaccination may request an accommodation upon furnishing CETA Tours with sufficient medical documentation substantiating the inability to receive the vaccination, which CETA Tours will consider as contemplated by applicable law. Accommodations that CETA Tours may consider where appropriate include, but are not limited to, regular COVID-19 testing [e.g., molecular, nasopharyngeal swab method], the mandatory donning of fit-tested personal protective equipment, and/or physically distancing.

### VIII. Miscellaneous

- A. CETA Tours, the group organizer(s), and tour leader(s) of the tour reserve the right to accept or retain any person as a member of the group at any time before or during the duration of the trip.
- B. Participant(s) understand(s) and consent(s) that CETA Tours may use any photographic, film, digital or video likeness taken of Participant(s); any; or any Participant photographic, film, digital or video content shared by Participant(s) with CETA Tours through any form for future publicity or marketing without compensation.
- C. All Participants must have a passport valid for six months beyond the return date of the tour. Participants who are not US citizens are responsible for securing any required entry visas.
- D. A rebooking or name change fee of **\$100.00** plus any additional charges by the airlines will apply to any changes to tickets that must be reissued due to name changes or corrections or circumstances that delay the departure of Participant(s).
- E. Participant(s) is/are solely responsible to make absolutely certain to have the proper immunizations and required documentation of such immunizations before travel commences, and to make the necessary accommodations for security rules imposed by government authorities. CETA Tours shall not assume responsibility for the accuracy of health requirements or vaccination and/or documentation prior to departure or upon landing at the final destination. Prior to travel, required inoculations, if any, must be recorded by Participant's health practitioner on a valid vaccination certificate, which the Participant must carry for proof of inoculation where required. CETA Tours reserves the right to decline any tour Participant whose condition, in its opinion, or in the opinion of a third party providing services on the trip/tour, may affect the health, safety, or trip/tour experience of other travelers. To that end, CETA Tours reserves the right to require, as a condition of travel, that Participants successfully and satisfactorily complete a pre-departure, 2019 novel coronavirus disease (COVID-19), health screen to evaluate fitness to travel.
- F. **WAIVER OF CLASS ACTION: THESE TERMS AND CONDITIONS, AND THE TRIP/TOUR APPLICATION FORM CORRESPONDING TO THE TRIP/TOUR FOR WHICH THE PARTICIPANT(S) APPLIES/APPLY, PROVIDE FOR THE EXCLUSIVE RESOLUTION OF DISPUTES THROUGH INDIVIDUAL LEGAL ACTION ON YOUR OWN BEHALF INSTEAD OF THROUGH ANY CLASS OR REPRESENTATIVE ACTION. YOU AGREE THAT ANY LAWSUIT WHATSOEVER AGAINST CETA TOURS SHALL BE LITIGATED BY YOU INDIVIDUALLY AND NOT AS A MEMBER OF ANY CLASS OR AS PART OF A CLASS OR REPRESENTATIVE ACTION, AND YOU EXPRESSLY AGREE TO WAIVE ANY LAW ENTITLING YOU TO PARTICIPATE IN A CLASS ACTION.**
- G. CETA Tours assumes no liability for loss or damage to baggage in transit to and from a tour or while on a trip. CETA Tours strongly recommends purchasing a supplemental travel insurance package.
- H. These Terms and Conditions shall be governed by, be construed, and take effect in all respects, in accordance with the internal laws of the State of Wisconsin, without regard to any conflicts of laws, rules, or principles. The Parties agree that, in connection with any action that may be brought arising out of, in connection with, or by reason of these Terms and Conditions, both jurisdiction and venue (the location at which a claim is situated) shall exclusively and irrevocably be in the Dunn County Circuit Court or in the federal court in the Western District of Wisconsin, which shall govern to the exclusion of any other forum, the exclusive and irrevocable jurisdiction to which CETA Tours and the Participant(s) freely and willingly consent.
- I. The invalidity or unenforceability of any provision of these Terms and Conditions shall not affect the validity or enforceability of any other provision of these Terms and Conditions. If any provision of these Terms and Conditions shall be held invalid or unenforceable in part, the remaining portion of such provision, together with all other provisions of these Terms and Conditions, shall remain valid and enforceable and continue in full force and effect to the fullest extent consistent with law. The parties agree that all provisions of these Terms and Conditions shall be enforced to the extent that is reasonable in accordance with applicable law. The parties expressly agree that these Terms and Conditions as so modified by a court of competent jurisdiction shall be binding upon and enforceable against each/all of them. In any event, should one or more of the provisions of these Terms and Conditions be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and if such provision or provisions are not modified as provided above, these Terms and Conditions shall be construed as if such invalid, illegal, or unenforceable provisions had not been set forth herein.



**CETA  
TOURS**

# TOUR APPLICATION

- Complete application and return to your teacher by **November 15, 2021**.
- Issue payment to CETA Tours in the amount of \$500 - include trip code **(22EKG)**. Staple deposit to application.
- Questions? E-mail: [info@cetatours.com](mailto:info@cetatours.com)

## APPLICANT INFORMATION

Legal First Name: \_\_\_\_\_ Legal Middle Name: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_  Male  Female Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I am an adult\* Phone : (\_\_\_\_) \_\_\_\_\_

### \* Important Information For Adult Tour Participants (19+ years)

*Tours are priced using student admission and accommodation prices for multi-bedded rooms. Adults (19 years & older) joining a student tour will be assessed an additional \$500 for adult admission expenses and accommodation in double rooms (where available). Graduates of the previous year may room with students if they wish and should indicate this when making their deposit for the tour. Invoices for adult participants will be e-mailed to the above e-mail address.*

home  
work  
cell

## PARENT CONTACT INFORMATION (adult applicants can skip this section)

Parent Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_    Daytime Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ home work cell E-mail: \_\_\_\_\_ home work cell

Invoices will be e-mailed to both parent e-mail addresses. I understand that it is my responsibility to add [billing@cetatours.com](mailto:billing@cetatours.com) to my address book.

## SCHOOL INFORMATION

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

## EMERGENCY CONTACT Other than a parent, to be contacted in the event that the parents cannot be reached in case of an emergency on tour.

Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ home work cell

## DEVIATION REQUEST (check if applicable)

I would like to request a deviation or a land-only package. I've filled out the back side of this form accordingly.

***I have read and agree to the terms and conditions of this tour. I authorize CETA Tours to contact me via the information provided above.***

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian (required) \_\_\_\_\_ Date \_\_\_\_\_

This side to be filled out only by those requesting a deviation OR a land-only package.

# DEVIATION REQUEST FORM

APPLICANT \_\_\_\_\_

## A DEVIATION is a customized return date on the air-portion of your tour.

- Deviation requests must be received in writing no later than 120 days prior to departure. Requests are processed on a first come, first served basis and participants are encouraged to submit requests as early as possible.
- Submitting a deviation request does not guarantee availability. All deviation requests are subject to the governing airline's rules and regulations regarding group air contracts. An airline may limit or deny a passenger's request to deviate from the group's flight itinerary.
- A representative from CETA Tours will contact you regarding the cost and flight schedule for your requested deviation. At that time, you may chose to confirm the deviation or cancel your request.
- All confirmed deviations will be assessed a \$150 processing fee per passenger in addition to any airline imposed fees or surcharges.
- Once a deviation has been confirmed, it is non-refundable and non-transferable. Any further request to modify the deviation itinerary will be considered a new request and will result in an additional \$150 fee plus any further airline imposed charges. All deviation fees will be added to the participant's invoice.
- Some deviation requests may require the purchase of an individual ticket. Individual tickets are non-refundable and full-payment is due at the time of purchase. This is in addition to normally scheduled payments to CETA Tours.
- CETA Tours is not responsible for providing accommodations, airport transportation or any other tour arrangements for passengers while traveling separately from the group.

## A LAND-ONLY package is when a traveler elects to make all of their own air arrangements.

- The traveler is responsible for notifying the organizing teacher that they will be arranging their own air transportation separate from the tour group and for providing the teacher with an up-to-date copy of their flight schedule.
- CETA Tours is not responsible for providing accommodations, airport transfers or any other tour arrangements for passengers while traveling separately from the group. Additionally, it is the traveler's responsibility to arrange to meet up with the tour; the tour group will not wait at the airport for travelers arriving separately from the group.
- Once a land-only traveler has secured their own air arrangements, they must submit a confirmed copy of the flight schedule in writing to CETA Tours. Only when CETA has received this information will future invoices reflect the reduced land-only tour cost.

