

DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION

**AGENDA**

**Monday, January 23, 2023**

**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/98064934536?pwd=cElqTkRBL3owZ3lxN3BnTG1RczlrQT09>  
Meeting ID: 980 6493 4536  
Passcode: 964655

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 of 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:
  - School Board Appreciation Month
- 4.
5. Review of Board Working Agreements:
  - Student Success is our Center
  - Be Respectful: Presume Positive Intent; Embrace Cognitive Conflict; Practice Suspension
  - Listen to Learn and Understand; Speak to Clarify
- 6.
7. Public Forum:
8. Approval of Agenda:
9. Consent Agenda Items:
  - A. Approval of Regular School Board Meeting Minutes for January 9, 2023.

- B. Approve Personnel Action
- C. T Albers Request Waiver of Liquidated Damages-DSD
- D. Approve Financial Reports
- E. Approve the Purchases and Issuing of Accounts Payable and Payroll
- F. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3

10. Items Removed From Consent Agenda

11. Elementary and Secondary Curriculum and Instruction Items:

- A. Amended Title I Budget Allocations

12. Superintendent Items:

- A. Approve Student Assignment Request as recommended to attend Douglas School District for the 2022-23 school year.
- B. Black Hills Regional Housing Study The Rapid City and Black Hills Area Housing Study was commissioned by the Rapid City Strategic Housing Coalition and was conducted over the course of 2022 by MSA Professional Services (MSA). The work summarized within is the work of MSA and is intended to help Rapid City and the surrounding communities better understand the local housing market. Laura Jones, Elevate Housing Coordinator will be presenting a summary of the findings.

The City of Box Elder also completed a housing study earlier this fall. I will be checking with them to see if someone would be willing to share the results of that survey at a future meeting.

- C.

13. Fiscal Resources Items:

14. Operational Support Services Items:

- A. Approve FIRST READING of Revised or Reviewed Policies, Section F as Follows:
  - FA- Facilities Development Goals
  - FB- Facilities Planning
  - FC- Facilities Capitalization Program
  - FD- Bond Campaigns
  - FEA- Educational Specifications
  - FEB- Selection of Architect
  - FEC- Facilities Development Plans and Specifications.
  - FECA- Site Plans and Specifications
  - FED- Construction Estimates and Determinations
  - FEE- Site Acquisition
  - FEFA- Contractor's Fair Employment
  - FEFB- Contractor's Affidavits and Guarantees
  - FEG- Supervision of Construction

FFB- Name of School Facilities  
FFBB- Memorials Placed on School Property  
FL- Retirement of Facilities

B. Approve FIRST READING of Revised or Reviewed Policies, Section H as Follows:

HA- Negotiations Goals  
HB- Negotiations Legal Status  
HC- Scope of Negotiations  
HD- School Board Negotiating Powers and Duties  
HE- Board Negotiating Agents  
HE-R Board Negotiating Agents (Regulation)  
HH- Privileges of Staff Negotiating Organizations  
HJ- Negotiations Procedures  
HL- Preliminary Negotiated Agreement Disposition  
HN- Impasse Procedures  
HO- Employee Contract Obligations

C. Approve FIRST READING of Revised or Reviewed Policies, Section L as Follows:

LA- Education Agency Relations Goals  
LAA- Student Teachers  
LB- Relation with Other Schools and School Districts  
LBB- Cooperative Educational Programs  
LDJ- Monetary Donations for Meals (ANGEL FUND)  
LI- Relations with Education Accreditation Agencies

D. Approve Revision to Activities Director Job Description.

E. Approve Revision to Principal Job Description.

15. Reports:

A. Superintendent:

- Strategic Direction Update
- Spring Parent Teacher Conference Update

B.

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

16. Upcoming Calendar Events:

February 8,9      Classified Listening Sessions (Tentative)  
February 13      BOE meeting  
February 14 /16    Parent/Teacher Conferences  
February 17      Conference Comp Day - No School  
February 20      Presidents Day Holiday

17. Executive Session for Contract Negotiations per SDCL 1-25-2.4.

18. Executive Session for Personnel per SDCL 1-25-2-1

19. Action As A Result of Executive Session

20. Adjournment

# **DSD 51-1 Board of Education Working Agreements**

Finalized 11/28/2022

- Student success is our center;
- Be respectful: presume positive intent; embrace cognitive conflict; practice suspension;
- Listen to learn and understand, speak to clarify.

## Notes:

- All board members:
  - participated in creating and finalizing the above working agreements at our 11/28/2023 work session.
  - agreed to revisit the working agreements in July as we start a new year;
  - discussed the importance of reviewing the working agreements at the beginning and possibly at the end of each meeting.

- The Working Agreements are a result of the DSD Board of Education's ongoing professional development work and were developed with the support of Ellie Martinez, Toni Prickett, and Kevin Case. 4 to 6 work sessions filled with learning and conversation on a number of topics helped to shape the creation of these agreements.

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BDDH</b>
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### Public Participation at Board Meetings

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

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

This Policy applies only to regularly scheduled school board meetings held in open session. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

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

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

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

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

are disrespectful to one or more persons, and shall not use profanity.

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

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

1. Agenda and Non Agenda Items:

- a. Before the meeting is called to order, an individual who desires to speak at a school board meeting must in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed. Individuals attending virtually and desiring to speak during public forum, should email their request to the superintendent's office, including all identifying information, by noon the day of the meeting.
- b. During the time designated for Public Forum, the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy
- c. A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- d. Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.

2. Adding an Item to the School Board Meeting Agenda in Order to Request Specific School Board Action:

- a. Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.
- b. The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.
- c. The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school

board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.

- d. If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- e. In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be:
  - deferred until the next regular meeting or a special school board meeting, or
  - added to the meeting agenda for discussion purposes only, or
  - added to the agenda for discussion and possible action.

### 3. Authority of Presiding Officer:

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

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

## REFERENCES

### State Reference:

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

### Policy Cross Reference:

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

**Adoption History**

Approved	9/8/1977		
First Reading of Revision	10/10/1985		
Approved - Revision	11/14/1985		
First Reading	11/17/2014		
Approved	12/8/2014		
First Reading-Rewrite	2/13/2017		
Approved	2/27/2017		
First Reading-Revision	2/28/2022		
Approved	3/14/2022		

**DOUGLAS SCHOOL BOARD  
REQUEST TO COMMENT  
SPEAKER SIGN IN**

DATE \_\_\_\_\_

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.

Please print legibly.

	<b>Name &amp; Address</b>	<b>Email &amp; Phone #</b>	<b>Topic / Item #</b>
1			
2			
3			
4			
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SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BDDH-E(2)</b>
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**Introduction to Public Forum**

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES  
DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING

Monday, January 9, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, January 9, 2023 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Tonya Amaral: Present, Tanya Gray: Present, Amy McGovern: Present, Cathy Melendez: Present, Chris Misselt: Present.

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

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

Board President Gray read the Working Agreements. The Working Agreements are a result of the School Board's ongoing professional development work and were finalized at its November 28, 2022 work session. Board members will review at the beginning and possibly at the end of each meeting.

- Student Success is our Center
- Be Respectful: Presume Positive Intent; Embrace Cognitive Conflict; Practice Suspension
- Listen to Learn and Understand; Speak to Clarify

There was nothing for public forum.

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

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

Approved Regular Board Meeting Minutes for December 12, 2022 and Special Board Meeting Minutes for December 14, 2022.

Approved Personnel Action for January 9, 2023. (Attachment)

Approved November 2022 Financial Board Report. (Attachment)

Approved January 13, 2023 Accounts Payable and December 2022 Payroll Reports. (Attachments)

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

### **Elementary and Secondary Curriculum and Instruction Items:**

Executive Director of Elementary Academics Ann Pettit and Executive Director of Secondary Academics Kit Viet provided a summary of the professional development provided to both certified and classified staff during the January 5-6 Inservice days.

### **Superintendent Items:**

Motion to approve forgiveness for the six snow days in December 2022. Students and staff will not be required to make the time up. This motion, made by Amy McGovern and seconded by Cathy Melendez. Voting Nay: T Amaral, C Misselt. Carried.

Motion to approve Student Assignment Request as recommended to attend the Douglas School District for the 2022-23 school year. This motion, made by Cathy Melendez and seconded by Amy McGovern, Carried.

Motion to approve open enrollment applications as recommended under the Emergency Clause of Board Policy JECB to attend the Douglas School District effective the 2022-23 school year. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

### **Fiscal Resource Items:**

Motion to approve the following resolution:

BE IT RESOLVED that the Douglas Board of Education, in accordance with Board Policy BBB, hereby sets the Douglas School District Board Election for June 6, 2023. Polls will be open from 7:00 a.m. until 7:00 p.m. This motion, made by Chris Misselt and seconded by Tonya Amaral, Carried.

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

Motion to approve Administrative Voluntary Separation Plan requests for Naomi Hatfield and Duane Wince staying within the 1% of the certified salary budget per the Administrative Handbook. The voluntary separations are effective at the end of the 2022-23 school year pending completion of the employee's 2022-23 contract. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

### **Reports:**

Superintendent Kevin Case reported on the following: (1) the joint special meeting with Western Dakota Technical College board of trustees in December was a productive meeting. WDTC would like to schedule a tour of its facilities for DSD administrators. Board members will also be invited. (2) The work session part of the January 23 school board meeting may not work as Business Manager Trista Olney is not available. (3) He also gave an update on facility funding. Senator Thune and Representative Johnson are working on an appropriations bill through the Department of Defense that would provide some funding for Douglas facilities.

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

Associate member Fran Apland thanked the district for the holiday cards made by the students for the airmen. She brought copies of the posters made by EAFB marketing showcasing the cards. These were posted in common areas on base and then cards were given to the individual airmen in a holiday package. She will be attending Children's Day at the State Capital on Wednesday.

Tonya Amaral said Booster Club is asking folks to share pics of activities. The next Booster Club meeting is January 17.

Tanya Gray attend the December Black Hills Special Services Cooperative business meeting.

Motion to move into executive session at 5:53 p.m. to discuss superintendent evaluation process per SDCL 1-25-2.1. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

President Gray called the Board out of executive session at 6:44 p.m.  
No action taken.

Motion to adjourn the meeting at 6:45 p.m. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

\_\_\_\_\_  
Tanya Gray, President

\_\_\_\_\_  
Trista Olney, Business Manager

\_\_\_\_\_ Initials

\_\_\_\_\_ Date

Published once at the total approximate cost of \_\_\_\_\_.

<b>DOUGLAS SCHOOL DISTRICT</b>				
<b>PERSONNEL ACTION 1/9/2023</b>				
<b>Classified Service Factor Bonus</b>				
<b>Name</b>	<b>Position/Years</b>	<b>Amount</b>	<b>Dates of Service</b>	
Sarah Buchholz	Instuctional Aide	\$214.99	1/8/2018-1/8/2023	
Roger Grevoy	Custodian	\$936.45	1/14/2013-1/14/2023	
Jerrold Koch	Custodian	\$1,405.44	1/7/2008- 1/7/2023	
<b>Adminstrator Resignations/Retirements/Terminations</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	
Duane Wince	Principal	Douglas High School	End of 2022-2023 School Year	
<b>Classified Resignations/Retirements/Terminations</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	
Brooke Lappe	RN Nurse	Douglas High School	1/20/2023	
Brittne Martinez	Food service worker	Douglas High School	Resigned prior to starting	
NanCee Maynard	Lunchroom Supervisor	Patriot Elementary (Francis Case Wing)	1/9/2023	
<b>Classified Voluntary Transfer Request</b>				
<b>Name</b>	<b>From Bldg/Position/Hrs</b>	<b>To Bldg/Position/Hrs</b>	<b>Effective Date</b>	
** Chelsie Sears	Douglas High School/ Food Service Worker/ 5.5 Hrs	Vandenberg/Food Service Worker/6.5 Hrs	November 8, 2022	
<b>Classified Staff Hiring</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Pay</b>	<b>Effective Date</b>
Recketa Hunt	Special Education Aide	Douglas Middle School	E/1 - \$15.00 Per Hour	January 23, 2023
Mike Kiewel	Security Aide	Douglas Middle School	E/3- &16.50 Per Hour	January 17, 2023
<b>Temporary Hires</b>				
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>	
Teresa Crooks	Early Child SPED Teacher	\$52.95 per hour as needed for Birth to 3 referrals	2022-2023 School Year	
Danielle Hirvela	Asst 8th Grade Birls Basketball Coach - 1 Year Only	MSCAT5F0 - \$2,197.00 per year	2022-2023 School Year	
Sarah Reimer	Speech Language Pathologist	\$47.82 per hour as needed for Birth to 3 referrals	2022-2023 School Year	
<b>Substitute Hires</b>				
<b>Name</b>	<b>Substitute Teacher</b>	<b>Substitute Classified</b>	<b>Effective Date</b>	
Tina Gomes	\$16.00 per hour	Per Pay Rate Schedule	1/9/2023	

**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.	
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<b>November 1, 2022 FINANCIAL</b>	<b>GENERAL FUND</b>	<b>CAPITAL OUTLAY</b>	<b>SPECIAL EDUCATION</b>
BALANCE 10/ 31/ 22	\$1,454,125.16	(\$550,390.71)	\$1,463,845.33
RECEIPTS:			
TAXES	\$1,332,299.59	\$868,360.69	\$555,749.36
INTEREST	\$755.30		
ADMISSIONS	\$50.00		
LOCAL	\$13.62	\$139.80	
COUNTY	\$16,539.44		
STATE	\$1,055,535.00		\$177,835.47
FEDERAL	\$705.23	49,055.50	
OTHER	\$411.67	12,633.18	
INTERFUND TRAN.	\$10,707.24		
TOTAL RECEIPTS:	\$2,417,017.09	\$930,189.17	\$733,584.83
DISBURSEMENTS:			
VERIFIED CLAIMS	\$164,966.19	\$184,472.44	\$21,175.82
SALARIES	\$1,723,921.68	\$0.00	\$336,328.45
TRANSFERS OUT			
<b>BALANCE 11/30/22</b>	<b>\$1,982,254.38</b>	<b>\$195,326.02</b>	<b>\$1,839,925.89</b>
BALANCE 11/ 30/ 21	1,328,916.69	2,357,490.16	23,511,363.19