I WOULD LIKE TO REQUEST A DEVIATION (complete the following)

RETURNING ON (date):

1st choice \_\_\_\_\_

2nd choice \_\_\_\_\_

3rd choice \_\_\_\_\_

RETURNING FROM (airport or city):

1st choice \_\_\_\_\_

2nd choice \_\_\_\_\_

3rd choice \_\_\_\_\_

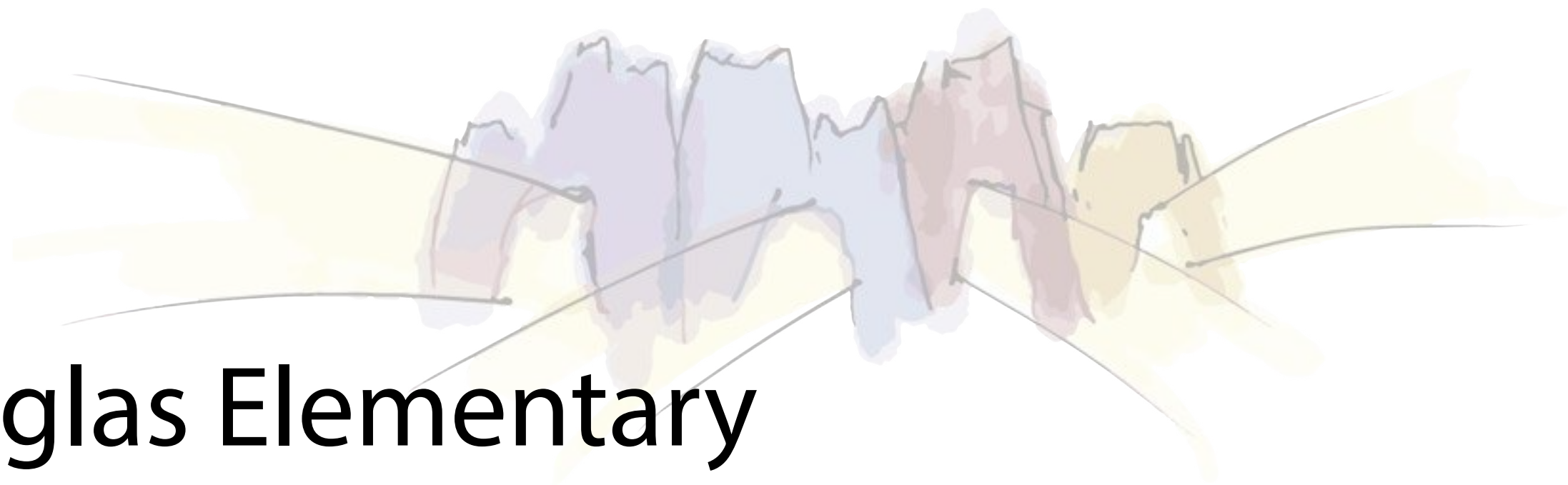
- OR -

I WOULD LIKE TO REQUEST A LAND-ONLY PACKAGE

*I give permission for my student to deviate from the tour operated by CETA Tours as indicated above. I acknowledge that CETA is not responsible or liable for my student outside of the documented tour itinerary. I understand that if I've requested a land-only package, all air arrangements are my responsibility. I understand that if I confirm a deviation for my student, all accommodation and transportation arrangements outside of the documented tour itinerary are my responsibility.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

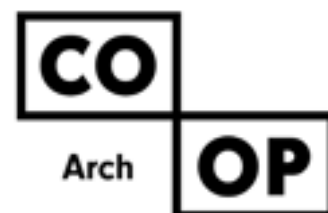
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



# Douglas Elementary

 **DLR**GROUP

Schematic Design | 25 April 2022  
20-20101-03



# We See Statement

We see a safe, vibrant learning environment that provides a collaborative haven for students and staff to embrace their individuality and reach their full potential through connections to nature, hands-on learning, and play.

*DSD ASSESMENT AND PLANNING - NOVEMBER 6th 2019*

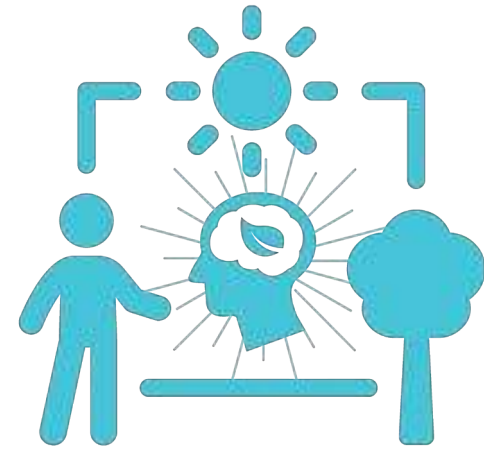
# DEVELOPING GUIDING PRINCIPLES





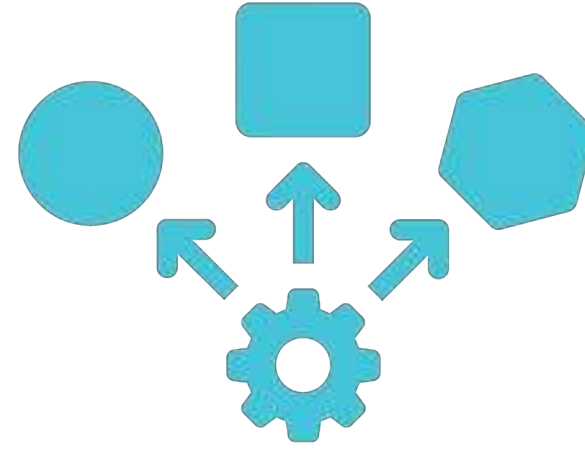
## Supportive & Inclusive

Our elementary school will be an inclusive environment where students and teachers feel supported to foster and cultivate a community of strength, pride, and perseverance.



## Connection to Nature

Our elementary school will provide opportunities for teaching and learning with direct connections to nature through materiality, natural light, thoughtful views, and access to the natural environment to maximize student growth and togetherness.



## Diverse & Adaptable

Our elementary school will inspire our learning community to reach their full potential through flexible, innovative learning environments which provide structure and encourage individuality and creativity.



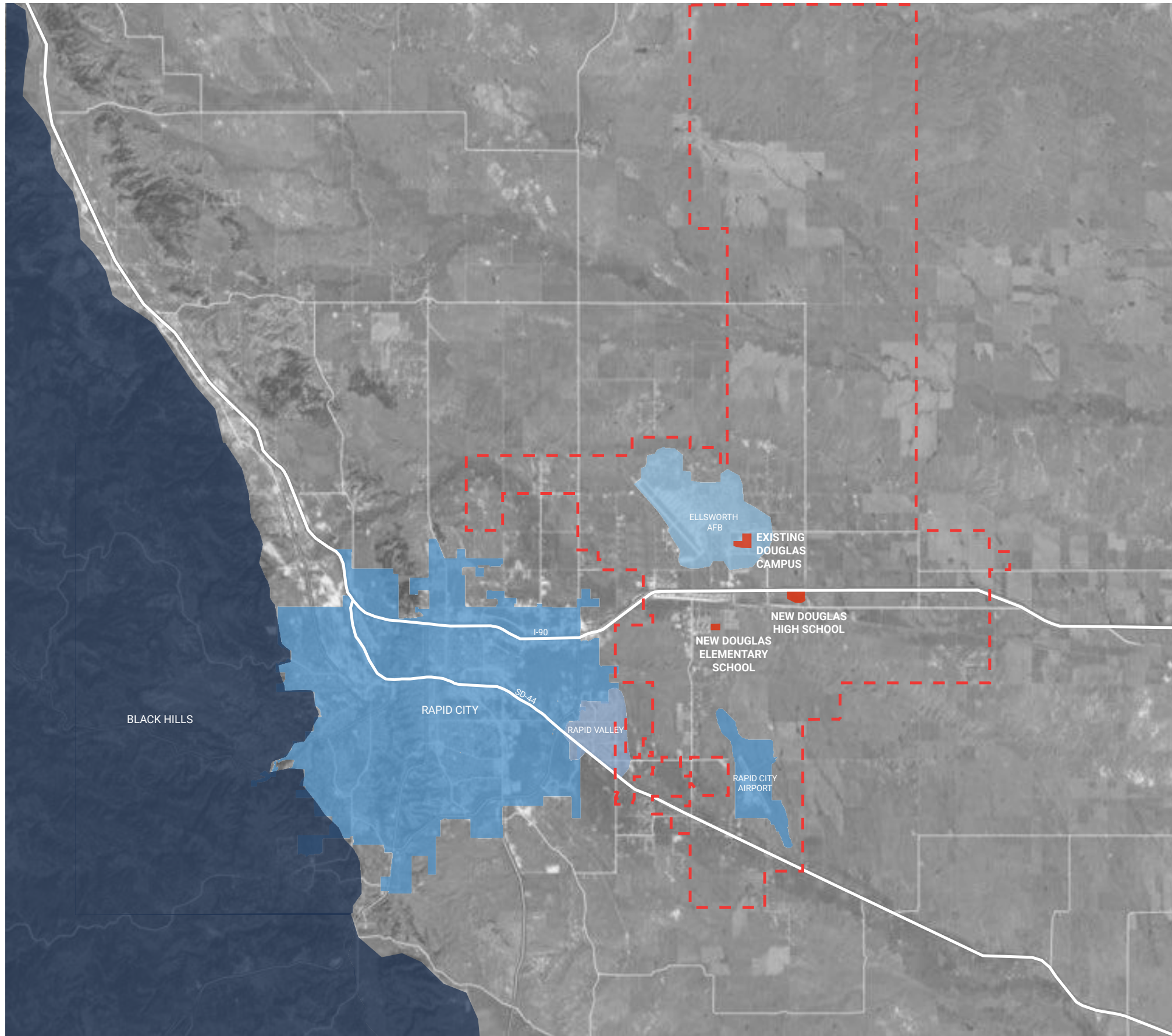
## Welcoming & Collaborative

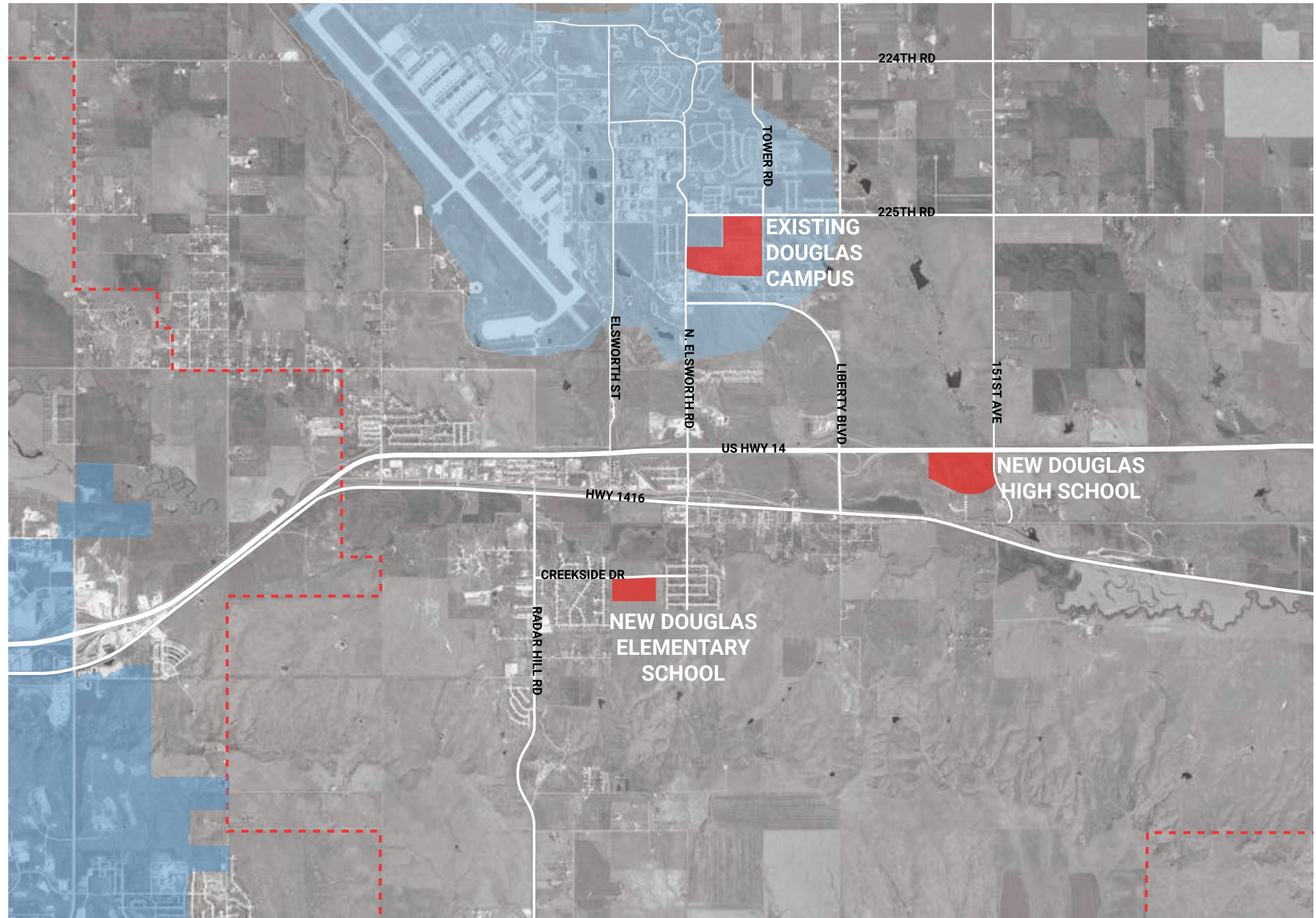
Our elementary school will be an inviting and engaging learning environment that encourages collaboration, offers flexibility, and provides opportunities for differentiated learning.



## Future-Forward Curriculum

Our elementary school will honor our history and provide a forward-thinking approach to education ensuring student achievement and cultivating positive community connections for generations to come.









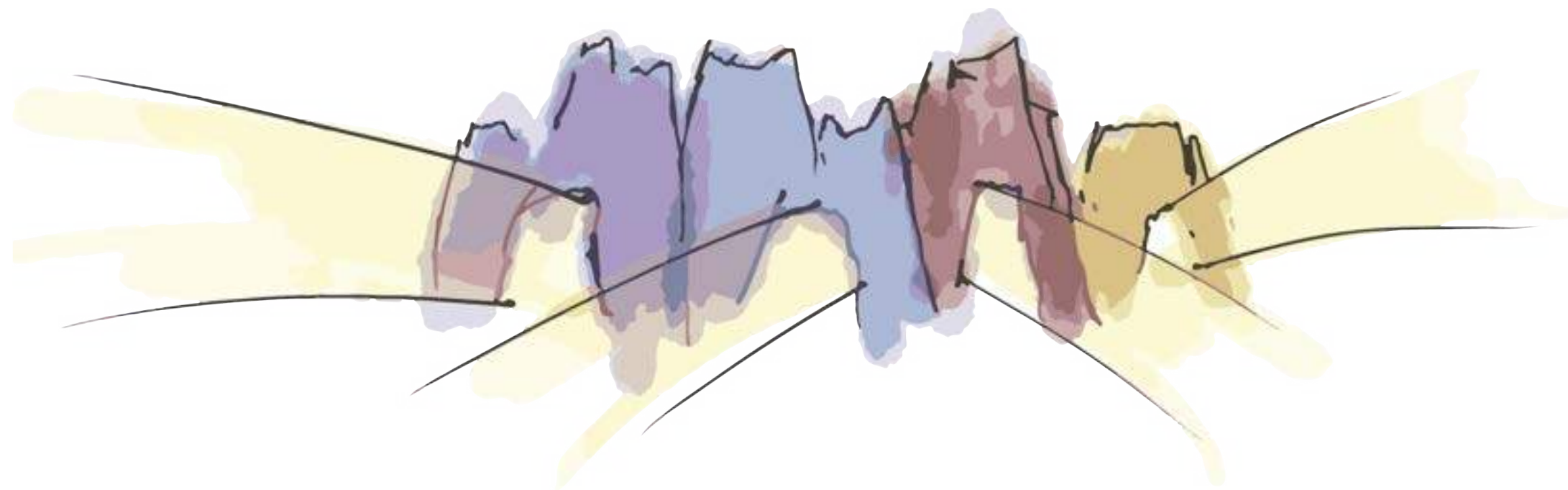
**ROOM LEGEND**

- CIRCULATION
- CLASSROOM
- COLLABORATION
- FACILITY SUPPORT
- FACULTY STAFF
- MEDIA
- MEP
- RESOURCE
- RESTROOMS
- SMALL GROUP
- SPED
- STAFF RESTROOM
- TPC

**ROOM LEGEND**

- CIRCULATION
- CLASSROOM
- COLLABORATION
- FACILITY SUPPORT
- FACULTY STAFF
- MEDIA
- MEP
- RESOURCE
- RESTROOMS
- SMALL GROUP
- SPED
- STAFF RESTROOM
- TPC