<b>November 1, 2022 FINANCIAL</b>	<b>FEDERAL PROJECTS</b>	<b>UNEMPLOY- MENT FUND</b>
BALANCE 10/ 31/ 22	(\$2,543,936.12)	\$50,460.60
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		
REIMBURSEMENTS		
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	\$0.00	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$87,973.51	\$0.00
SALARIES	\$130,825.64	\$0.00
TRANSFERS OUT		
<b>BALANCE 11/30/22</b>	<b>(\$2,762,735.27)</b>	<b>\$50,460.60</b>
BALANCE 11/ 30/ 21	(968,283.87)	50,891.56

<b>November 1, 2022 FINANCIAL</b>	<b>DEP CARE</b>	<b>MEDICAL REIMB</b>	<b>IMPACT AID</b>
BALANCE 10/ 31/ 22	\$940.11	(\$871.31)	\$22,983,716.54
RECEIPTS:			
INTEREST			\$10,707.24
FEDERAL			
LOCAL	\$1,373.76	\$1,500.02	
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$1,373.76	\$1,500.02	\$10,707.24
DISBURSEMENTS:			
VERIFIED CLAIMS	\$1,130.00	\$2,067.57	
EXPENDITURES/ TRANSFERS OUT			\$10,707.24
<b>BALANCE 11/30/22</b>	<b>\$1,183.87</b>	<b>(\$1,438.86)</b>	<b>\$22,983,716.54</b>
BALANCE 11/ 30/ 21	528.40	(2,009.06)	22,753,419.54

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<b>November 1, 2022 FINANCIAL</b>	<b>FOOD SERVICE</b>	<b>FIDUCIARY FUNDS</b>
BALANCE 10/ 31/ 22	\$328,189.77	\$211,809.87
RECEIPTS:		
INTEREST		
SALES	\$58,476.68	
STATE		
FEDERAL	\$66,923.30	
LOCAL	\$620.45	\$43,899.14
OTHER	\$172.80	
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	\$126,193.23	\$43,899.14
DISBURSEMENTS:		
VERIFIED CLAIMS	\$115,487.99	\$11,553.61
SALARIES	\$23,355.35	\$1,013.43
<b>BALANCE 11/30/22</b>	<b>\$315,539.66</b>	<b>\$243,141.97</b>
BALANCE 11/ 30/ 21	171,721.12	202,787.24

**Board Report - For School Board 01/13/2023**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A TO Z SHREDDING	181793		151.10
A-1 AUTO RECYCLERS	181794		40.00
ADMINPARTNERS	181795		100.00
AMERICAN SOLUTIONS FOR BUSINESS	181796		1,121.57
AMICK SOUND INC	181797		171.72
API SYSTEMS INTEGRATORS	181798		360.00
ARROWWOOD RESORT & CONFERENCE	181799		91.00
BIO CORPORATION	181800		96.00
BOOSTERTHON	181801		6,431.13
BOX ELDER HARDWARE	181802		142.14
CARQUEST AUTO PARTS	181803		277.99
CENTURYLINK	181805		450.85
CHRIS SUPPLY, INC.	181806		218.90
CITY OF BOX ELDER/PUBLIC WORKS DEPT	181807		3,595.17
CLARK, MICHAEL	181808		2,085.00
CRESCENT ELECTRIC	181811		2,184.90
DAKOTA SUPPLY GROUP, INC.	181812		2,957.53
DAUGHERTY, DALE	181813		1,877.00
FIDUCIARY ACCOUNT	181814		3,617.54
FOLLETT CONTENT SOLUTIONS, INC	181816		4,954.62
GRAINGER, INC	181817		722.93
GREAT WESTERN TIRE COMPANY	181818		151.90
GRIMMS PUMP SERVICE, INC.	181819		108.11
HARLOW'S BUS SALES, INC.	181820		1,366.79
JOHNSON CONTROLS INC	181822		443.50
JOSTENS INC	181823		1,152.07
LYNN JACKSON SHULTZ & LEBRUN PC INC	181827		1,645.00
MIDCONTINENT COMMUNICATIONS- AUTO PAY	80		1,476.86
MIDWEST BUS PARTS, INC.	181828		228.10
MONTANA DAKOTA UTILITIES COMPANY, INC.	181829		21,268.78
MRAZ, TONY	181830		1,336.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	181831		880.08
NORTH CENTRAL SUPPLY, INC.	181832		1,035.00
NORTHERN TRUCK EQUIPMENT CORP.	181833		85.94
OVERHEAD DOOR, INC.	181834		341.54

**Board Report - For School Board 01/13/2023**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PAULSON, DARREN	181835		200.00
PENNINGTON COUNTY SHERIFF	181836		16,179.50
PRAIRIE AUTO PARTS INC	181837		354.52
PRINT MARK-ET	181838		217.95
R&D CHASSIS & FABRICATION	181839		300.00
RIVERSIDE TECHNOLOGIES INC	181840		4,080.00
SCHOOL NURSE SUPPLY	181841		957.98
SCHOOL SPECIALTY INC.	181842		360.54
TEMPERATURE TECHNOLOGY INC	181844		579.27
TIE	181845		4,300.00
TRACKWRESTLING.COM	181846		102.68
VERIZON WIRELESS	181847		329.60
WEST RIVER ELECTRIC-AUTOPAY	81		2,064.75
<b>GENERAL FUND</b>			<hr/> 93,193.55
CENTURY BUSINESS	181804		3,990.87
CO-OP ARCHITECTURE	181810		233,708.20
COMMERCIAL DOOR & SPECIALTIES INC.	181809		6,706.71
FOLLETT CONTENT SOLUTIONS LLC	181815		1,439.23
HIGH NOON BOOKS	181821		2,170.00
JUNIOR LIBRARY GUILD	181824		845.32
<b>CAPITAL OUTLAY</b>			<hr/> 248,860.33
FIDUCIARY ACCOUNT	181814		6,496.66
LINDSTROM, JOAN	181825		75.00
LRP CONFERENCES	181826		250.00
SCHOOL SPECIALTY INC.	181842		(53.80)
<b>SPECIAL ED</b>			<hr/> 6,767.86
FIDUCIARY ACCOUNT	181814		2,750.00
PENNINGTON COUNTY SHERIFF	181836		34,625.00
SEVER, SARAH	181843		41.14
<b>GRANTS</b>			<hr/> 37,416.14
			<hr/> 386,237.88
CASH-WA DISTRIBUTING COMPANY, INC.	11968		2,443.95
GENERAL FUND	11969		43,256.10
PAN-O-GOLD BAKING COMPANY, INC.	11970		409.79
PRAIRIE FARMS	11971		2,428.82
REINHART FOOD SERVICE LLC	11972		3,890.64

**Board Report - For School Board 01/13/2023**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SERVALL TOWEL & LINEN SUPPLY, INC.	11973		136.74
<b>FOOD SERVICE</b>			<hr/> 52,566.04
			<hr/> 52,566.04
Grand Total:			<hr/> 438,803.92

**PAYROLL EXPENDITURES**

**DECEMBER 7 2022**

**DECEMBER 21 2022**

**TOTALS**

**\$1,072,572.25**

**\$1,162,279.40**

<b>DOUGLAS SCHOOL DISTRICT</b>				
<b>PERSONNEL ACTION 1/23/2023</b>				
<b>Certified Teaching Contract Amendments</b>				
<b>Name</b>	<b>Position</b>	<b>Amount</b>	<b>Effective Date</b>	
Olivia Gotta	2nd Grade	\$18,542.52	Adjustment to contract for 2022-2023 school year from 1 FTE to 0.57 FTE Effective January 5th, 2023	
<b>Classified Service Factor Bonus</b>				
<b>Name</b>	<b>Position/Years</b>	<b>Location</b>	<b>Dates of Service</b>	
Sherry Lurz	Excutive Bookkeeper 1 / 25 Years	Central Office	1/28/1998-1/28/2023	
Leona Oberlander	Special Education Secretary / 15 Years	Douglas High School	2/4/2008 -2/4/2023	
<b>Certified Professional Growth Plans</b>				
<b>Name</b>	<b>Building</b>	<b>Position</b>		
Nicolas Ferguson	Douglas Middle School	Teacher		
<b>Certified Resignations/Retirements/Terminations</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	
Tara Albers	1st Grade Teacher	Patriot Elementary (Francis Case Wing)	2/3/20023- Assess \$4,000 for Liquidated Damages as per terms of her contract. Waiver requested.	
Donald Harris (retirement)	Social Studies Teacher	Douglas High School	End of 2022-23 School Year	
<b>Classified Resignations/Retirements/Terminations</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	
Roger Grevoy	Custodian	Douglas Middle School	March 7, 2023	
Petra Harre	Custodian	Patriot Elementary (Badger Clark Wing)	May 24, 2023	
Lauren Tyler	SPED Aide	Patriot Elementary (Badger Clark Wing)	January 20, 2023	
<b>Classified Voluntary Transfer Request</b>				
<b>Name</b>	<b>From Bldg/Position/Hrs</b>	<b>To Bldg/Position/Hrs</b>	<b>Effective Date</b>	
Johanna Burgerhout	Douglas Middle School / Food Service Worker / 4 hours	Patriot Elementary (Francis Case Wing) /Food Service Worker/6.5 hours	January 9, 2023	
Samantha Jackson	Patriot Elementary (Francis Case Wing) / Lunchroom Supervisor / 3 hours	Patriot Elementary (Francis Case Wing) / SPED Aide / 7 hours	January 23, 2023	
Duncan Witt	Douglas High School / SPED Aide (18-21 Transitions Program) / 7 hours	Douglas High School / SPED Aide / 7 hours	January 23, 2023	
<b>Certified Staff Hiring</b>				
<b>Name</b>	<b>Location/Position</b>	<b>Contract</b>	<b>Effective Date</b>	
Jace Caldwell	DMS/ PE Teacher	B/0 - 77 days/yr, 7.5 hrs/day, \$20,093.15 for 2022-2023 School Year	January 30, 2023	

<b>Classified Staff Hiring</b>					
	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Amount</b>	<b>Effective Date</b>
	Samantha Jackson	Lunchroom Supervisor	Patriot Elementary (Badger Clark Wing)	B/1- \$13.50 Per Hour	January 17, 2023
	Kimberly White	Lunchroom Supervisor	Patriot Elementary (Francis Case Wing)	B/1- \$13.50 Per Hour	January 17, 2023
<b>Temporary Hires</b>					
	<b>Name</b>	<b>Position</b>	<b>Amount</b>	<b>Effective Date</b>	
	Stacey Biberdorf	SPED Early Intervention Para- Attending Vlrtual Sign Language Course	40 hours @ \$19.50 Per Hour	1/16/2023 to 4/13/2023	
	Teresa Crooks	SPED Early Intervention Teacher- Attending Vlrtual Sign Language Course	40 hours @ \$52.95 Per Hour	1/16/2023 to 4/13/2023	
	Roberta Girtz	SPED Early Intervention Para- Attending Vlrtual Sign Language Course	40 hours @ \$20.00 Per Hour	1/16/2023 to 4/13/2023	
	Jazmine Hernandez	SPED Early Intervention Para- Attending Vlrtual Sign Language Course	40 hours @ \$15.00 Per Hour	1/16/2023 to 4/13/2023	
<b>Substitute Hires</b>					
	<b>Name</b>	<b>Substitute Teacher</b>	<b>Substitute Classified</b>	<b>Effective Date</b>	
	Christie Apland	\$16.00 per hour	Per Pay Rate Schedule	1/5/2023	
	Kayse Emilne	\$16.00 per hour	Per Pay Rate Schedule	1/20/2023	
	Talyiah Green	\$16.00 per hour	Per Pay Rate Schedule	1/20/2023	
	Kyler Hegler	\$16.00 per hour	Per Pay Rate Schedule	1/17/2023	
	Aubree Rypkema	\$20.00 per hour	Per Pay Rate Schedule	1/17/2023	
	Kimberly White	\$16.00 per hour	Per Pay Rate Schedule	1/17/2023	
	Agnieszka Wicka	\$20.00 per hour	Per Pay Rate Schedule	1/23/2023	
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.				

<b>December 1, 2022 FINANCIAL</b>	<b>GENERAL FUND</b>	<b>CAPITAL OUTLAY</b>	<b>SPECIAL EDUCATION</b>
BALANCE 11/ 30/ 22	\$1,982,254.38	\$195,326.02	\$1,839,925.89
RECEIPTS:			
TAXES	\$85,277.76	\$54,499.77	\$34,879.82
INTEREST	\$928.40		
ADMISSIONS	\$406.00		
LOCAL	\$4.81	\$112.26	
COUNTY	\$13,007.00		
STATE	\$1,055,535.00		\$168,390.00
FEDERAL			
OTHER	\$131.66	3,000.00	
INTERFUND TRAN.	\$12,893.25		
TOTAL RECEIPTS:	\$1,168,183.88	\$57,612.03	\$203,269.82
DISBURSEMENTS:			
VERIFIED CLAIMS	\$121,840.98	\$26,320.37	\$6,042.71
SALARIES	\$1,719,161.09	\$0.00	\$350,887.64
TRANSFERS OUT			
<b>BALANCE 12/31/22</b>	<b>\$1,309,436.19</b>	<b>\$226,617.68</b>	<b>\$1,686,265.36</b>
BALANCE 12/ 31/ 21	802,110.33	2,014,350.16	2,210,694.64

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<b>December 1, 2022 FINANCIAL</b>	<b>FEDERAL PROJECTS</b>	<b>UNEMPLOY- MENT FUND</b>
BALANCE 11/ 30/ 22	(\$2,762,735.27)	\$50,460.60
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		
REIMBURSEMENTS		
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	\$0.00	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$114,183.38	\$291.49
SALARIES	\$79,646.55	\$0.00
TRANSFERS OUT		
<b>BALANCE 12/31/22</b>	<b>(\$2,956,565.20)</b>	<b>\$50,169.11</b>
BALANCE 12/ 31/ 21	(1,122,229.80)	50,891.56