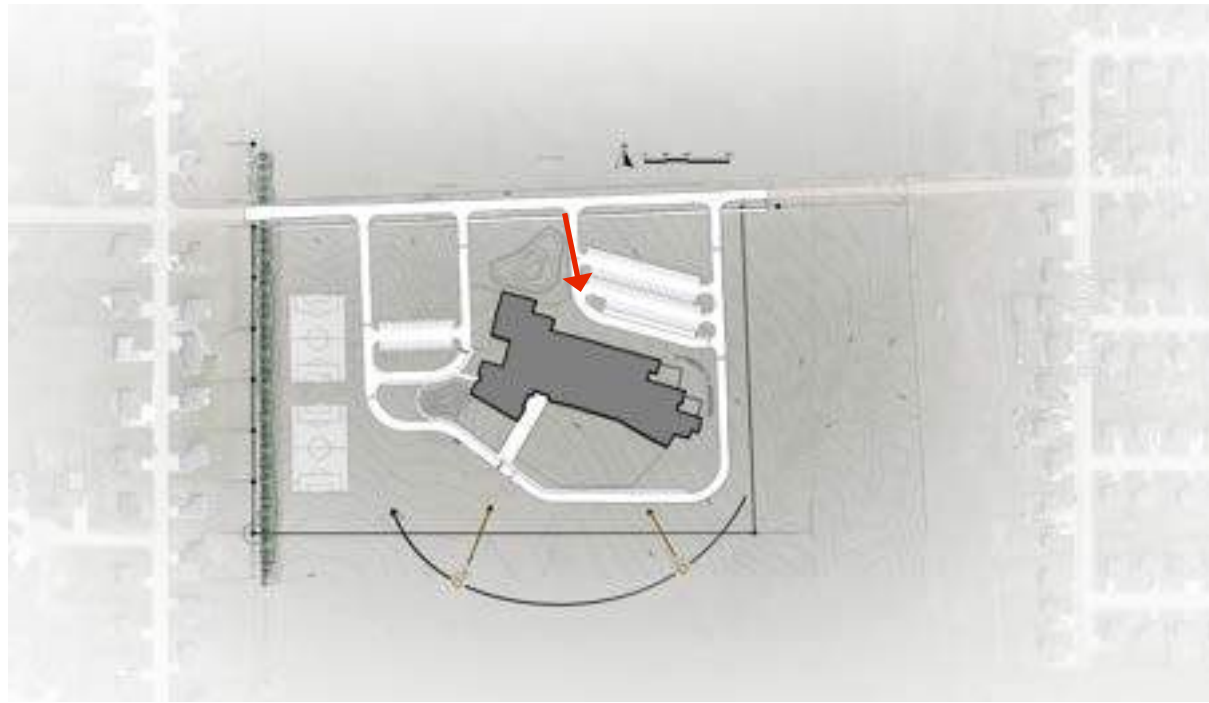




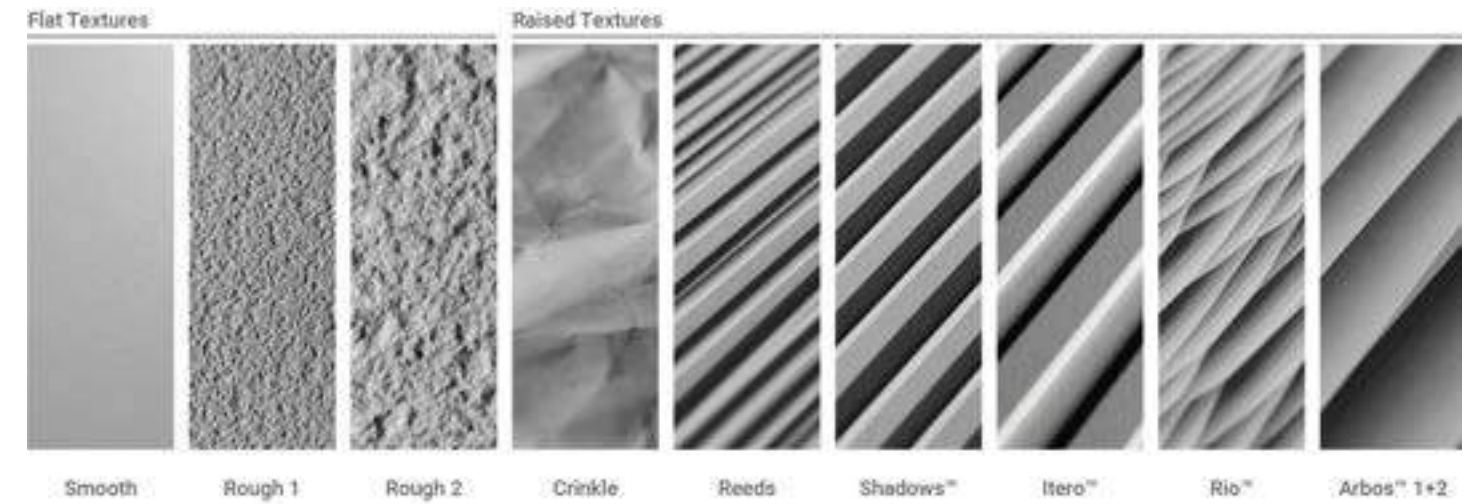


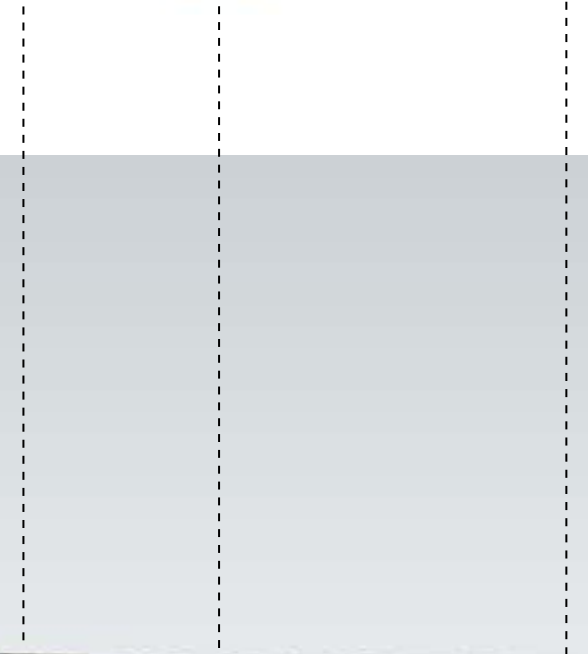
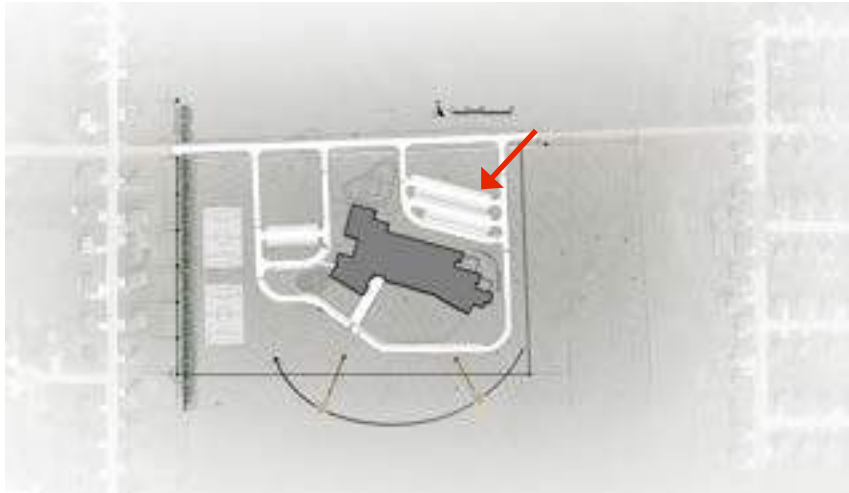


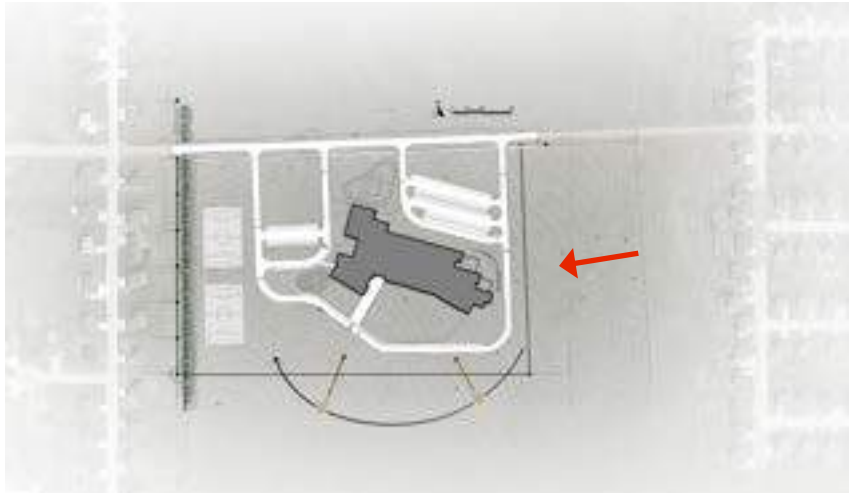




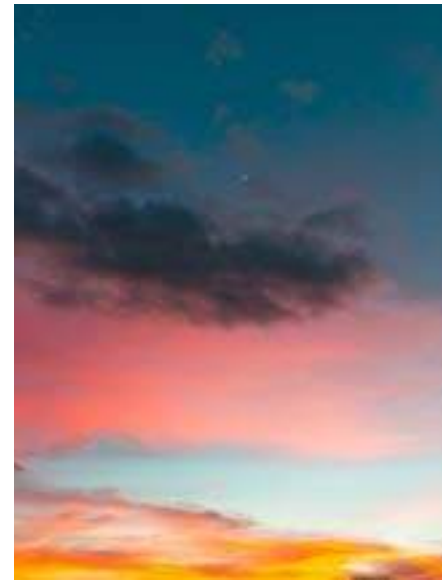
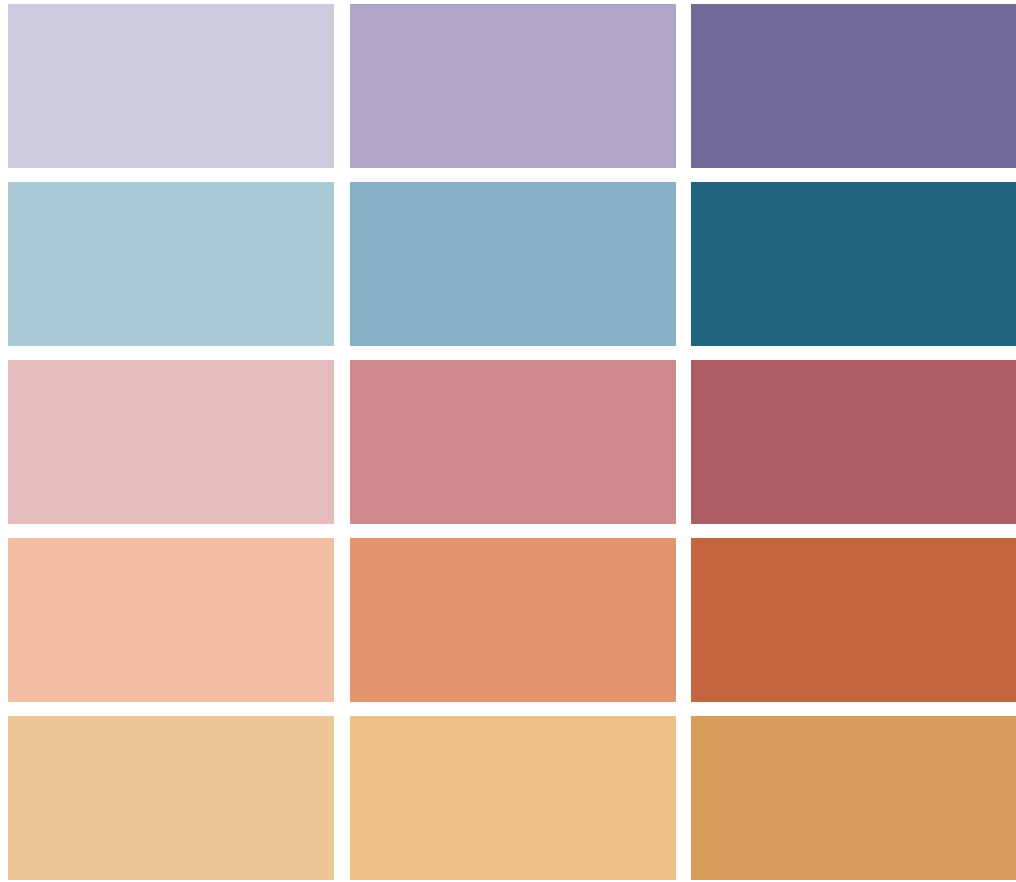
Contrast in texture:











**Sense of adventure and exploration without fear.**

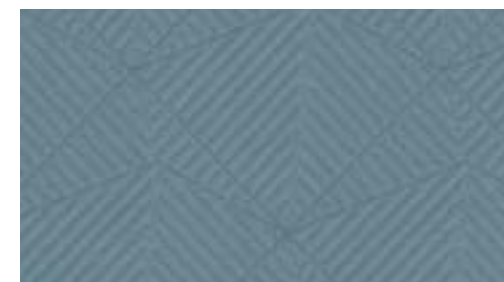
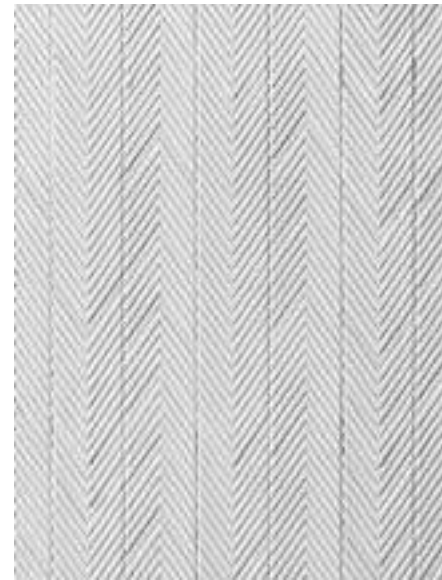
**Constant sense of direction through light and color at intersections.**

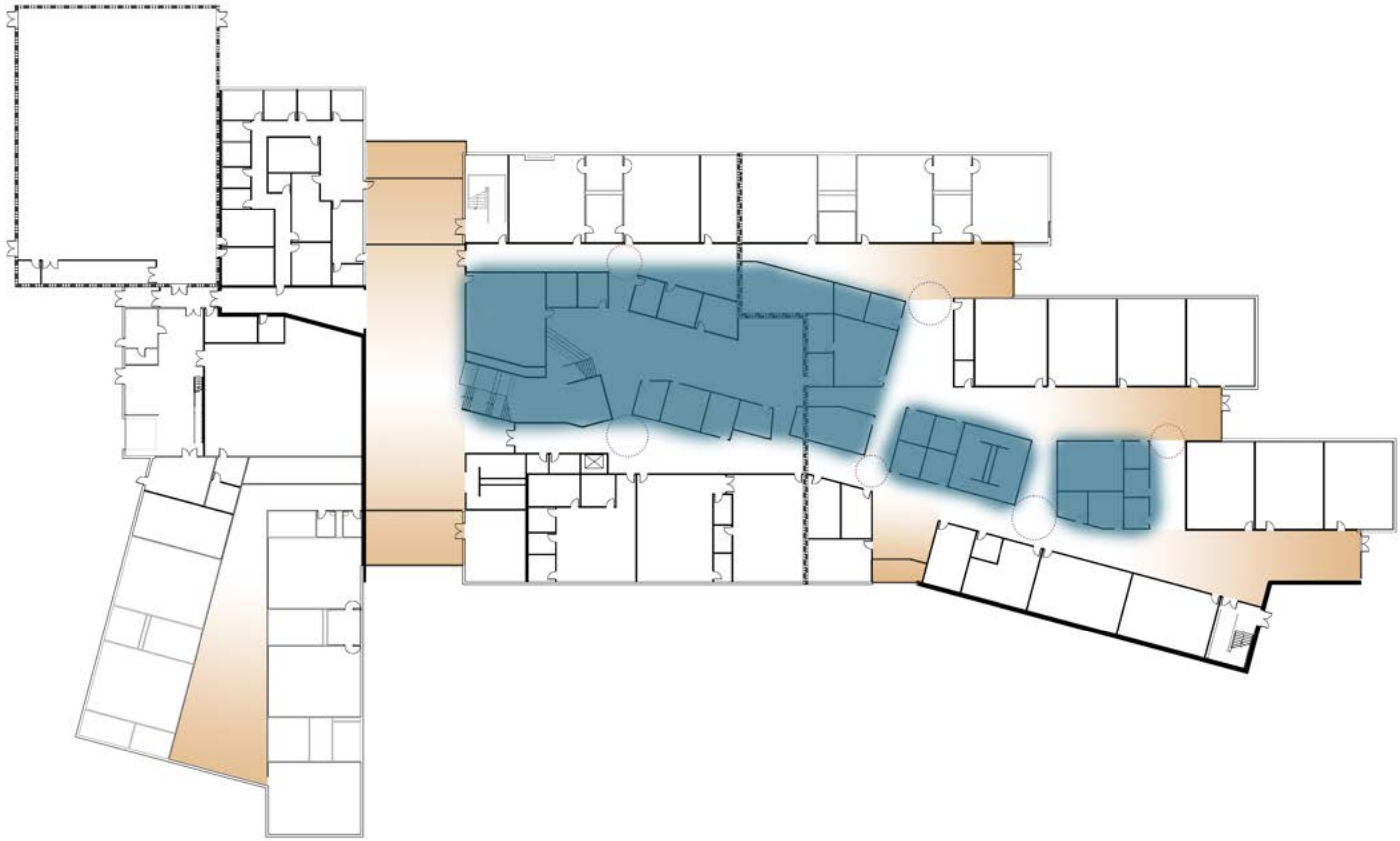
**Ability for learners to take ownership of their learning path.**

**Opportunities to discover, Nooks to seek protection, Freedom to soar.**

**CAVERNOUS. DIMENSIONAL. JOYFUL. LAYERED. SERENE.**

The elementary school will be inspired by the experience of exploring a cave. The academic core, the cave, will have both open expansive areas and smaller, more enclosed rooms. The cave will have dynamic angles and undulating shapes immersing the user in the experience. There will be several paths into and throughout the cave with light and colors of the sky guiding the users throughout. The space outside the cave will be more soft and transitional, inspired by the ever-changing sky around us. The building will be layered, not one-dimensional and lack clear repetition. With several connected paths, students will be engaged to explore and take ownership of their learning opportunities.



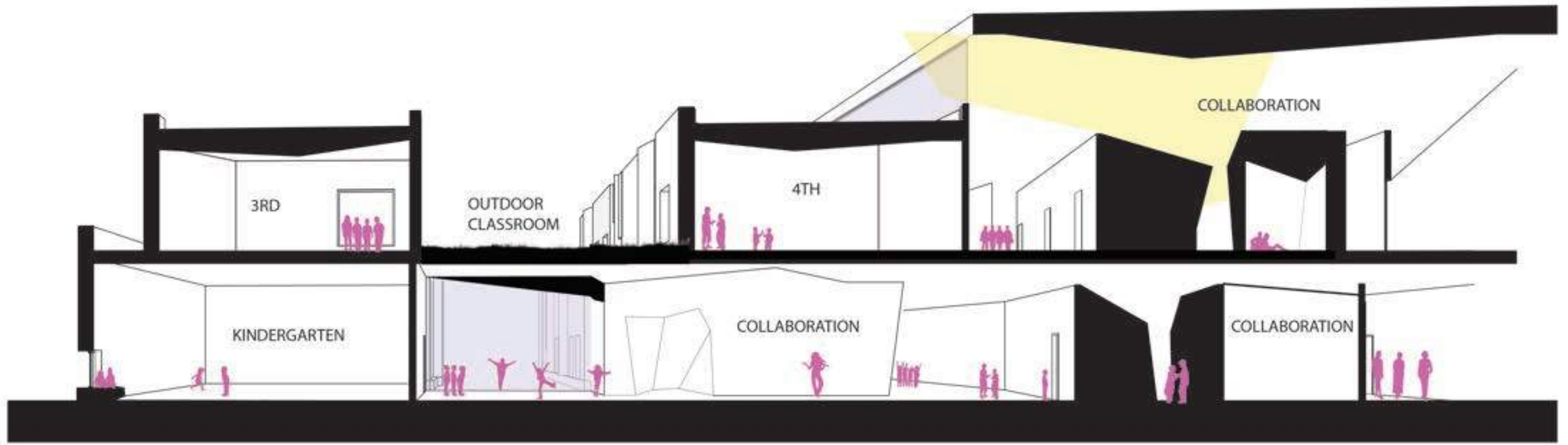


















The logo for DLR GROUP, featuring a small square icon to the left of the text "DLR GROUP".

**DLR GROUP**

The logo for CO OP, with "CO" in a square above "OP" in a square.

**CO  
OP**

25 April 2022  
20-20101-03

## PROPOSED CLASSIFIED PAY SCHEDULE 2022-2023

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>A</b>	\$13.00	\$13.75	\$14.50	\$15.25	\$16.00	\$16.75	\$17.50
<b>B</b>	\$13.50	\$14.25	\$15.00	\$15.75	\$16.50	\$17.25	\$18.00
<b>C</b>	\$14.25	\$15.00	\$15.75	\$16.50	\$17.25	\$18.00	\$18.75
<b>D</b>	\$14.75	\$15.50	\$16.25	\$17.00	\$17.75	\$18.50	\$19.25
<b>E</b>	\$15.00	\$15.75	\$16.50	\$17.25	\$18.00	\$18.75	\$19.50
<b>F</b>	\$15.50	\$16.25	\$17.00	\$17.75	\$18.50	\$19.25	\$20.00
<b>G</b>	\$15.75	\$16.50	\$17.25	\$18.00	\$18.75	\$19.50	\$20.25
<b>H</b>	\$16.25	\$17.00	\$17.75	\$18.50	\$19.25	\$20.00	\$20.75
<b>I</b>	\$17.25	\$18.00	\$18.75	\$19.50	\$20.25	\$21.00	\$21.75
<b>J</b>	\$18.50	\$19.25	\$20.00	\$20.75	\$21.50	\$22.25	\$23.00
<b>K</b>	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00	\$22.75	\$23.50
<b>L</b>	\$19.50	\$20.25	\$21.00	\$21.75	\$22.50	\$23.25	\$24.00
<b>M</b>	\$20.50	\$21.25	\$22.00	\$22.75	\$23.50	\$24.25	\$25.00
<b>N</b>	\$23.50	\$24.25	\$25.00	\$25.75	\$26.50	\$27.25	\$28.00
<b>O</b>	\$26.75	\$27.50	\$28.25	\$29.00	\$29.75	\$30.50	\$31.25
<b>P</b>	\$31.75	\$32.50	\$33.25	\$34.00	\$34.75	\$35.50	\$36.25