<b>December 1, 2022 FINANCIAL</b>	<b>DEP CARE</b>	<b>MEDICAL REIMB</b>	<b>IMPACT AID</b>
BALANCE 11/ 30/ 22	\$1,183.87	(\$1,438.86)	\$22,983,716.54
RECEIPTS:			
INTEREST			\$12,893.25
FEDERAL			
LOCAL	\$1,373.76	\$1,500.02	
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$1,373.76	\$1,500.02	\$12,893.25
DISBURSEMENTS:			
VERIFIED CLAIMS	\$1,360.00	\$2,146.00	
EXPENDITURES/ TRANSFERS OUT			\$12,893.25
<b>BALANCE 12/31/22</b>	<b>\$1,197.63</b>	<b>(\$2,084.84)</b>	<b>\$22,983,716.54</b>
BALANCE 12/ 31/ 21	510.08	(1,189.60)	22,753,419.54

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<b>December 1, 2022 FINANCIAL</b>	<b>FOOD SERVICE</b>	<b>FIDUCIARY FUNDS</b>
BALANCE 11/ 30/ 22	\$315,539.66	\$243,141.97
RECEIPTS:		
INTEREST		
SALES	\$33,894.11	
STATE		
FEDERAL	\$58,227.07	
LOCAL	\$241.44	\$15,048.35
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	\$92,362.62	\$15,048.35
DISBURSEMENTS:		
VERIFIED CLAIMS	\$83,040.68	\$36,960.43
SALARIES	\$21,578.58	\$0.00
<b>BALANCE 12/31/22</b>	<b>\$303,283.02</b>	<b>\$221,229.89</b>
BALANCE 12/ 31/ 21	226,835.96	185,505.22

**Board Report - For School Board 01/31/2023**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMARAL, TONYA	181862		354.76
AMAZON.COM	181863		5,485.30
ASCD	181864		59.00
BELLE FOURCHE HIGH SCHOOL	181865		175.00
BLACK HILLS ENERGY- AUTO PAY	84		35,939.72
BLACK HILLS SPECIAL SERVICES COOPERATIVE	181866		36,737.20
BLACK HILLS URGENT CARE	181867		95.00
BORDER STATES ELECTRIC INC	181868		984.70
BOX ELDER HARDWARE	181869		89.17
CARLSON, CORINNA	181870		149.94
CARQUEST AUTO PARTS	181871		449.75
CASE, KEVIN	181872		959.17
CHAMBERLAIN HIGH SCHOOL	181874		220.00
CITY OF BOX ELDER/PUBLIC WORKS DEPT	181875		98.36
CLARK, MICHAEL	181876		1,392.00
CRICUT	181848		100.81
DAUGHERTY, DALE	181877		1,332.00
DOLLAR GENERAL	181848		19.97
DOMINOS PIZZA- BOX ELDER	181848		157.94
ELEVATE RAPID CITY	181878		250.00
ERIC ARMIN INC.	181879		87.80
FIDUCIARY ACCOUNT	181880		4,170.60
FOOD SERVICE	181882		46.46
GRAY, TANYA	181883		28.56
HARDEE'S	181848		111.71
HARVE'S SPORT SHOP	181886		194.49
HILLYARD INC	181887		35.96
JW PEPPER & SONS, INC.	181890		39.99
KETEL, THORSTENSON, LLP	181891		6,000.00
KIEFFER SANITATION, INC.-AUTO PAY	82		2,457.97
KUTA SOFTWARE	181892		1,400.00
LEGO EDUCATION	181893		614.75
LIBRARY STORE INC	181894		67.89
LOCTEK	181848		533.48
LYNN JACKSON SHULTZ & LEBRUN PC INC	181895		5,886.50

**Board Report - For School Board 01/31/2023**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MCGOVERN, AMY	181896		306.42
MELENDEZ, CATHLEEN	181897		110.16
MELLEN, THERESA	181898		138.05
MENARDS	181899		110.58
MG OIL COMPANY, INC.	181900		2,723.70
MIDCONTINENT COMMUNICATIONS- AUTO PAY	83		1,441.71
MIDWEST CONNECT	181901		123.00
MOR ELECTRIC HEATING ASSOCIATES, INC	181848		145.92
MRAZ, TONY	181902		1,392.00
NASCO	181903		744.01
OVERHEAD DOOR, INC.	181905		275.43
PARIS LAS VEGAS HOTEL AND CASINO	181848		298.19
PETTIT, ANN	181848		15.15
PIERRE SCHOOL DISTRICT	181906		50.00
PLATT.COM	181848		79.01
PLOOSTER, KEVIN	181907		1,872.00
PRAIRIE AUTO PARTS INC	181908		466.94
PRINCIPALS CONFERENCE-GARRETSON HIGH	181909		200.00
PRINT MARK-ET	181910		511.06
RAPID CITY JOURNAL	181912		177.65
RAPID CITY MIDDLE SCHOOL ACTIVITIES	181913		150.00
RAPID CITY WINDOW & GLASS, INC.	181914		797.90
REGION 8 MUSIC CONTEST	181916		212.25
RIVERSIDE TECHNOLOGIES INC	181917		1,300.00
SAM'S CLUB	181848		54.44
SASD	181918		88.00
SCHOOL NURSE SUPPLY	181919		304.49
SDCTM	181939		370.00
SDTEA	181924		200.00
SIGNS NOW	181925		76.13
SOUTH DAKOTA ONE CALL	181926		33.60
STELZIG, JENNIFER	181928		40.55
STUDENT TRANSPORT	181929		250.00
SUMMIT COMPANIES	181930		283.00
TEMPERATURE TECHNOLOGY INC	181931		5,731.61

**Board Report - For School Board 01/31/2023**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
THUNDER BASIN HIGH SCHOOL	181932		470.00
US BANK	181848		161.66
WAL-MART STORES INC	181848		159.84
WEBSTAIRANT STORE	181848		985.96
WESTERN STATES FIRE PROTECTION COMPANY	181936		925.00
WILSON, JEFFERY	181937		224.00
YANKTON HIGH SCHOOL	181938		125.00
<b>GENERAL FUND</b>			<hr/> 130,850.36
CENTURY BUSINESS	181873		2,422.67
FOLLETT CONTENT SOLUTIONS, INC	181881		187.54
GUMDROP BOOKS	181884		551.10
JOHNSON, GLENDA	181888		13.60
JUNIOR LIBRARY GUILD	181889		772.10
<b>CAPITAL OUTLAY</b>			<hr/> 3,947.01
AMAZON.COM	181863		470.85
BLACK HILLS SPECIAL SERVICES COOPERATIVE	181866		277,977.97
HAMER, CASSIE	181885		53.85
ORIENTAL TRADING COMPANY INC	181904		65.75
RATWIK, ROSZAK & MALONEY, P.A	181915		288.00
SD DEPARTMENT OF HUMAN SERVICES	181921		2,584.54
STARFALL EDUCATION	181927		195.00
TIMMONS MARKET	181933		20.46
USD CENTER FOR DISABILITIES	181934		300.00
VOLUNTEERS OF AMERICA, DAKOTAS	181935		939.30
<b>SPECIAL ED</b>			<hr/> 282,895.72
WEBSTAIRANT STORE	181848		356.90
<b>FOOD SERVICE</b>			<hr/> 356.90
ELEVATE RAPID CITY	181848		40.00
MONUMENT, THE	181848		519.00
RAPID CITY AREA SCHOOL DISTRICT	181911		149.00
<b>GRANTS</b>			<hr/> 708.00
			<hr/> 418,757.99
AMAZON.COM	11982		411.91
CASH-WA DISTRIBUTING COMPANY, INC.	11983		1,341.77
CASH-WA DISTRIBUTING COMPANY, INC.	11984		8,958.53
CHILD AND ADULT NUTRITION	11985		1,651.38

**Board Report - For School Board 01/31/2023**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
COCA-COLA BOTTLING CO HIGH COUNTRY	11986		759.00
DAKOTA WAREHOUSE	11987		330.00
DOMINOS PIZZA- BOX ELDER	11988		1,632.36
PAN-O-GOLD BAKING COMPANY, INC.	11989		524.15
PRAIRIE FARMS	11990		4,339.43
REINHART FOOD SERVICE LLC	11991		10,730.64
SDRA/SDRA SERVICES COMBINED	11992		175.00
SERVALL TOWEL & LINEN SUPPLY, INC.	11993		135.66
<b>FOOD SERVICE</b>			<hr/> 30,989.83
			<hr/> 30,989.83
Grand Total:			<hr/> 449,747.82

PAGE 1			
<b>TITLE I, Part A</b>			
<b>IMPROVING ACADEMIC ACHIEVEMENT OF DISADVANTAGED</b>			
<b>BUDGET FY 2023</b>			
<b>REVENUE:</b>		<b>Original</b>	
66.4158.000.008.000		\$642,223.00	
	Carryover	\$110,627.00	
	<b>TOTAL ALLOCATION</b>	<b>\$752,850.00</b>	
<b>BADGER CLARK ELEMENTARY</b>			
<b>EXPENDITURES:</b>	<b>TOTAL ALLOCATION</b>	<b>\$250,950.00</b>	<b>GMS DESCRIPTION</b>
66.1273.012.008.111	CERTIFIED SALARIES	\$133,736.26	2.0 FTE Instructional Leaders
66.1273.012.008.112	INSTRUCTIONAL AIDES/PARA	\$44,195.40	2.0 FTE paraprofessionals
66.1273.012.008.120	CERTIFIED SUBSTITUTES	\$1,000.00	Substitute costs for Instructional Leader positions
66.1273.012.008.121	CLASSIFIED SUBSTITUTES	\$500.00	
66.1273.012.008.130	OVERTIME/STIPENDS	\$0.00	
66.1273.012.008.210	SOCIAL SECURITY	\$13,611.77	Benefits for Instructional Leaders & paraprofessionals
66.1273.012.008.220	RETIREMENT	\$10,675.90	
66.1273.012.008.230	INSURANCE	\$16,198.00	
66.1273.012.008.240	WORKER'S COMPENSATION	\$0.00	
66.2214.012.008.315	REGISTRATION	\$12,000.00	
66.2214.012.008.334	TRAVEL	\$20,000.00	Travel for conferences and trainings (Science of Reading, MTSS, Coaching)
66.1273.012.008.411	NON-TECHNOLOGY SUPPLIES	\$0.00	
66.2128.012.008.411	PARENT INVOLVEMENT/SUPPLIES	\$2,578.00	Parent/family engagement activities
	<b>TOTAL SPENT</b>	<b>\$254,495.33</b>	
	<b>DIFFERENCE IN ALLOCATION</b>	<b>-\$3,545.33</b>	
<b>FRANCIS CASE ELEMENTARY</b>			
<b>PAGE 2</b>			
<b>EXPENDITURES:</b>	<b>TOTAL ALLOCATION</b>	<b>\$250,950.00</b>	<b>GMS DESCRIPTION</b>
66.1273.013.008.111	CERTIFIED SALARIES	\$116,535.74	2.0 FTE Instructional Leaders
66.1273.013.008.112	INSTRUCTIONAL AIDES/PARA	\$42,273.00	2.0 FTE paraprofessionals
66.1273.013.008.120	CERTIFIED SUBSTITUTES	\$1,000.00	Substitute costs for Instructional Leader positions
66.1273.013.008.121	CLASSIFIED SUBSTITUTES	\$500.00	
66.1273.013.008.130	OVERTIME STIPENDS	\$0.00	
66.1273.013.008.210	SOCIAL SECURITY	\$12,148.87	Benefits for Instructional Leaders & paraprofessionals
66.1273.013.008.220	RETIREMENT	\$9,528.52	
66.1273.013.008.230	INSURANCE	\$9,586.00	
66.1273.013.008.240	WORKER'S COMPENSATION	\$0.00	
66.2214.013.008.315	REGISTRATION	\$12,000.00	
66.2214.013.008.334	TRAVEL	\$20,000.00	Travel for conferences and trainings (Science of Reading, MTSS, Coaching)
66.1273.013.008.411	NON-TECHNOLOGY SUPPLIES	\$0.00	
66.2128.013.008.411	PARENT INVOLVEMENT/SUPPLIES	\$2,578.00	Parent/family engagement activities
	<b>TOTAL SPENT</b>	<b>\$226,150.13</b>	
	<b>DIFFERENCE IN ALLOCATION</b>	<b>\$24,799.87</b>	
<b>VANDEMBERG ELEMENTARY</b>			



TITLE I, 1003 GRANT			
SCHOOL IMPROVEMENT FUNDS			
BUDGET FY 2023			
<b>REVENUE:</b>		<b>Original</b>	
66.4158.018	TOTAL ALLOCATION	<b>\$35,000.00</b>	
			<b>GMS Description</b>
<b>EXPENDITURES:</b>			
66.2214.012.018.315	REGISTRATION	\$1,000.00	Registration to conferences (Science of Reading, MTSS, Coaching) and training costs for T2 and T3 intervention assessments and products (95% Group, Sunday, Acadience, etc.)
66.2214.012.018.319	PROFESSIONAL SERVICES	\$1,000.00	
66.2214.012.018.334	TRAVEL	\$4,375.00	Travel for conferences and trainings (Science of Reading, MTSS, Coaching)
66.2128.012.018.411	PARENT INVOLVEMENT	\$3,000.00	Parent involvement and attendance activities, some including: incentives, Book Bingo, "Patriot Exchange" and "Pride Buck" incentives (PBIS), materials and office supplies to manage and promote these engagement activities.
66.2214.012.018.411	STAFF NON-TECHNOLOGY SUPPLIES	\$3,875.00	Instructional materials and supplies for Tier 2 and Tier 3 interventions: Acadience, Sunday Systems, 95% phonemic and phonics intervention products, Orton Gillingham intervention products.
66.2214.012.018.541	OTHER NON-CONSUMABLE SUPPLIES	\$4,250.00	Ipads and software for Tier 1 coaching implementation and online platforms to assist with data and PLCs.
	INDIRECT COSTS		
	<b>Total BC</b>	<b>\$17,500.00</b>	
			<b>GMS Description</b>
<b>EXPENDITURES:</b>			
66.2214.013.018.315	REGISTRATION	\$1,000.00	Registration to conferences (Science of Reading, MTSS, Coaching) and training costs for T2 and T3 intervention assessments and products (95% Group, Sunday, Acadience, etc.)
66.2214.013.018.319	PROFESSIONAL SERVICES	\$1,000.00	
66.2214.013.018.334	TRAVEL	\$4,375.00	Travel for conferences and trainings (Science of Reading, MTSS, Coaching)
66.2128.013.018.411	PARENT INVOLVEMENT	\$3,000.00	Parent involvement and attendance activities, some including: incentives, Book Bingo, "Patriot Exchange" and "Pride Buck" incentives (PBIS), materials and office supplies to manage and promote these engagement activities.
66.1273.013.018.411	STAFF NON-TECHNOLOGY SUPPLIES	\$3,875.00	Instructional materials and supplies for Tier 2 and Tier 3 interventions: Acadience, Sunday Systems, 95% phonemic and phonics intervention products, Orton Gillingham intervention products.
66.2214.013.018.541	OTHER NON-CONSUMABLE SUPPLIES	\$4,250.00	Ipads and software for Tier 1 coaching implementation and online platforms to assist with data and PLCs.
	INDIRECT COSTS		
	<b>Total FC</b>	<b>\$17,500.00</b>	
	GRAND TOTAL	<b>\$35,000.00</b>	
	<b>Total Allocation</b>	<b>\$35,000.00</b>	
	<b>\$ not allocated</b>	<b>\$0.00</b>	
* Green # indicates MORE than 15% carryover of original allocation.			
* Red # indicates LESS than 15% carryover of original allocation.			