### ACCOUNTING

- I - Bookkeeper 2
- J - Bookkeeper 1
- N - Executive Bookkeeper

### CHILD CARE

- D - Aide
- F - Supervisor

### COMPUTER

- J - Tech. Help Desk Support
- M - Tech. Technician/Support
- O - Tech. Data Base/Support
- O - Tech. Network Administrator

### ASSISTANT

- N - SLP Assistant

### CUSTODIAL/MAINTENANCE

- G - Apprentice
- G - Custodian
- K - Groundskeeper/Carpenter
- M - Electrician/Plumber

### DELIVERY

- C - Delivery

### FOOD SERVICE

- B - Food Service Worker
- C - Cook

-Custodial night differential \$0.50 per hour worked on the night shift  
 -Bus Aide with CDL and floater differential \$0.50 per hour worked  
 -Lead Library Aide \$0.50 per hour differential per hour worked

\* 48 credit minimum

\*\* Route Bonus calculated on a 1.1:1 Ratio

### INSTRUCTIONAL AIDE

- E - Instructional Aide/Tutor
- E - Library Aide/Title 1 Tutor\*
- E - Speech Aide

### NURSE

- O - LPN
- P - Registered Nurse

### PERSONNEL

- K - Personnel Manager
- N - Executive Personnel Manager

### SECRETARIAL

- E - Secretary
- G - Principal's Secretary
- J - Administrative Secretary
- L - Executive Secretary
- N - Administrative Assistant

### SUPPORT AIDE

- B - Lunchroom Aide
- B - Bus Aide

### TRANSPORTATION

- H - Maintenance/Driver\*\*
- I - Mechanic/Driver
- L - Head Mechanic
- N - Executive Head Mechanic

**Item 1: Adjust Classified Pay Schedule AND give one-time bonus for some ([New Classified Pay Schedule](#)) ([Proposed Classified Pay Scale](#))**

- Increase Starting Pay in all Categories
  - Starting Pay ranges between \$13.50/hour and \$31.75/hour
  - Ending Pay ranges between \$18.00/hour and \$36.25/hour
- All Classified employees receive between 80 cents per hour and \$3.15 per hour increase
- Standardize Steps (75 cents each)
- One-time bonus for those who don't receive at least 5% raise
  - Bonuses range between \$500 - \$1,000 each
  - Bonuses will be divided into 2 equal payments to be paid on 8/19/22 and 12/21/22

**Item 2: Calendar Adjustments ([Calendar Adjustments](#))**

- Additional Paid Holiday - (+1) Native American Day - October
- Holiday flexibility depending on District Calendar
- Standardize Holidays (based on days worked - not hours worked)
- Flexible Paid Holidays (during Christmas break)
- Standardize Calendars
  - Reduce from 42 calendars to 7
  - Some staff will have additional days (most) - some staff will have fewer days (35 people) (based on need)
  - For staff with fewer days a one-time bonus will be paid
    - Bonuses range between \$200 - \$2,000 (calculated by doubling difference in pay)
    - Bonuses will be divided into 2 equal payments to be paid on 8/19/22 and 12/21/22

**Item 3: Insurance Contributions ([Insurance Rates 2022-2023](#))**

- Increase the Board contribution to District Health Insurance by \$50/month.
- Increase the Board contribution to District Dental Insurance (full single premium).

**Item 4: Miscellaneous**

- Step date: in the future, when steps are given, all classified staff will receive their increase on July 1 - not on their anniversary date.
- Pay Increases: in the future, District should be able to give BOTH a step AND add money to the Base Pay Schedule every year (previously a step + 10 cents per hour = 3%; now a step + 25 cents per hour = 3%)

**Item 5: Language Items**

- Voluntary Transfer and Assignment (pg. 5) ([Transfer and Assignment Language](#)) ([Policy GDI](#))
- Involuntary Transfer and Assignment (pg. 5)
- Remove language for Court Witness & Jury Duty Leave (pg. 13) - it is found in policy [GCBDC](#)
  - Add the following language to policy GCBDC: **All fees received for State or Federal Court appearances or services shall be retained by the employee. For State Court, the employee shall receive his or her regular salary less any amount received for services, up to but not in excess of his or her daily rate of pay. For Federal Court, the employee shall receive his or her regular salary with no reduction for the amount received. For both State and Federal Court, within twenty (20) days, the employee is required to present the court check to Human Resources for verification of leave time.**
  - Eliminate the following language from the Negotiated Agreement: ~~When a School District employee is subpoenaed to testify in court or give an oral deposition (in a case in which he or she is not a party) or is summoned to serve on a jury, he or she will be granted leave when such subpoena or summons is verified. Applications for such leaves shall be made in letter form, accompanied by a copy of the summons, and submitted to the superintendent for verification and approval. Reference Board Policy GCBDC Jury Duty Leave.~~

~~STATE COURT – All fees for State Court appearances or services shall be retained by the employee. An employee on “Jury Duty Leave” shall receive his or her regular salary less any amount received for services, up to but not in excess of his or her regular daily rate of pay. Within twenty (20) days of receipt of court fees, the employee is required to present the court check to the Personnel Office for verification of leave time.~~  
~~FEDERAL COURT – All fees received for Federal Court appearances or services shall be retained by the employee. An employee on “Jury Duty Leave” shall receive his or her regular salary with no reduction for the amount received. Within twenty (20) days the employee is required to present the court check to the Personnel Office for verification of leave time.~~

- Remove language for Military Leave (pg. 14) - it is found in policy [GCBDD](#)
  - ~~As stated in Board Policy GCBDD - Military Leave, all requests for military leave will be submitted to the Superintendent in writing accompanied by copies of the proper documentation showing the necessity for the military leave request. The Superintendent shall grant leave without pay or military leave to carry out the military obligations in accordance with USERRA.~~

~~Unless otherwise impossible, all requests for military leave will be submitted at least one full month in advance of the date military service is to begin. Persons returning from military leave are asked to give notice of intent to return to the Superintendent, in writing, at least one full month in advance of return date.~~

~~Payment Options: Any employee who is on authorized military leave during the school term for the purpose of performing military duty pursuant to the provisions of USERRA shall have the option of either receiving their regular pay from the District to be reduced by the daily pay received from the military or to accept only their military pay. Such leave not to exceed fifteen (15) working days in one year (July 1 - June 30). If authorized military leave extends beyond fifteen (15) days, approval by the Superintendent will be required.~~

- Throughout the Negotiated Agreement - where “Superintendent” is referenced, language including “or designee” will be added where appropriate.

B. PAID HOLIDAYS

Employees will be paid for holidays as set forth below:

<u>Scheduled Hours</u>	<u>Days Worked</u>	<u>Paid Holidays</u>	
Full Time (8 hrs/day for 12 months) 240 or more days per year		Labor Day (1)	
		<b>Native American Day NEW (2)</b>	
		Veteran's Day (3)	
		Thanksgiving Day and following Friday (4)(5)	
		Christmas Day and one additional day (6)(7)	
		New Year's Day and one additional day (8)(9)	
		Martin Luther King Day (10)	
		President's Day (11)	
		Good Friday <b>or Easter Monday</b> (12)	
		Memorial Day (13)	
	Independence Day and one additional Day (14)(15)		
1501—1900 Between 190 - 239 days per year		Labor Day (1)	
		* <b>Native American Day NEW (2)</b>	
		Veteran's Day (3)	
		* Thanksgiving Day (4)	
		* Christmas Day (5)	
		* New Year's Day (6)	
		* Martin Luther King Day (7)	
		President's Day (8)	
		Good Friday <b>or Easter Monday</b> (9)	
		Memorial Day (10)	
1300—1900 Between 180 - 189 days per year		* <b>Native American Day NEW (1)</b>	
		Veteran's Day (2)	
		* Thanksgiving Day (3)	
		* Christmas Day (4)	
		* New Year's Day (5)	
		* Martin Luther King Day (6)	
		President's Day (7)	
		Good Friday <b>or Easter Monday</b> (8)	
	700—1299 Between 170 - 179 days per year		* <b>Native American Day NEW (1)</b>
			* Thanksgiving Day (2)
		* Christmas Day (3)	
		* New Year's Day (4)	
		* Martin Luther King Day (5)	
		Good Friday <b>or Easter Monday</b> (6)	

If a holiday falls on a Sunday, the following Monday will be a holiday. If a holiday falls on a Saturday, the previous Friday will be a Holiday. *The day taken off for a holiday may change in order to coincide with the approved school calendar depending on the year.*

*An employee may choose, prior to the start of the school year, to have up to (5) of their holidays to be paid during Christmas break (marked with \*). This will be elected in writing and may not be revoked during the school year. If interested, a new election must be signed each year. Any pay for unearned holidays will be deducted if the employee leaves employment.*

\*Still must work a minimum of 700 hours to qualify for sick leave and will round to the nearest half hour increment.

ALL EMPLOYEE PREMIUMS ARE DEDUCTED THE MONTH PRIOR TO COVERAGE

TYPE	DISTRICT SHARE PER MONTH	EMPLOYEE SHARE PER MONTH	TOTAL PER MONTH	
<b>DENTAL</b>				
EMPLOYEE	\$ 50.38	\$ -	\$ 50.38	
2 PARTY	\$ 50.38	\$ 44.84	\$ 95.22	
3 OR MORE	\$ 50.38	\$ 98.64	\$ 149.02	
<b>MEDICAL - OPTION 1 \$1,500/\$3,000 Deductible</b>				
EMPLOYEE	\$ 599.00	\$ 69.00	\$ 668.00	
EMPLOYEE + SPOUSE	\$ 599.00	\$ 804.00	\$ 1,403.00	
EMPLOYEE + DEPENDENT(S)	\$ 599.00	\$ 670.00	\$ 1,269.00	
FAMILY	\$ 599.00	\$ 1,071.00	\$ 1,670.00	
<b>MEDICAL - OPTION 2 \$3,500/\$7,000 Deductible</b>				
EMPLOYEE	\$ 599.00	\$ 25.00	\$ 624.00	
EMPLOYEE + SPOUSE	\$ 599.00	\$ 711.00	\$ 1,310.00	
EMPLOYEE + DEPENDENT(S)	\$ 599.00	\$ 587.00	\$ 1,186.00	
FAMILY	\$ 599.00	\$ 960.00	\$ 1,559.00	
<b>MEDICAL - OPTION 3 \$5,000/\$10,000 Deductible (HSA)</b>				
EMPLOYEE	\$ 538.00	\$ -	\$ 538.00	HSA CONT. \$ 61.00
EMPLOYEE + SPOUSE	\$ 599.00	\$ 529.00	\$ 1,128.00	
EMPLOYEE + DEPENDENT(S)	\$ 599.00	\$ 422.00	\$ 1,021.00	
FAMILY	\$ 599.00	\$ 743.00	\$ 1,342.00	
<b>VISION</b>				
EMPLOYEE	\$ -	\$ 10.80	\$ 10.80	
EMPLOYEE + SPOUSE	\$ -	\$ 20.83	\$ 20.83	
EMPLOYEE + CHILD(REN)	\$ -	\$ 22.72	\$ 22.72	
FAMILY	\$ -	\$ 29.38	\$ 29.38	
<b>LIFE</b>				
10,000 EMPLOYEE	\$ 1.00	\$ 1.50	\$ 2.50	
30,000 EMPLOYEE	\$ 1.00	\$ 6.90	\$ 7.90	
DEPENDENT	\$ -	\$ 1.50	\$ 1.50	
<b>LEAVE OF ABSENCE/ COBRA PREMIUMS</b>				
***EMPLOYEE PAYS FULL MONTHLY PREMIUM***				
TYPE	LOA (100%)	COBRA (102%)		
<b>DENTAL</b>				
EMPLOYEE	\$ 50.38	\$ 51.39		
2 PARTY	\$ 95.22	\$ 97.12		
3 OR MORE	\$ 149.02	\$ 152.00		
<b>MEDICAL - OPTION 1 \$1,500/\$3,000 Deductible</b>				
EMPLOYEE	\$ 668.00	\$ 681.00		
EMPLOYEE + SPOUSE	\$ 1,403.00	\$ 1,431.00		
EMPLOYEE + DEPENDENT(S)	\$ 1,269.00	\$ 1,294.00		
FAMILY	\$ 1,670.00	\$ 1,703.00		
<b>MEDICAL - OPTION 2 \$3,500/\$7,000 Deductible</b>				
EMPLOYEE	\$ 624.00	\$ 636.00		
EMPLOYEE + SPOUSE	\$ 1,310.00	\$ 1,336.00		
EMPLOYEE + DEPENDENT(S)	\$ 1,186.00	\$ 1,210.00		
FAMILY	\$ 1,559.00	\$ 1,590.00		
<b>MEDICAL - OPTION 3 \$5,000/\$10,000 Deductible (HSA)</b>				
EMPLOYEE	\$ 538.00	\$ 549.00		
EMPLOYEE + SPOUSE	\$ 1,128.00	\$ 1,151.00		
EMPLOYEE + DEPENDENT(S)	\$ 1,021.00	\$ 1,041.00		
FAMILY	\$ 1,342.00	\$ 1,369.00		
<b>VISION</b>				
EMPLOYEE	\$ 10.80	\$ 11.02		
EMPLOYEE + SPOUSE	\$ 20.83	\$ 21.25		
EMPLOYEE + CHILD(REN)	\$ 22.72	\$ 23.17		
FAMILY	\$ 29.38	\$ 29.97		
<b>LIFE</b>				
10,000 EMPLOYEE	\$ 2.50	N/A		
30,000 EMPLOYEE	\$ 7.90	N/A		
DEPENDENT	\$ 1.50	N/A		

**A. INVOLUNTARY TRANSFER AND ASSIGNMENT**

**“Assignment” is defined as a change of position or responsibility initiated by the Superintendent or designee that may additionally change the employee’s building, classification, or assigned administrator for evaluation.**

**The Superintendent or designee will make assignments of support staff members to promote efficient operations of the District. (Board Policy GDI)**

Each employee shall be assigned to a specific position. The employee’s job description shall be subject to the direction and discretion of the Superintendent **or designee**. The employee may be ~~transferred~~ **assigned** to any other position as the Superintendent **or designee** may direct. ~~Transfers~~ **Assignments** may be initiated by the Superintendent or by other administrative officers for any purpose which, in the judgment of the Superintendent **or designee**, is for the welfare of the employee or the District. An administrative ~~transfer or reassignment~~ shall be made only after a conference between the employee and the Superintendent or administrator. At that time, the employee will be notified of the reason(s) for the ~~transfer~~ **assignment**. A written record of this meeting will be placed in the employee’s personnel file. If the new position is at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected.

**B. VOLUNTARY TRANSFER AND ASSIGNMENT**

**“Transfer” is defined as a requested change of position or responsibility initiated by the employee that may additionally change the employee’s building, classification, or assigned administrator for evaluation; or is the result of interest in any District vacancy.**

In considering requests for transfer ~~or reassignment~~, the convenience and wishes of the employee will be honored to the extent that they are consistent with the best interest of the District. This will also be the case when ~~fewer work hours are~~ **a change in work hours** is contemplated and/or requested. If the new position is set at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected. ~~Requests for transfer are to be submitted in writing to the supervisor with a copy to the Superintendent.~~

**Any employee desiring a transfer in assignment may make a request in writing to his/her supervisor with a copy to Human Resources. The following criteria, in order of priority, will form the basis for granting the transfer:**

- 1. The best interest of the District.**
- 2. The qualifications of the employee.**
- 3. The length of continuous service the employee has with the District.**
- 4. The contribution the employee would make in the new assignment.**
- 5. The opportunity for growth in the position.**

SECTION	<b>B</b>	TITLE	Board Governance and Operations	FILE	<b>BFCA</b>
---------	----------	-------	---------------------------------	------	-------------

## BOARD REVIEW OF REGULATIONS AND HANDBOOKS

### Regulations:

**School board regulations are rules necessary to carry out the intent of school board policies. All regulations must have board approval. Regulations must be consistent with, and not contrary to, policies adopted by the Board.**

**Unless the regulation is proposed by the Board, all proposed new regulations shall be submitted by the Superintendent or designee to the Board for approval prior to implementation.**

**Regulations become effective upon adoption by the Board. The Board will review its regulations on a continuing basis.**

**Principals may establish procedures for conducting activities in their attendance centers consistent with board policies and regulations.**

**The Board's regulations are a public record. Regulations are available for reviewing and printing in the administrative offices of the school district during regular office hours. They may also be viewed on the District's website.**

~~The Board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.~~

~~Regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval. The Board's approval of regulations will be accomplished by the same procedure established for the adoption of policies.~~

~~Before issuance, regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others appearing in the manual will be considered approved provided they are in accordance with the accompanying Board policy.~~

### Handbooks:

**Staff and student handbooks must conform with district policies and regulations. Prior to the commencement of each academic year, all staff and student handbooks will be presented by the Superintendent or designee to the Board for approval. Staff and student handbooks shall be effective upon Board approval.**

**Handbooks published specifically for a particular group of employees will be distributed to all of the employees affected. Handbooks published for students will be distributed to all affected students.**

**Staff and student handbooks are a public record. The handbooks are available for reviewing and printing in the administrative offices of the school district during regular office hours. Handbooks may also be viewed on the District's website.**

#### REFERENCES

**State Reference:**

**SDCL 13-8-39**

**Policy Reference:**

**CHD - Administration in Absence of Policy or Regulation**

#### Adoption History

First Reading	11/6/1980		
Approved	12/11/1980		
First Reading - Revision	12/8/2014		
Approved	1/12/2015		
First Reading - Revision	4/25/2022		
Approved			

**REVISED  
DOUGLAS SCHOOL DISTRICT  
Board Policy**

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BHD</b>
---------	----------	-------	--	------	------------

**Board Member Compensation and Expenses**

**For attendance at regular and special board meetings, All board members may receive a per diem as determined by the School Board at the annual reorganization meeting.** ~~of seventy-five dollars (not to exceed seventy-five dollars) for attendance of each meeting of the Board.~~ **The per diem may not exceed seventy-five dollars (\$75.00) for attending a meeting.** A board member **also** may receive the per diem ~~only for each meeting actually attended, and also~~ for each day the member was actually engaged in the service of the Board when authorized by the Board.

In addition to the per diem, board members may receive **a travel allowance as authorized by Policy GCLA-R** ~~allowable expense reimbursement based on the travel expense policy of the District.~~

**REFERENCES**

**State Reference:**  
 SD AGO 85-27 Attorney General Opinion - School Board Member Compensation  
 SD Constitution  
     Article 21 §2 Salary of constitutional officers  
 SD Gov Budget 2019 report, p. 37 - Board per diem  
 SDCL 4-7-10.4 Budgeting and appropriations for compensation of board members  
 SDCL 13-8-10.2 Attendance at association meetings  
 SDCL 13-8-37 Compensation of board members  
 SDCL 13-8-38 Travel allowance of school board members

**Policy Reference:**  
 GCLA / GCLA-R Travel Allowance  
 BHBA  
 BHAA Board Member Education

**Adoption History**

First Reading	5/19/1981		
Approved	6/11/1981		
First Reading - Revision	12/8/2014		
Approved	1/12/2015		

First Reading - Revision	4/25/2022		
Approved			

## BOARD POLICY

Section B

Board Governance and Operations

File: BDDCA

## AGENDA RELATED SUPPLEMENTAL INFORMATION

The school board is committed to making informed decisions on behalf of the citizens and to conducting school district business in a transparent and responsible manner.