# HOUSING OUTLOOK

Prepared for: Douglas School District  
Board of Education

LAURA JONES  
JANUARY 23, 2023





# TOPICS COVERED

- **Definitions**
- **Population Growth**
- **Income & Affordability**
- **Existing Rental Market**
- **Existing Ownership Market**
- **Overall Vacancy Rate**
- **Demand from Projected Growth**
- **Strategies & Recommendations**



# DEFINITIONS

- **Metro:** Pennington & Meade Counties
- **Region:** Rapid City, Black Hawk, Box Elder, Colonial Pine Hills, Piedmont, Rapid Valley, Sturgis, Summerset, Spearfish
- **Area Median Income (AMI):** The income for the middle household – adjusted for household size



# POPULATION GROWTH

## **Rapid City Population Growth 2010-2020:**

- 10,397 Population Increase
- 2,638 Household Increase

## **Box Elder Population Growth 2010-2020:**

- 2,251 Population Increase
- 927 Household Increase

## **Regional Population Growth 2010-2020:**

- 17,380 Population Increase
- 5,225 Household Increase

## **Rapid City Population Projections 2020-2030:**

- 14,547 Population Increase
- 6,772 Household Increase

## **Box Elder Population Projections 2020-2030:**

- 2,888 Population Increase
- 1,321 Household Increase

## **Regional Population Projections 2020-2030:**

- 23,119 Population Increase
- 10,446 Household Increase

*Source: ACS 5-Year Estimates; Consultant Projections*



## RAPID CITY HOUSING STUDY



# MEDIAN INCOME PER COMMUNITY



*Source: 2021 ACS 5-Year Estimates*



# INCOME & AFFORDABILITY

Housing Rates (including utilities)							
	Section 8	50% AMI	60% AMI	80% AMI	100% AMI	110% AMI	120% AMI
Studio	\$ 608	\$ 747	\$ 897	\$ 1,196	\$ 1,493	\$ 1,642	\$ 1,970
1 BR	\$ 695	\$ 800	\$ 1,025	\$ 1,366	\$ 1,599	\$ 1,759	\$ 2,111
2 BR	\$ 915	\$ 960	\$ 1,153	\$ 1,537	\$ 1,919	\$ 2,111	\$ 2,533
3 BR	\$ 1,294	\$ 1,109	\$ 1,281	\$ 1,708	\$ 2,218	\$ 2,440	\$ 2,927
4 BR	\$ 1,457	\$ 1,237	\$ 1,383	\$ 1,845	\$ 2,303	\$ 2,533	\$ 3,040
5 BR	\$ 1,676	\$ 1,365	\$ 1,486	\$ 1,981	\$ 2,649	\$ 2,913	\$ 3,496

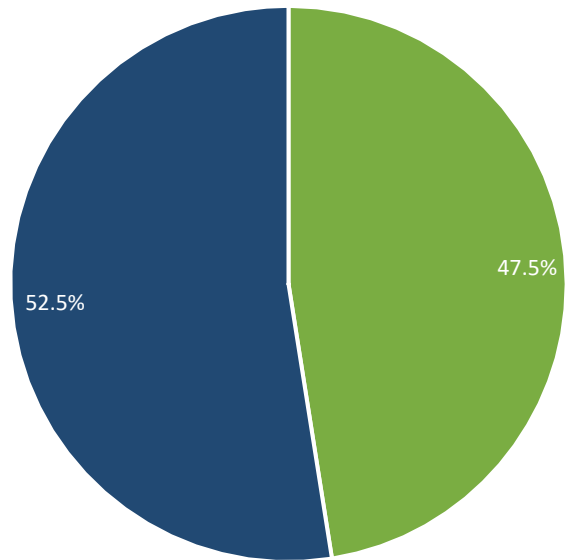
Source: HUDuser 2022 Income Limits



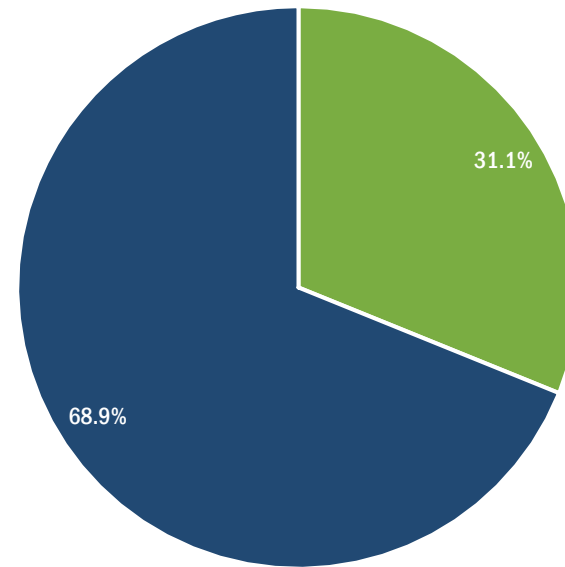
## RAPID CITY HOUSING STUDY

# RENTERS VS OWNERS

### BOX ELDER



### SURROUNDING REGION



 OWNERS

 RENTERS

*Source: 2021 ACS 5-Year Estimates*

RAPID CITY HOUSING STUDY



# MULTI-FAMILY CONSTRUCTION

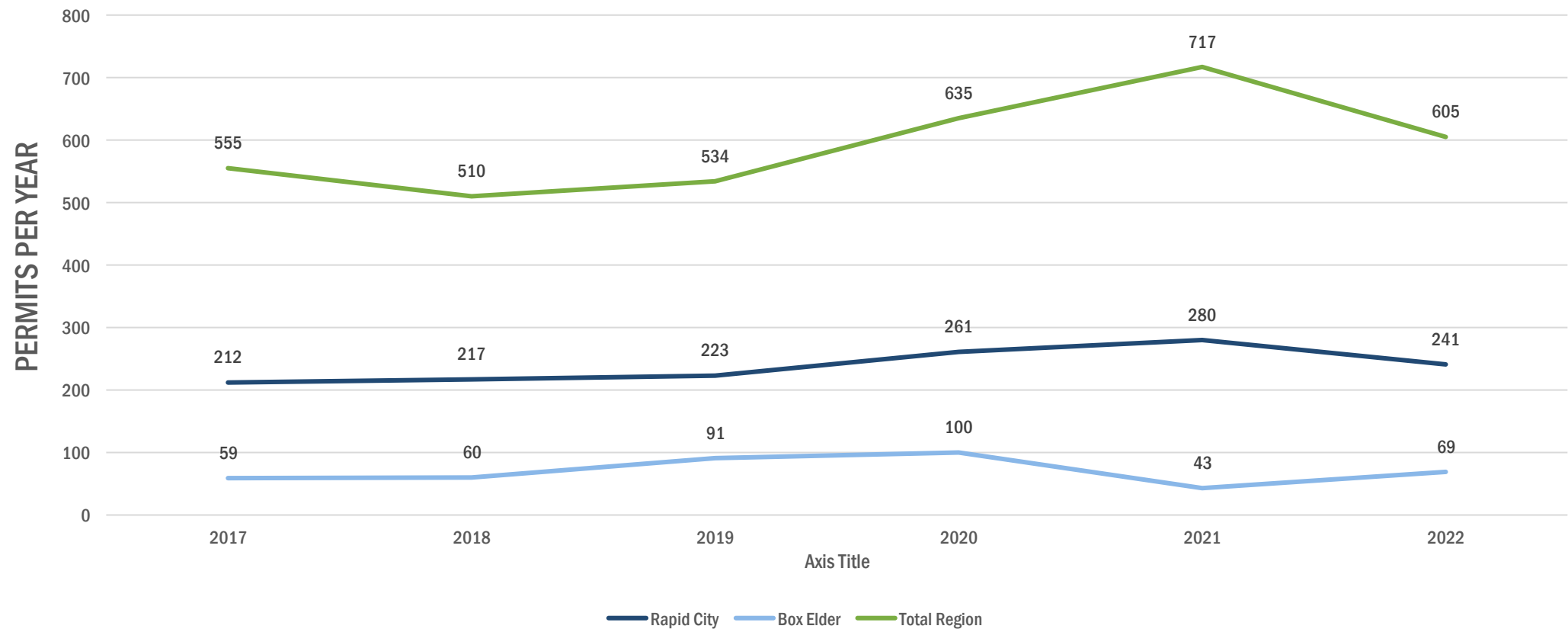


Source: Regional Municipal Building Permit Reports

## RAPID CITY HOUSING STUDY



# SINGLE FAMILY CONSTRUCTION



Source: Regional Municipal Building Permit Reports

RAPID CITY HOUSING STUDY



# OVERALL VACANCY RATE

	Rapid City	Percentage of Total Housing	Surrounding Region	Percentage of Total Housing	Total Region	Percentage of Total Housing
For Rent	807	2.7%	403	2.3%	1,210	2.5%
Rented, Not Occupied	300	1.0%	45	0.3%	345	0.7%
For Sale Only	216	0.7%	124	0.7%	340	0.7%
Sold, Not Occupied	207	0.7%	-	0.0%	207	0.4%
For Seasonal Recreational or Occasional	451	1.5%	142	0.8%	593	1.2%
For Migrant Workers	-	0.0%	-	0.0%	-	0.0%
Other Vacant	826	2.7%	459	2.6%	1,285	2.7%
<b>Total Vacant</b>	<b>2,807</b>	<b>9.3%</b>	<b>1,173</b>	<b>6.6%</b>	<b>3,980</b>	<b>8.3%</b>
<b>Total Housing Units</b>	<b>30,316</b>		<b>17,761</b>		<b>48,077</b>	

Source: 2020 ACS 5-Year Estimates



# OVERALL VACANCY RATE

## SHORT TERM RENTAL LISTINGS – RAPID CITY

Property Type	Available Listings			Booked Listings			Occupancy Rate		
	2021	2022	% Change	2021	2022	% Change	2021	2022	% Change
Entire Place	661	883	33.60%	594	825	38.90%	66%	64%	-2.90%
Private Room	107	110	2.80%	104	104	0.00%	55%	59%	6.50%
Shared Room	5	5	0.00%	4	4	0.00%	51%	61%	19.50%

Source: AirDNA Report – courtesy of Visit Rapid City

RAPID CITY HOUSING STUDY



# PROJECTED DEMAND

**9,191**

**TOTAL HOMES**

**5,519**

**RAPID CITY**

**3,672**

**REGIONAL**





# HOUSING UNIT DEMAND-RAPID CITY

	Rapid City		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households Under age 55	939	1,148	2,087
Net Additional Households age 55-74	1,948	1,049	2,997
Net Additional Households age 75+	938	767	1,705
Subtotal Units - Demand from Household Growth	3,825	2,964	6,789
Units Needed to Accommodate Growth Vacancy	57	178	235
Subtotal Units - Growth & Vacancy	3,882	3,142	7,024
Units needed to Restore Target Vacancy	74	532	606
Units Already Permitted in 2020 & 2021	-546	-1,565	-2,111
Total Additional Units by 2030	3,410	2,109	5,519



# HOUSING UNIT DEMAND – BOX ELDER

	Box Elder		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households Under age 55	171	208	379
Net Additional Households age 55-74	426	349	775
Net Additional Households age 75+	134	33	167
Subtotal Units - Demand from Household Growth	731	590	1,321
Units Needed to Accommodate Growth Vacancy	11	35	46
Subtotal Units - Growth & Vacancy	742	625	1,367
Units needed to Restore Target Vacancy	0	0	0
Units Already Permitted in 2020 & 2021	-143	-116	-259
Total Additional Units by 2030	599	509	1,108



# HOUSING UNIT DEMAND-TOTAL

	Rapid City Region (Total)		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households Under age 55	1,659	1,618	3,277
Net Additional Households age 55-74	3,347	1,626	4,973
Net Additional Households age 75+	1,341	887	2,228
Subtotal Units - Demand from Household Growth	6,347	4,131	10,478
Units Needed to Accommodate Growth Vacancy	489	258	747
Subtotal Units - Growth & Vacancy	6,836	4,389	11,225
Units needed to Restore Target Vacancy	212	565	777
Units Already Permitted in 2020 & 2021	-1054	-1,757	-2,811
Total Additional Units by 2030	5,994	3,197	9,191



# KEY RECOMMENDATIONS

- Create and facilitate initiatives for redevelopment and smart growth
- Review regulations that may be impeding affordable development
- Leverage funding programs that help buy affordability
- Continue to build on partnerships with developers, employers, etc.