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 meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting and with ample time to review the material.

To ensure the public has access to information that the board may use to make decisions, agenda-related supplemental information provided to all board members in advance of the meeting will be available for public inspection in the business office 24 hours in advance of the meeting and during the school board meeting. However, any information protected from disclosure by state or federal law shall not be disclosed to the public.

References	Adoption History	
Legal: SDCL 1-27 Title 20 US Code 1232g (FERPA)	First Reading Approved	10/27/14 11/17/14

## BOARD POLICY

---

Section B

Board Governance and Operations

File: BDDEA

---

## PARLIAMENTARIAN

Meetings of the school board will be conducted in accordance with Robert's Rules of Order, Revised, and the Board President or designee will function as the parliamentarian for resolving any questions related to the rules of order.

The Board, however, will not be precluded from pursuing deliberations in an atmosphere of free exchange of information and opinion and will not be bound to adhere to the rules of order whenever more informal deliberations may be determined warranted by the Board President or the Board.

---

References	Adoption History
	First Reading 10/27/14
	Approved 11/17/14

BOARD POLICY

Section B

Board Governance and Operations

File: BF

BOARD POLICY DEVELOPMENT

The Board considers policy development one of its chief functions. It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the public schools.

It is through the development and adoption of written policies that the Board will exercise its leadership in the operation of the school system. It is through study and evaluation of reports concerning the execution of its written policies that the Board will exercise its control over school operations.

It is the Board's intention that its written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

The policies of the Board are developed, and are meant to be interpreted, in terms of state laws, regulations of the State Board of Education, and other applicable county, state and federal regulations. The policies are also framed, and meant to be interpreted, in terms of those educational objectives, procedures and practices that are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

## References

## Adoption History

First Reading	2/9/78
Approved	3/9/78
Revised	12/11/80
First Reading - Revisions	11/17/14
Approved	12/08/14

BOARD POLICY

Section B

Board Governance and Operations

File: BFB

PRELIMINARY DEVELOPMENT OF POLICIES

Proposals regarding school district policies and operations may originate from any of several sources: a student, a parent, a community resident, a consultant, a civic group, an employee, a board member, an administrator or supervisor, or the superintendent.

A careful and orderly process will be established for reviewing and considering such proposals prior to Board review and action.

Final action on such proposals, whatever their source, will be by the Board in accord with its policy on policy adoption. The Board will take action on most matters on the basis of recommendations presented to the Board by the superintendent. The superintendent will base his recommendations on the outcomes of study and upon the judgment of the professional staff and study committees.

References	Adoption History										
Board Policy BFC	<table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">First Reading</td> <td style="text-align: right;">2/9/78</td> </tr> <tr> <td style="padding-left: 20px;">Approved</td> <td style="text-align: right;">3/9/78</td> </tr> <tr> <td style="padding-left: 20px;">Revised</td> <td style="text-align: right;">12/11/80</td> </tr> <tr> <td style="padding-left: 20px;">First Reading - Revisions</td> <td style="text-align: right;">12/8/14</td> </tr> <tr> <td style="padding-left: 20px;">Approved</td> <td style="text-align: right;">01/12/15</td> </tr> </table>	First Reading	2/9/78	Approved	3/9/78	Revised	12/11/80	First Reading - Revisions	12/8/14	Approved	01/12/15
First Reading	2/9/78										
Approved	3/9/78										
Revised	12/11/80										
First Reading - Revisions	12/8/14										
Approved	01/12/15										

BOARD POLICY

Section B

Board Governance and Operations

File: BFD

POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend to all employees of the school system, to members of the Board, and, insofar as conveniently possible, to all persons in the community.

All policy manuals shall remain the property of the Douglas School System and shall be considered “on loan” to any individual or organization, in whose possession they might be at any time. Policy manuals are subject to recall at any time deemed necessary by the Superintendent for purposes of updating.

The Board’s policy manual will be considered a public record and will be open for inspection at the Superintendent’s office during regular office hours.

References

Adoption History

First Reading	11/6/80
Approved	12/11/80
First Reading -- Revisions	12/08/14
Approved	01/12/15

**REMOVE**

Box Elder

DOUGLAS SCHOOL DISTRICT

South Dakota

Board Policy

Section B

Board Governance & Operations

File: BFG/~~BFGA~~

**POLICY REVIEW AND EVALUATION / MANUAL ACCURACY CHECK**

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students and the community for providing evidence of the effect of the policies that it has adopted.

The Superintendent is given the continuing commission of calling to the Board’s attention all policies that are out-of-date or for other reason appear to need revision. Each board policy that is reviewed by the Superintendent shall be presented to the Board as part of the District’s effort to continually review board policy.

The Board directs the Superintendent to review the electronic copy of all board policies and regulations periodically for purposes of administrative updating and Board review.

References	Adoption History	
	First Reading	11/06/80
	Approved	12/11/80
	First Reading – Revisions	08/14/00
	Approved – Revisions	08/28/00
	First Reading – Revision	12/08/14
	Approved	01/12/15

BOARD POLICY

Section B

Board Governance and Operations

File: BHA

**NEW BOARD MEMBER ORIENTATION**

The Board considers it important that a new member be knowledgeable about school governance and operations, and, insofar as possible, prepared to discuss and cast informed votes on matters before the Board.

To maintain high standards and continuity in operating the school system, new board members will be given special attention promptly after election.

The Board will compile copies of policies and regulations, which are revised regularly, to be given each new member. A retiring member should furnish the new member with his or her accumulated materials.

The Superintendent will be responsible for arranging a conference(s) with new board members on the Board's work, objectives and purposes and will discuss the legislative function of the Board with the administrative functions of the Superintendent. The new members will be given a tour of the school(s), be provided with a map of the district; past and current surveys and reports on curriculum, teaching standards and certification, school services, facilities, finances, and taxes; a calendar of business; and copies of minutes.

New members have a responsibility to inform themselves about the educational program, employed personnel, laws and board procedure, board policies, teaching materials and facilities, school services, needs of community, interested public service organizations and techniques of good public relations.

References

Adoption History

First Reading  
Approved

12/08/14  
01/12/15

BOARD POLICY

Section B

Board Governance and Operations

File: BHB

**BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

Board members will be encouraged to participate in meetings and activities of area, state and national school boards associations, and of other educational groups, and to study and examine the materials received from these organizations.

Upon Board approval, travel and convention expenses will be provided to individual members within budgetary limitations to advance their development as school board members.

To help members develop understanding of the educational program, the Superintendent will request members of the professional staff to appear before the Board from time to time to present and discuss new developments in various areas of curriculum and instruction.

References

Legal:  
[SDCL 13-8-10.1](#)  
[SDCL 13-8-10.2](#)

Adoption History

First Reading	12/08/14
Approved	01/12/15

SECTION	<b>G</b>	TITLE	<b>Personnel</b>	FILE	<b>GCPB</b>
---------	----------	-------	------------------	------	-------------

**Resignation of Professional Staff Members**

**Liquidated Damages**

If a professional staff member intends to resign from his/her position, notice must be given to the Board at the time of contract renewal. Should a professional staff member 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 liquidated damages in the amount of ~~\$1,000~~ ~~\$500~~ after June 1; ~~\$2,000~~ ~~\$1,000~~ after July 1; ~~\$3,000~~ ~~\$1,500~~ after August 1; and ~~\$4,000~~ ~~\$3,000~~ after September 1.

**Early Notification Incentive**

**Employees resigning/retiring at the end of the current contract year that give official early notification of resignation/retirement will be eligible for a tiered incentive. To qualify, notification must be submitted on form GCPB-E(1) to Human Resources on or before the following dates:**

If Resignation Received by (Date)	Incentive Amount
November 1, 4:00 PM	\$1,500
December 1, 4:00 PM	\$1,000
February 1, 4:00 PM	\$500
After February 1	\$0

The incentive will be paid with the employee's last regular payment and will be subject to applicable payroll deductions. Notifications of resignation or retirement received after the dates listed above will not qualify for an incentive.

**Note: Does not apply to applicants approved for voluntary separation compensation.**

**REFERENCES**

**State Reference:**

SDCL 13-43-6

SDCL 13-43-6.6

**Adoption History**

First Reading	7/13/2015		
Approved	8/10/2015		
First Reading Revision	4/7/2022		
Approved			



**NEW**

GCPB-E(1)

## Application for Early Resignation Notification Incentive Pay

Employee Name: _____	Employee's Current Position: _____
Below To be completed by Human Resources:	
Date Received: _____	
Time Received: _____	
Letter of Resignation Attached: ___ Yes ___ No	
Received By: _____	

### Incentive Payment Amounts

If Resignation Received by (Date)	Incentive Amount
November 1, 4:00 PM	\$1,500
December 1, 4:00 PM	\$1,000
February 1, 4:00 PM	\$500
After February 1	\$0

**Notes:**

- This Application for Early Resignation Notification Incentive Pay, along with a written letter of resignation, must be submitted to the District's Human Resources office.
- This Application for Early Resignation Notification Incentive Pay is considered final once approved by the Board of Education.
- The Employee's resignation is effective on the last duty day for the contract term. The Employee will perform all duties for the current contract term and will work through the last day of the contract term.

**I have carefully read this Agreement, and I fully understand it.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Superintendent/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_