RAPID CITY HOUSING STUDY



**RELEASE**

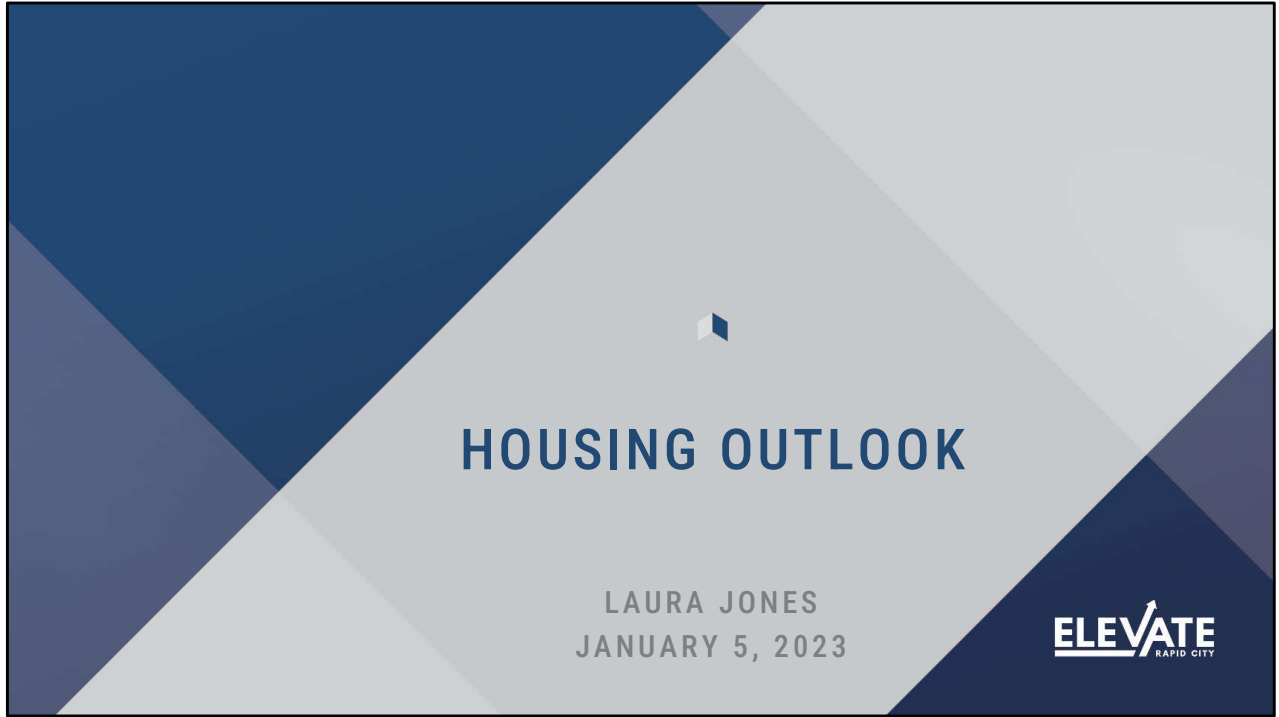
[ELEVATERAPIDCITY.COM/HOUSINGSTUDY](https://elevaterapidcity.com/housingstudy)



LAURA JONES

LAURA.JONES@ELEVATERAPIDCITY.COM





RAPID CITY HOUSING STUDY

## TOPICS COVERED

- **Definitions**
- **Population Growth**
- **Income & Affordability**
- **Existing Rental Market**
- **Existing Ownership Market**
- **Overall Vacancy Rate**
- **Demand from Projected Growth**
- **Strategies & Recommendations**

 ELEVATE RAPID CITY

## DEFINITIONS

- **Metro:** Pennington & Meade Counties
- **Region:** Rapid City, Black Hawk, Box Elder, Colonial Pine Hills, Piedmont, Rapid Valley, Sturgis, Summerset, Spearfish
- **Area Median Income (AMI):** The income for the middle household – adjusted for household size

I'll refer to the metro only sparingly, much of this presentation is centered on Rapid City and the surrounding communities as well as the communities along the I-90 corridor to Spearfish.

AMI is the income for the middle household in a given area and is generally used by HUD to set rent limits. Throughout this presentation and the discussion following, the term AMI will likely be used. For a reference point, HUD's AMI for one person in Pennington County is just under \$60,000.

# POPULATION GROWTH

## Rapid City Population Growth 2010-2020:

- 10,397 Population Increase
- 2,638 Household Increase

## Rapid City Population Projections 2020-2030:

- 14,547 Population Increase
- 6,772 Household Increase

## Regional Population Growth 2010-2020:

- 17,380 Population Increase
- 5,225 Household Increase

## Regional Population Projections 2020-2030:

- 23,119 Population Increase
- 10,446 Household Increase

Source: ACS 5-Year Estimates; Consultant Projections

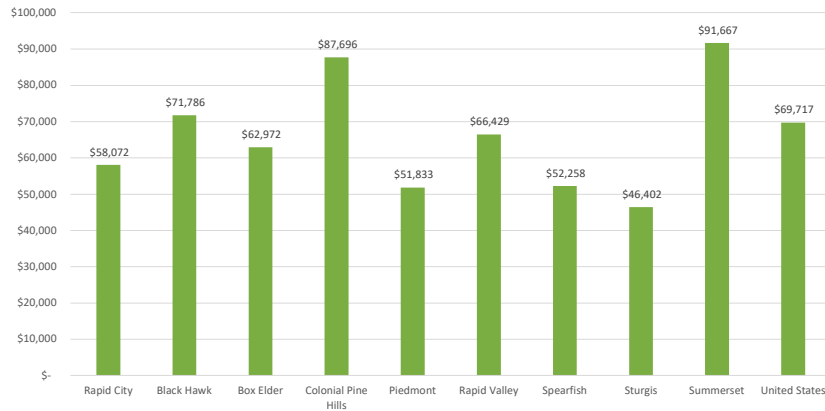
Nearly 16% increase in population between 2010 and 2020 in Rapid City  
Over 16% increase in population overall

Projections are based on growth occurring in 2020 and 2021 as well as expected industries moving in related to the expansion of the base

Our household size is decreasing as our population continues to age and more young people delay life events such as marriage and child-bearing.

RAPID CITY HOUSING STUDY

# MEDIAN INCOME PER COMMUNITY



Source: 2021 ACS 5-Year Estimates

ELEVATE RAPID CITY

Median Income in Rapid City is \$58,000, which affords \$1,600 monthly housing cost. Keep in mind that the affordability metric also includes utilities.

RAPID CITY HOUSING STUDY

# INCOME & AFFORDABILITY

Housing Rates (including utilities)							
	Section 8	50% AMI	60% AMI	80% AMI	100% AMI	110% AMI	120% AMI
Studio	\$ 608	\$ 747	\$ 897	\$ 1,196	\$ 1,493	\$ 1,642	\$ 1,970
1 BR	\$ 695	\$ 800	\$ 1,025	\$ 1,366	\$ 1,599	\$ 1,759	\$ 2,111
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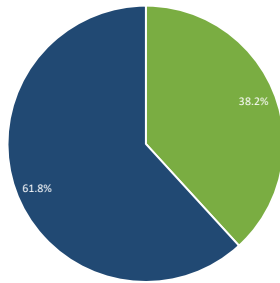
Source: HUDuser 2022 Income Limits

ELEVATE RAPID CITY

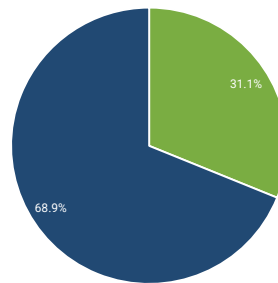
RAPID CITY HOUSING STUDY

# RENTERS VS OWNERS

RAPID CITY



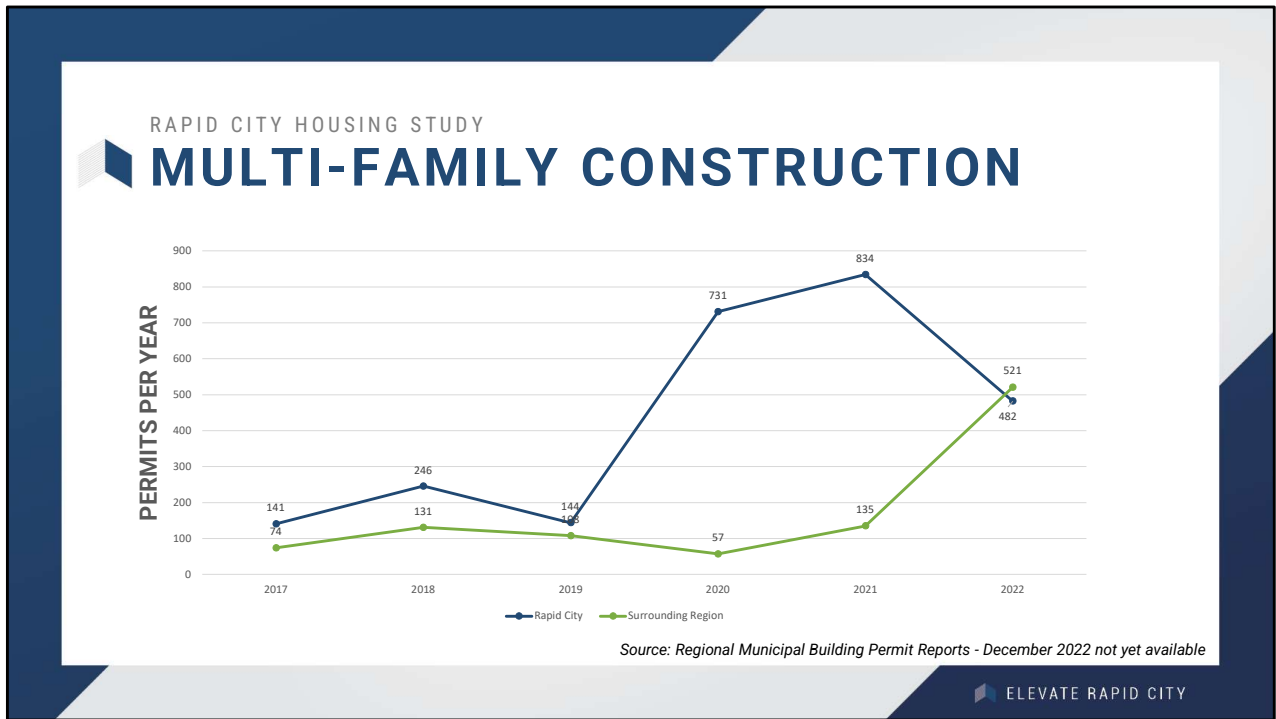
SURROUNDING REGION



OWNERS RENTERS

Source: 2021 ACS 5-Year Estimates

ELEVATE RAPID CITY



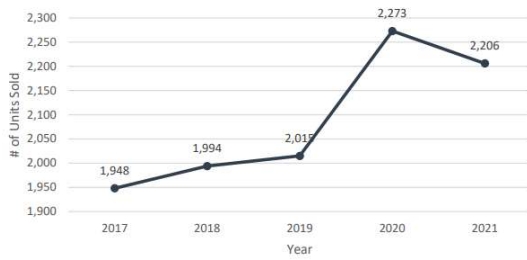
Multi-family market since the last housing study was completed. 2,487 have been permitted in Rapid This shows the number of units permitted in the City 946 have been permitted in the outlying areas

1,003 permitted in 2022 altogether

RAPID CITY HOUSING STUDY

# EXISTING OWNERSHIP MARKET

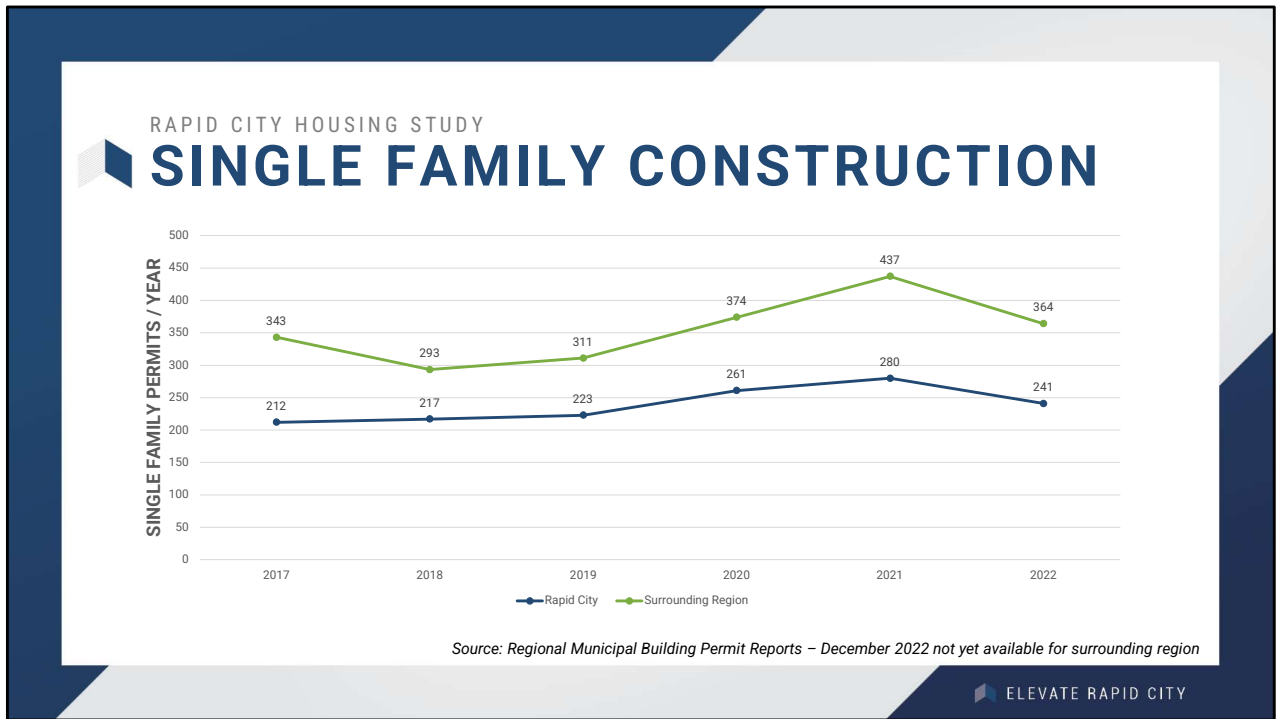
HOME SALES PER YEAR



MEDIAN SALE PRICE PER YEAR



Source: Pennington County Department of Equalization



1,222 single family permitted in Rapid City since 2018  
 1,779 single family permitted in the outlying areas since 2018

605 permitted in 2022

RAPID CITY HOUSING STUDY

# OVERALL VACANCY RATE

	Rapid City	Percentage of Total Housing	Surrounding Region	Percentage of Total Housing	Total Region	Percentage of Total Housing
For Rent	807	2.7%	403	2.3%	1,210	2.5%
Rented, Not Occupied	300	1.0%	45	0.3%	345	0.7%
For Sale Only	216	0.7%	124	0.7%	340	0.7%
Sold, Not Occupied	207	0.7%	-	0.0%	207	0.4%
For Seasonal Recreational or Occasional	451	1.5%	142	0.8%	593	1.2%
For Migrant Workers	-	0.0%	-	0.0%	-	0.0%
Other Vacant	826	2.7%	459	2.6%	1,285	2.7%
<b>Total Vacant</b>	<b>2,807</b>	<b>9.3%</b>	<b>1,173</b>	<b>6.6%</b>	<b>3,980</b>	<b>8.3%</b>
<b>Total Housing Units</b>	<b>30,316</b>		<b>17,761</b>		<b>48,077</b>	

Source: 2020 ACS 5-Year Estimates

ELEVATE RAPID CITY

Ideal vacancy rate for rentals is 5-7%, which allows for mobility within the market.

Currently, we are at about 2.5% regionally.

In the ownership market, ideal vacancy is 1.5%, currently that number is about 0.7%.

But our total vacancy is very high, with 2.7% other vacant, which is could be attributed to the short-term rentals.

# OVERALL VACANCY RATE

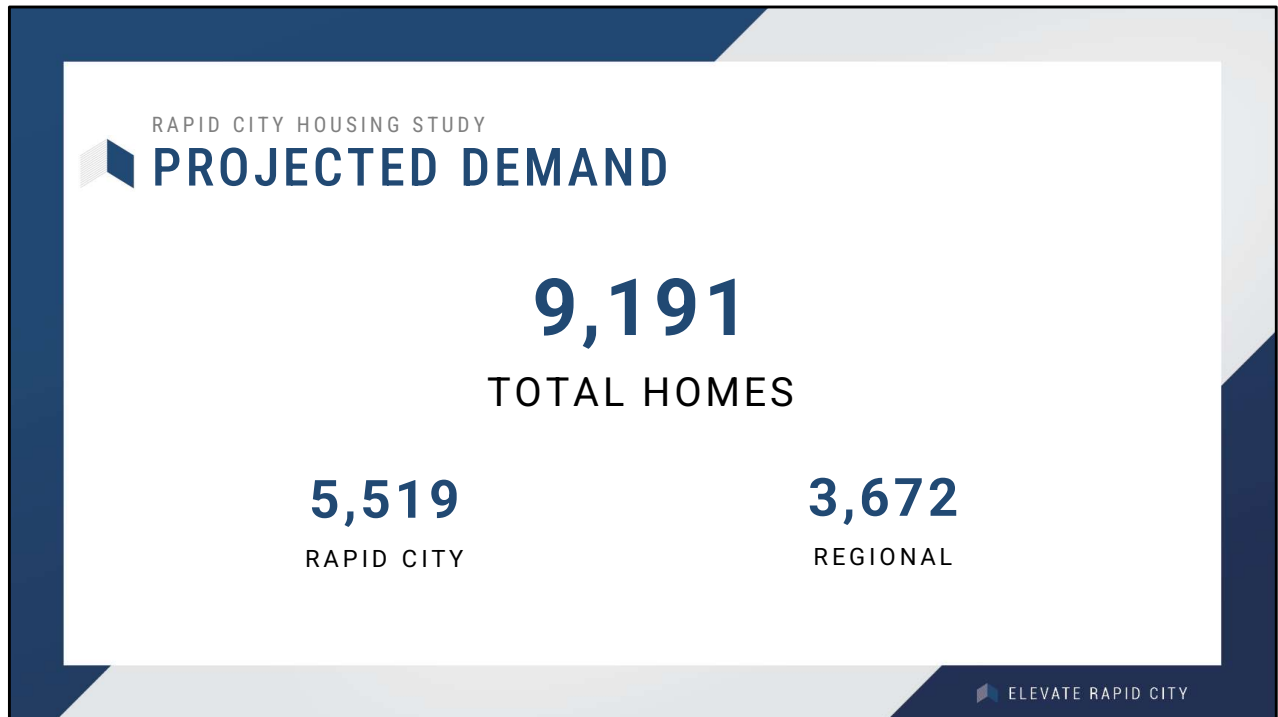
## SHORT TERM RENTAL LISTINGS – RAPID CITY

Property Type	Available Listings			Booked Listings			Occupancy Rate		
	2021	2022	% Change	2021	2022	% Change	2021	2022	% Change
Entire Place	661	883	33.60%	594	825	38.90%	66%	64%	-2.90%
Private Room	107	110	2.80%	104	104	0.00%	55%	59%	6.50%
Shared Room	5	5	0.00%	4	4	0.00%	51%	61%	19.50%

Source: AirDNA Report – courtesy of Visit Rapid City

This is a snapshot of the last twelve months as of September 2022, or end of the peak season. There was a massive increase in number of whole homes listed on Airbnb or Vrbo, but not so much of an increase in the private or shared rooms.

It's important to note however, that the occupancy rate is only 64%. So at any given time, a not insignificant number of homes are just plain vacant.



While this number is large and scary, it's important to note that it's related to projected growth. This is NOT the number of units behind, but rather it accounts for current vacancy recovery as well as projected growth plus target vacancy.

# HOUSING UNIT DEMAND-RAPID CITY

	Rapid City		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households Under age 55	939	1,148	2,087
Net Additional Households age 55-74	1,948	1,049	2,997
Net Additional Households age 75+	938	767	1,705
Subtotal Units - Demand from Household Growth	3,825	2,964	6,789
Units Needed to Accommodate Growth Vacancy	57	178	235
Subtotal Units - Growth & Vacancy	3,882	3,142	7,024
Units needed to Restore Target Vacancy	74	532	606
Units Already Permitted in 2020 & 2021	-546	-1,565	-2,111
Total Additional Units by 2030	3,410	2,109	5,519

## HOUSING UNIT DEMAND – REGION EXCLUDING RAPID CITY

	Region - excluding Rapid		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households Under age 55	720	470	1,190
Net Additional Households age 55-74	1,399	577	1,976
Net Additional Households age 75+	403	120	523
Subtotal Units - Demand from Household Growth	2,522	1,167	3,689
Units Needed to Accommodate Growth Vacancy	432	80	512
Subtotal Units - Growth & Vacancy	2,954	1,247	4,201
Units needed to Restore Target Vacancy	138	33	171
Units Already Permitted in 2020 & 2021	-508	-192	-700
Total Additional Units by 2030	2,584	1,088	3,672

# HOUSING UNIT DEMAND-TOTAL

	Rapid City Region (Total)		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households Under age 55	1,659	1,618	3,277
Net Additional Households age 55-74	3,347	1,626	4,973
Net Additional Households age 75+	1,341	887	2,228
Subtotal Units - Demand from Household Growth	6,347	4,131	10,478
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Total Additional Units by 2030	5,994	3,197	9,191

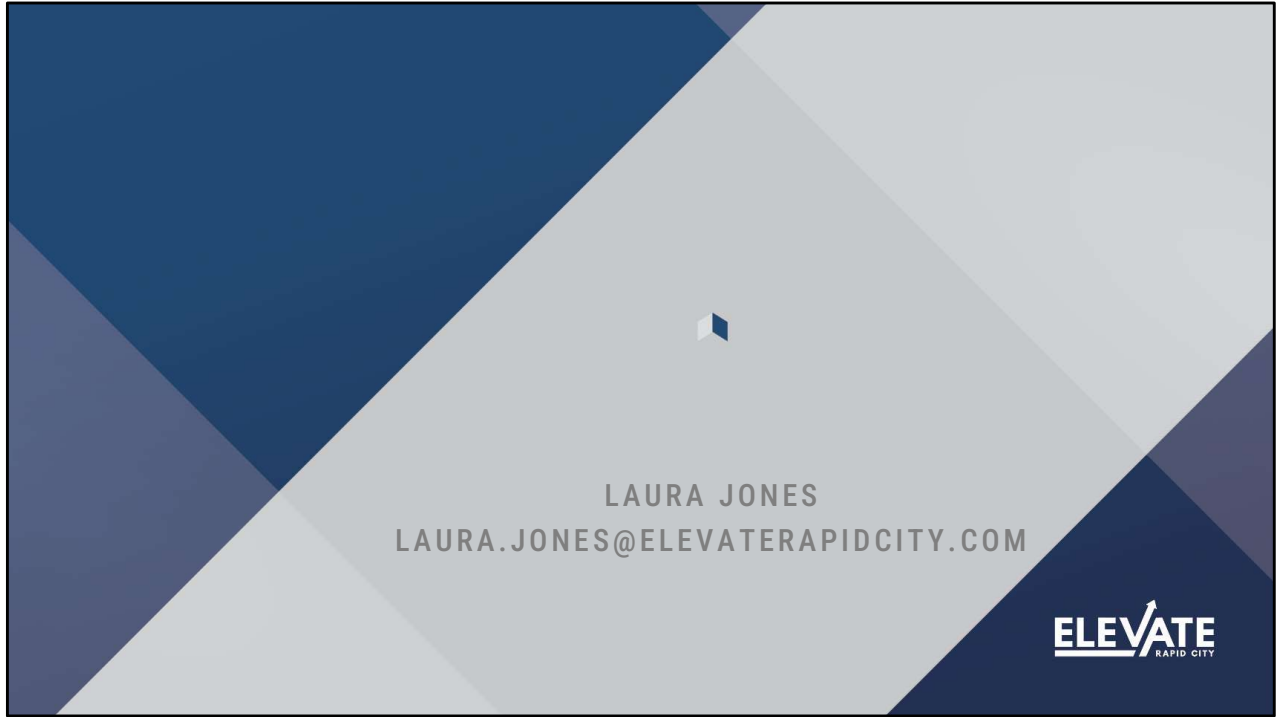
## KEY RECOMMENDATIONS

- Create and facilitate initiatives for redevelopment and smart growth
- Review regulations that may be impeding affordable development
- Leverage funding programs that help buy affordability
- Continue to build on partnerships with developers, employers, etc.

RAPID CITY HOUSING STUDY  
**RELEASE**

[ELEVATERAPIDCITY.COM/HOUSINGSTUDY](https://ELEVATERAPIDCITY.COM/HOUSINGSTUDY)

 ELEVATE RAPID CITY



RAPID CITY, SD

# HOUSING MARKET SUMMARY





# ACKNOWLEDGMENTS

## The Rapid City Strategic Housing Coalition

---

Laura Jones, Elevate Housing Coordinator

**City of Spearfish**

Garth Wadsworth, Elevate Public Policy  
Manager

Steve McFarland, City Administrator

Michelle De Neui, Finance Officer

Michelle Schuelke, City of Rapid City  
Community Enrichment Division Manager

Marlo Kapsa, Planning Director

Sarah Hanzel, City of Rapid City  
Planning Projects Division Manager

Chris Huber, Black Hills Area Community  
Foundation  
Donor Relations Manager

Alan Solano, John T. Vucurevich Foundation  
President and CEO

Prepared by:  
MSA Professional Services, Inc.

Published:  
January 4, 2022

# INTRODUCTION

The Rapid City and Black Hills Area Housing Study was commissioned by the Rapid City Strategic Housing Coalition and was conducted over the course of 2022 by MSA Professional Services (MSA). The work summarized within is the work of MSA and is intended to help Rapid City and the surrounding communities better understand the local housing market. The secondary market consisting of Spearfish, Box Elder, Summerset, Piedmont, Sturgis, Rapid Valley, Colonial Pine Hills, and Black Hawk are included in this study as individual communities, but for purpose of this document, they are included as the outlying communities. The study examines the existing balance between housing demand and supply by analyzing data, talking to housing experts, and understanding local residents' experiences. This document is a briefing of the study. Access to the full study may be requested at [elevaterapidcity.com/housingstudy](http://elevaterapidcity.com/housingstudy)

The below chart shows notable findings from the study for Rapid City only. The projected need for the outlying areas is summarized later in this document. The other facts for each of the outlying communities can be found within the full study.

<b>Notable Numbers</b>	<b>Rapid City</b>
Population Change 2010-2020	15%
Projected Population Increase 2020-2030	18.9%
Increase in Number of Households 2010-2020	9.5%
Average Household Size	2.2
Age Cohort Increase 2010-2020 for 65-84 Year-Olds	59%
Single Person Households	10,914
Median Income*	\$53,760
Percentage of Single-Family Homes	60.8%
Projected Number of Rental Units Needed by 2030 in Rapid City	2,085-2,806
Projected Number of Ownership Units needed by 2030 in Rapid City	3,410-4,105
Median Rent*	\$855
Estimated Rental Vacancy	1-2%

Source: 2020 ACS 5-Year Estimates, MSA Projections, CoStar, and Rapid City

\*These numbers are from the 2020 American Community Survey, current median income is \$58,072 and December 2022 market rent is \$1,163.

# EXECUTIVE SUMMARY

## KEY FINDINGS

Interviews and a review of data from the U.S. Census Bureau, City of Rapid City, Black Hills Association of Realtors, U.S. Department of Housing and Urban Development (HUD) and other sources led to the following noteworthy findings about the Rapid City housing market.

**1. Rapid City has seen dramatic population growth, with a 15% increase between 2010 and 2020.** The city is expected to grow at this faster rate the next 8 years with an anticipated 18.9% increase between 2020 and 2030. Beyond 2030, the growth will continue but settle back to strong but moderately lower rates. Growth has been driven by flight from larger urban regions (intensified by the COVID-19 pandemic), a favorable income tax climate, perceived affordability, job growth (including Air Force Base expansion), and recreational opportunities. We foresee all of these factors continuing to drive growth.

**2. The number of households in Rapid City saw a relatively modest 9.5% increase over the past decade,** though household growth has been slower than population growth in Rapid City and slower than surrounding communities. Household size increased to 2.20 persons per household, reflecting a tightening housing market that has led to more multi-generational households (e.g. adult children and/or aging parents in the home), and more roommate situations. Single-person households continue to rise.

**3. Older adult populations grew the fastest in the last decade, including 59% growth in the 65-84 age cohort in Rapid City.** This age group will impact the housing market with unique needs and desires, including a continued strong desire for owner occupancy and a need for universal design strategies that accommodate physical limitations. **Demand for nursing care and assisted living options will continue to grow, including a projected 362 additional nursing beds and 167 assisted living beds.**

**4. The only decrease by age group was in the 35-54 cohort, by a slight 0.2% in Rapid City.** Surrounding communities saw a variety of positive and negative change in this core child-rearing age cohort, and a net increase overall, reflecting some flight from Rapid City by households with children.

**5. The 2021 median income is \$58,072, which affords \$1,452 per month, including utilities, at the 30% housing affordability standard.** The median rent in Rapid City was \$855 as of the 2016-2020 American Community Survey, but Median rent for Rapid City was \$950 according to the American Community Survey 2021 1-year estimates. The tight market has recently pushed many rents up to \$1,500 or more; data from other sources indicates a median rent closer to \$1,100.

6. Vacancy rates for rental units are certainly lower than the 6% indicated by the most recent available ACS data, reflecting both a lag in data (most recent is 2016-2020 samples data) and also some noise in the data, including a high number of “Other Vacant” units. **A rental vacancy rate of 1-2% is estimated in Rapid City based on other data sources, far lower than the healthy target of 5-7%.** “Other Vacant” is understood to include short term rentals such as AirBNB listings that have increased significantly in the last few years. The tight market has spurred searches for redevelopment opportunities.

**7. Rental housing demand for Rapid City through 2030 is projected to be 2,085 - 2,806 new units.** Of those rental units, approximately 521-701 are needed for 0-30% Area Median Income (AMI) for 1 to 4 persons in a household. The 31-50% AMI bracket needs 355-477 new units, the 51-80% AMI bracket requires 480-645 units and those households over 80% AMI are projected to need approximately 730- 982 rental units. Hundreds of those new households will be above 100% AMI and will seek rental housing, bringing demand for more luxury rental options in the market also.

**8. Ownership unit demand for Rapid City through 2030 is projected to be 3,410 - 4,105 units.** Of those ownership units, approximately 171-205 are needed for 0-30% AMI for 1 to 4 persons in a household. The 31-50% AMI bracket needs about 239-287 units, the 51-80% AMI requires 546-656

units and those households over 80% AMI are projected to need approximately 2,459-2,955 ownership units. Rapid City remains relatively affordable despite recent cost increases, and there are many households that can afford more housing cost than they incur - there will continue to be market demand for higher-value homes.

9. There is a need for housing in all identified population groups across the spectrum of housing types. **The most desired housing type revealed in the community survey is new single-family detached, followed by older single-family and then attached townhouse.** These preferences indicate a far stronger level of interest in single-family, owner-occupied housing than is reflected in occupancy data, revealing a common mismatch between desire and reality. Overall owner-occupancy is at about 52%, and we project a continued decline of owner occupancy in our household projections due to affordability and supply issues.

10. There is expected to be a need for an additional **3,563-4,259 units** in the communities surrounding Rapid City by 2030. This includes **2,669-3,044 ownership units** and **894-1,215 rental units** in addition to the units needed in Rapid City.

# IMPLEMENTATION GOAL

The primary housing goal is to build healthy neighborhoods. Healthy neighborhoods have:

1. Varied housing types, sizes, and price points, including both owner- and renter-occupied units. This enables more people to stay in the neighborhood as housing needs shift, and it limits future instability due to changes in the housing market.
2. Sidewalks and urban design features that make walking pleasant and safe.
3. Convenient public transit that provides access to employment, retail, and services.
4. Quality parks and open space.
5. Community gathering places, including both public and private venues.
6. Active neighborhood associations that help preserve the above characteristics.

# STRATEGIES TO IMPROVE HOUSING OPTIONS

## INITIATIVES

1. Consider creating a redevelopment authority (RDA) or Urban Renewal Authority (URA) to acquire properties for housing development in targeted growth areas.
2. Facilitate greenfield development in the areas identified in the Comprehensive Plan for outward growth such as conducting feasibility studies of infrastructure expansions, including but not limited to water, stormwater, and sewer expansions.
3. Prioritize and promote specific growth areas as outlined in the City's Comprehensive Plan.

## REGULATION

1. Update the 2014 Comprehensive Plan to include more flexibility in residential and mixed-use areas.
2. Overhaul the City's 1968 Zoning Code to be more reflective of and responsive to current conditions.
3. Consider waiving or reducing fees on a case-by-case basis to encourage affordable housing and reduce costs to developers.
4. Streamline approval process for housing projects that include affordable units to offer an incentive to include these types of units in developments.
5. Consider adjusting parking requirements, height limitations, and landscaping & open space requirements for affordable multi-family developments.
6. Continue to encourage accessory dwelling units (ADUs)—consider increasing detached accessory structure height limits.
7. Enable cottage courts—explore areas where cottage courts could be possible in the city and assemble and promote these areas to developers.
8. Consider allowing larger group homes as a permitted use in residential and commercial districts.

## FUNDING

1. Promote the use of Strategic Housing Trust Fund and Dakota Land Trust for matching funds, land purchase, new construction, renovation, down payment assistance, and pilot projects.
2. Utilize tax increment financing directly or indirectly for the construction of infrastructure - water, roads, utilities, sewer - necessary to encourage the development of housing.
3. Utilize the affordable housing classification of tax increment financing to supplement other funding programs. Support workforce housing development with income-qualified units.
4. Promote the Use of the Federal Low Income Housing Tax Credit (LIHTC) Program –support and encourage developer use of LIHTC in Qualified Census Tracts. Strategic Housing Trust Funds could be used as gap financing for LIHTC projects.
5. Utilize the discretionary formula for affordable housing, which provides tax breaks for up to 7 years on the development of workforce and affordable multi-family rental units.
6. Support the use of CDBG funding for housing rehabilitation and development.

## PARTNERSHIPS

1. Support Habitat for Humanity, NeighborWorks Dakota Home Resources, and other affordable housing providers in their work on low-income and workforce homeownership opportunities.
2. Convene major employers annually to discuss housing issues and initiatives. Include Ellsworth Air Force Base, Rapid City Area Schools, and Monument Health, among others.
3. Build relationships with South Dakota Mines and Western Dakota Technical College for campus planning, housing needs, and to promote training programs for the construction trades.

## COMMUNICATION STRATEGIES

1. Establish a Housing Committee or Advisory Board – This Committee can be the driving force to implement this plan, provide oversight on the development and administration of funding programs, support public outreach about Rapid City and programs, and support updates to this plan as the market shifts and funding programs change.
2. Improve City staff & developer communications processes—Improve the experience for developers by evaluating the review process and establish regular development review meetings. Increasing efficiency should also decrease costs to developers. Include surrounding communities and counties in discussions as needed.

The following tables demonstrate the calculations for estimating the units needed between 2022 and 2030. Each table contains the estimates for owner-occupied units, rental units, and the total units needed by location.

	<b>Rapid City</b>		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households under age 55	939	1,148	2,087
Net Additional Households age 55-74	1,948	1,049	2,997
Net Additional Households over age 75+	939	767	1,705
Subtotal Units - Demand from Household Growth	3,825	2,964	6,789
Units Needed to Accommodate Growth Vacancy	57	178	235
Subtotal Units - Growth & Vacancy	3,882	3,142	7,024
Units needed to Restore Target Vacancy	74	532	606
Units Already Permitted in 2020 & 2021	-546	-1,565	-2,111
Total Additional Units by 2030	3,410	2,109	5,519

	<b>Surrounding Region</b>		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households under age 55	720	470	1,190
Net Additional Households age 55-74	1,399	577	1,976
Net Additional Households over age 75+	403	120	523
Subtotal Units - Demand from Household Growth	2,522	1,167	3,689
Units Needed to Accommodate Growth Vacancy	432	80	512
Subtotal Units - Growth & Vacancy	2,954	1,247	4,201
Units needed to Restore Target Vacancy	138	33	171
Units Already Permitted in 2020 & 2021	-508	-192	-700
Total Additional Units by 2030	2,584	1,088	3,672

	<b>Rapid City Region (Total)</b>		
	Ownership	Rental	Total
Demand from Household Growth 2020-2030			
Net Additional Households under age 55	1,659	1,618	3,277
Net Additional Households age 55-74	3,347	1,626	4,973
Net Additional Households over age 75+	1,341	887	2,228
Subtotal Units - Demand from Household Growth	6,347	4,131	10,478
Units Needed to Accommodate Growth Vacancy	489	258	747
Subtotal Units - Growth & Vacancy	6,836	4,389	11,225
Units needed to Restore Target Vacancy	212	565	777
Units Already Permitted in 2020 & 2021	-1,054	-1,757	-2,811
Total Additional Units by 2030	5,994	3,197	9,191

# UNITS NEEDED

## Overall

Market conditions support the continued growth of all types of housing, including both renter- and owner-occupied units. Under the consultant's projection of accommodating households over the next 8 years and continuing to support a healthy balance of owner- and renter- units, Rapid City will require a net addition of about **2,085-2,806 rental units and 3,415-4,105 owner-occupied units** **The Rapid City Region as a whole will require 2,979-4,021 rental units and 6,084-7,149 ownership units.** These projected needs are based on the assumption that the current balance of 39% rental units and 61% ownership units is maintained.

## Rental Units

When looking at specific price/affordability tiers within the Rapid City rental market, the largest gaps exist at the highest and lowest levels of rent. There is an undersupply of units affordable to households earning 30% median income or less. Under the growth scenario, if no new units are added by 2030, there will be an undersupply of rental units affordable at 0-30% median income. These units currently fall within the \$300-\$600 rent category which includes utilities. There is also a current undersupply of units affordable to households earning 51-80% median income. If no new units are added, by 2030 this will be an

undersupply of 480-645 units by 2030 in Rapid City. These units currently fall within the \$1,200-\$1,800 price range. There is also a shortage of 730- 982 rental units for those households earning greater than 80% AMI. These units are priced between \$1,200-\$1,800. **To meet demand by 2030, Rapid City will need 2,085-2,806 rental units.**

In many of the surrounding communities, there are limited rental options. Many of the communities did not have any multi-family permits in 2020 or 2021. Colonial Pine Hills did not have any identified renters in their 2020 population. Box Elder has a higher rental demand with 370-510 renter units needed by 2030. Spearfish's demand is lower at 224-281 renter units. **Altogether, the region surrounding Rapid City will need 894-1,215 rental units by 2030.**

It is important to note that some of the shortages at specific price points can be filled by means other than construction of new units. Some of those units abundant at the 31-50% median income affordability tier can be made affordable to households earning below 30% median income, and others can be renovated and upgraded to respond to the gaps at higher price points.

## Ownership Units

A similar breakdown of the ownership housing stock by affordability tiers shows an undersupply of units available at all price points, but most at higher price points. Specifically at over 80% median income there is a projected demand of 2,459-2,955 homes, which are homes priced over \$261,000. There is also an undersupply of homes that are affordable to households earning 51-80% median income. If no new homes are added, by 2030 there will be an undersupply of 545-657 units that would be currently priced \$203,200-\$261,300. Focus groups and stakeholder interviews also confirmed there is a need for ownership housing at all price points. **The ownership units under \$155,300 will likely need to be absorbed by the rental market as well as some of those in the \$203,200-\$261,300 bracket. 2030 projected demand dictates that Rapid City could absorb 3,415-4,105 owner-occupied units.**

In all of the surrounding communities, ownership demand shows an undersupply of units. The range varies with Colonial Pine Hills at 414-459 units needed by 2030. Demand is lower in Sturgis with 127-160 ownership units by 2030. Ownership demand in Spearfish is higher at 603- 656 units by 2030. **The region surrounding Rapid City will need a total of 2,669-3,044 ownership units to meet demand.**

## Senior Units

Rapid City currently has about 14,610 households age 55 and older. By 2030 this is projected to be 18,326 households. **This age cohort will require a mix of housing options, with many opting to age in place, but many others looking to downsize or move into small single-level homes, townhomes, or condos.**

Some in this age cohort will continue to live in their current homes, but others will look for dedicated housing for seniors. The projections for senior units needed in Rapid City are into two categories: those requiring Assistance with Daily Living (ADL), and those not requiring ADL. Examples of ADL include meal preparation, assistance with taking medication or bathing, which are part of assisted living and nursing home facilities.

For assisted living facilities, nursing homes, and memory care units, there is a current estimated 1,383 residents in these facilities in Rapid City. By 2030, this is projected to increase by 559 additional residents. In the surrounding communities, the number of residents in these facilities will continue to rise. However, needs may largely be met by facilities located in Rapid City, where assisted living and nursing homes are concentrated. Spearfish has about 718 existing senior housing units, including approximately 326 assisted units.



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### FACILITIES DEVELOPMENT GOALS

The Board accepts the premise that a school building should reflect the philosophical convictions of the school district about education. The Board recognizes, however, that educational programs are neither unchanging nor simple to incorporate into a facility plan. Anticipation of program change makes the need for flexible use of buildings necessary.

School buildings will be functionally compatible with desired school experiences. The program, not the physical setting, will dictate the manner in which the building is used.

The Board recognizes that funds are limited, and that when planning facilities priorities must be established to make the best use of the school building dollar. The Board's first objective will be to develop a plan that provides adequate space for each student's educational development. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansion.

Architects retained by the Board will be expected to plan for simplicity of design; sound economics, including low long-range maintenance costs, efficiency in energy needs, low insurance rates; high educational use; and flexibility.

### REFERENCES

**State Reference:**

**Policy Reference:**

### Adoption History

FIRST READING 04/13/15  
 APPROVED 04/27/15

SECTION	<b>F</b>	TITLE	<b>SUPPORT SERVICES</b>	FILE	<b>FB</b>
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**FACILITIES PLANNING**

The Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board will concern itself with both short and long-range planning as it relates to the properties of the school district.

To this end, the Board will follow the policy of having before it at all times a long-term building program to serve as a guide for capital improvements. In developing a long-range program, the Board, will monitor:

1. The evaluation of existing facilities in terms of capacity and function;
2. The projection of life expectancy of facilities and maintenance costs;
3. Enrollment projections and community development patterns;
4. Site availability and acquisition;
5. Changing instructional requirements and services.

This program will be subject to systematic study, revision, and extension from time to time, and the respective construction projects will be acted upon individually when proposed for implementation.

The Board's building program will be designed to provide adequate facilities to conduct full-time elementary and secondary education programs for all students residing in the district. The building program will be based upon specific Board policies that have been and will continue to be modified to conform to changes in the curriculum, availability of construction funds, and changes in enrollments.

**REFERENCES**

**State Reference:**  
 SDCL 13-24-9

**Policy Reference:**

**Adoption History**

FIRST READING 4/13/15  
APPROVED 4/27/15

SECTION	<b>F</b>	TITLE	<b>SUPPORT SERVICES</b>	FILE	<b>FC</b>
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**FACILITIES CAPITALIZATION PROGRAM**

To finance the facilities program, the Board, as established by law, may at its discretion authorize an annual tax levy not to exceed three (3) dollars per thousand dollars on the taxable valuation of the district for the capital outlay fund. The Board may also issue and sell capital outlay certificates. Money received from the sale of these certificates will also be placed in the capital outlay fund.

The capital outlay fund is a fund provided by law to meet expenditures on one thousand dollars or more for the purchase of land; improvement of grounds; construction of, additions to and remodeling of facilities; or for the purchase of equipment. It may also be used for installment or lease-purchase payments for the purchase of real property, plant or equipment, where the installment or lease purchase contract does not exceed 20 years, and for the payment of the principal and interest of capital outlay certificates. When used for the purchase of capital outlay certificates and the payment of installment or lease-purchase contracts, the total accumulated unpaid principal balances cannot exceed three percent of the taxable valuation. A school district, which contracts its student transportation may expend from the capital outlay fund an amount not to exceed fifteen percent of the contract amount. The capital outlay fund may be used to purchase textbooks and instructional software. The capital outlay fund may be used to purchase warranties on capital assets only if the warranties do not include supplies.

Construction of new facilities, or of additions to facilities which will require advertising for bids, must have a public hearing at least 10 days prior to the advertisement of any contract specifications. Following this public hearing and approval of the Board, the district may use the capital outlay fund for payment of the new construction or addition; however, the District may not change the originally advertised use of the fund without holding another public hearing.

In accordance with law, the Board will develop and maintain a five-year plan on the annual projected revenues and expenditures for the capital outlay fund. The projected expenditures will itemize the projected costs for new or additional facilities.

**REFERENCES**

- State Reference:**  
SDCL 13-16-6  
SDCL 13-16-6.1  
SDCL 13-16-6.2  
SDCL 13-16-6.3

SDCL 13-16-6.4  
SDCL 13-16-7  
SDCL 13-16-8  
SDCL 13-16-9.3

**Policy Reference:**  
FD (KBE)

#### Adoption History

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SECTION	<b>F</b>	TITLE	<b>SUPPORT SERVICES</b>	FILE	<b>FD</b>
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### BOND CAMPAIGNS

In accordance with law, the Board by resolution may determine that the District should issue negotiable bonds. These bonds may only be used for the purposes of:

1. Refunding any bonded indebtedness which is or is about to become due and payable or whenever such indebtedness can be refunded at a lower rate of interest to fund any judgment or outstanding warrants;
2. Raising money for any purpose for which the Board is authorized to spend school district funds.

The proposition to issue bonds, except bonds to fund registered warrants or to refund bonded indebtedness, will first be submitted to the electors of the district at a general or special election.

The amount of money borrowed will not exceed the sum of 10 percent of the previous year's assessed valuation.

Election will be set by the Board.

### REFERENCES

**State Reference:**

SDCL 6-8B-2

SD CONSTITUTION ARTICLE 13-4

**Policy Reference:**

FC

### Adoption History

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### EDUCATIONAL SPECIFICATIONS

To ensure that facilities being planned are designed best to implement the educational program, the Superintendent will provide for the establishment of educational specifications to apply when planning, building or renovating school facilities.

The educational specifications will include:

1. A description of the needs of persons to use the facility;
2. The kinds of educational activities to be provided in the facility;
3. The appropriate kinds and amounts of furniture and equipment needed;
4. The consideration of location of facilities with regard to the educational and administrative needs (e.g., band room and library; playing fields and locker rooms; front office and general school control; and student traffic patterns);
5. Special site considerations for aesthetics, vehicle traffic patterns, cooperative community use, and the like;
6. Required standards of construction to assure that the facility is readily accessible to and usable by handicapped persons;
7. Any other kinds of unique information that will give guidance to an architect in developing facility plans.

### REFERENCES

**State Reference:**

**Policy Reference:**

### Adoption History

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<b>SECTION</b>	<b>F</b>	<b>TITLE</b>	<b>SUPPORT SERVICES</b>	<b>FILE</b>	<b>FEB</b>
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**SELECTION OF ARCHITECT**

The Board will employ a licensed architect to design the plans of each proposed building, building addition, or extensive renovation. For remodeling or the building of new facilities that are 5,000 square feet or less, the Board does not need to hire a qualified licensed architect.

In selecting architects, the following criteria will be considered:

1. Experience in school construction;
2. Evidence of relevant experience in special situations, such as facilities for the handicapped;
3. Creative design ability;
4. Technical knowledge to control the design so that the best results are obtained for the least amount of money;
5. Executive and business ability to oversee the proper performance of contracts;
6. Proven ability in all of the major phases of planning and construction: pre-design planning, schematic design, design development, bidding, construction;
7. Ability and temperament to work cooperatively with others;
8. Willingness to consult with staff on educational specifications;
9. Extent and experience of architectural staff in relation to the scope of the planned project.

The architect will be selected by the Board on the basis of the above criteria and will be employed under a contract, which meets the current standards of the American Institute of Architects.

The Board will approve procedures that it will use in the selection of architects and a statement of the architect's responsibilities.

**REFERENCES**

**State Reference:**  
SDCL 36-18A

**Policy Reference:**

**Adoption History**

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**FACILITIES DEVELOPMENT AND SPECIFICATIONS**

Most schools are planned and designed to be used for many years. To provide long-term usefulness to the District and to justify the expensive investment in a school plant, the following general principles will be applied to the design of new buildings and the renovation of older facilities:

1. Flexibility: Versatile construction materials will be used so as to provide a building adjustable to future changes in curriculum and teaching methods.
2. Durability: Buildings will be constructed of durable materials. These may not necessarily be expensive; on the other hand, materials of an initial higher cost may be chosen to offset operational or maintenance expense.
3. Safety: Construction materials, and architectural and equipment specifications will meet the state safety requirements to ensure the safety of the students and staff, as well as other persons who may use the school facilities.
4. Expandability: The building design should provide for the possibility of future addition, while leaving the original concept of the structure intact.
5. Accessibility: Buildings should be designed to allow easy flow of traffic for all who use the building. This principle applies not only to vehicular traffic (accessibility to public thoroughfares and ample provision for parking), but also to the establishment of good traffic patterns inside the school.
6. Environmental: Aesthetic values and energy conservation measures will be considered in planning the total school environment. In order to provide the best possible learning environment, the surroundings should be comfortable, pleasing, and safe.

Before advertising for bids on the plans and sites for the building or remodeling of school facilities, the Board will submit all plans to the State Fire Marshall for examination and approval.

**REFERENCES**

**State Reference:**  
SDCL 13-25-2  
ARSD 61:15:02

**Policy Reference:**

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**DOUGLAS SCHOOL DISTRICT**  
**Board Policy**  
**REVIEW**

SECTION	<b>F</b>	TITLE	<b>SUPPORT SERVICES</b>	FILE	<b>FECA</b>
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**SITE PLANS SPECIFICATIONS**

In accordance with local policies, school building sites will conform to minimum criteria established by the school board (assistance with planning may be obtained from the South Dakota Department of Education and the office of State Fire Marshall).

**REFERENCES**

**State Reference:**

SDCL 13-25-2  
ARSD 61:15:02

**Policy Reference:**

**Adoption History**

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APPROVED 04/27/15

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**CONSTRUCTION COST ESTIMATES AND DETERMINATIONS**

PRELIMINARY AND FINAL ESTIMATES

After the architectural firm has been selected, a cost-ceiling estimate indicating the maximum cost of the new construction or remodeling project will be submitted by the architect. Then after final plans have been made concerning building design and building size or remodeling needs, a final cost estimate will be drawn up by the architect.

PERIODIC AND FINAL COMPUTATIONS DURING CONSTRUCTION

At regular intervals during the construction period, the Superintendent, the architect, the contractor, and, if necessary, the school attorney will review earlier projected costs and actual construction expenditures to determine the financial position of the project at that particular point. Upon completion of the project, a final computation of building expenditures will be made to determine the cost of each aspect of the total building project or remodeling program.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

FIRST READING 04/13/15  
 APPROVED 04/27/15

SECTION	<b>F</b>	TITLE	<b>SUPPORT SERVICES</b>	FILE	<b>FEE</b>
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**SITE ACQUISITION PROCEDURE**

Priorities based upon student population, location, and education needs will be established well in advance in order that proper locations for school sites might be acquired. Sites will be acquired in advance of construction to allow adequate time for the completion of topography studies and other preliminary work (i.e. traffic safety patterns). Eminent domain action for the acquisition of property for school site purposes will be executed only after negotiations fail and all other avenues to the solution have been exhausted.

To acquire a school site, the Board may exchange property with the state and any municipality or organized township or county within or partly within the boundaries of the school district under terms and conditions determined by the respective governing bodies.

**REFERENCES**

**State Reference:**  
 SDCL 13-24-1  
 SDCL 13-24-2  
 SDCL 13-24-3  
 SDCL 13-24-4

**Policy Reference:**

**Adoption History**

FIRST READING 04/13/15  
 APPROVED 04/27/15

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**CONTRACTOR'S FAIR EMPLOYMENT CLAUSE**

It is the policy of the District to require that all contractors and subcontractors demonstrate awareness of the need to comply with federal, state and local mandates designed to provide equal opportunity in the execution of public contracts.

**REFERENCES****State Reference:**

US EXECUTIVE ORDER 11246  
SECTION 503 OF THE REHABILITATION ACT OF 1973  
TITLE 38 US CODE 2012

**Policy Reference:****Adoption History**

FIRST READING 04/13/15  
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## CONTRACTOR'S AFFIDAVITS AND GUARANTEES

~~The Board will require a contractor, before commencing building, remodeling or improvement of a school site, to furnish a performance bond for the faithful performance of the contract. The bond will contain the provisions required by law and be in a form prescribed by the District.~~

~~The Board may waive the deposit when the improvement does not exceed the amount of \$25,000. The requirement of a performance security may also be waived by the school board if the procurement meets the requirements established pursuant to law for an emergency procurement.~~

**Bid Bonds:**

If the invitation for bids is for the construction of a public improvement that involves the expenditure of \$100,000 or more, or for the furnishing of any material or labor therefore, each bid shall contain a certified check or a cashier's check for five percent (5%) of the amount of the bid. The check shall be certified or issued by either a state or a national bank and payable to the District. In lieu of a check, a bid may contain a bid bond for ten percent (10%) of the amount of the bid. The bond must be issued by a surety authorized to do business in South Dakota payable to the District, as a guarantee that the bidder will enter into a contract with the District.

No bidder on a public improvement contract may be required, either in the invitation for bids or otherwise, to leave a certified check or cashier's check, or bid bond, posted for longer than 30 days after the bid opening if the bid is not accepted. The check or bid bond of the successful bidder shall be returned upon the execution of the contract and surety. The checks of all unsuccessful bidders shall be immediately returned by the District to the respective bidders and the bid bonds of all unsuccessful bidders shall be immediately destroyed by the District. No more than forty-five days may elapse between the opening of the bids and either the acceptance of the bid of the lowest responsible bidder or the rejection of all of the bids presented.

In the procurement of supplies or services, the Board may require a bond or an approved security to be submitted with any bid or proposal as a guarantee that the bidder will enter into a contract with the District. No offeror or bidder may be required to leave the bond or security posted for longer than 30 days after the bid opening if the bid or proposal is not accepted. The bond or approved security of the successful offeror or bidder shall be returned upon the signing of the contract.

The requirement of a bid bond, certified or cashier's check, cash, or other security may be waived by the District if the bid submitted does not exceed \$100,000 or in case of an emergency procurement as authorized by law.

**Performance Bonds:**

When any contract is entered into for the construction of a public improvement or the furnishing of any material or labor for the improvement, the contractor must furnish a performance bond in an amount equal to the contract price. This bond guarantees the faithful performance and the payment for labor and materials by the contractor.

If the contract includes total cost bidding, the District may require a performance bond for the cost of repairs and guaranteed repurchase cost.

The requirement of a performance bond may be waived by the Board if the bid submitted does not exceed \$100,000. The requirement of a performance bond may also be waived by the Board in the case of an emergency procurement authorized by law.

The Board may require performance bonds for purchases of supplies or services.

**REFERENCES**

SD AGO 86-01	<u>Attorney General Opinion - Total Cost Bidding</u>
SD DLA	<u>Department of Legislative Audit - Bid Booklet - Local government guide for acquisitions, disposals &amp; exchanges</u>
SDCL 5-18A-35	<u>Bond or approved security</u>
SDCL 5-18A-36	<u>Performance and payment bond or approved security</u>
SDCL 13-20-7	<u>Deposit and performance bond by supply and equipment bidders</u>
SDCL 13-20-7.1	<u>Deposit and performance bond by school improvement bidders</u>
SDCL 5-18A-14	<u>Public improvement contracts - Supplies and services</u>
SDCL 5-18A-9	<u>Emergency procurement</u>
SDCL 5-18B-2	<u>Certified check or cashier's check for percentage of bid or bid bond required</u>
SDCL 5-18B-3	<u>Check or bid bond requirement – Waiver</u>
SDCL 5-18B-9	<u>Return or destruction of bid bonds</u>
SDCL 5-21-1	<u>Surety bond required</u>
SDCL 5-21-1.1	<u>Waiver of performance security</u>
SDCL 5-21-1.3	<u>Waiver of performance security requirement for emergency procurement</u>

**Adoption History**

FIRST READING 04/13/15  
APPROVED 04/27/15  
FIRST READING - REVISION 06/30/16  
APPROVED 07/14/16

**DOUGLAS SCHOOL DISTRICT**  
**Board Policy**  
**REVIEW**

<b>SECTION</b>	<b>F</b>	<b>TITLE</b>	<b>SUPPORT SERVICES</b>	<b>FILE</b>	<b>FEG</b>
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**SUPERVISION OF CONSTRUCTION**

The Board will appoint a construction superintendent for any remodeling, addition or new construction project. The construction superintendent will be a competent person who may or may not be otherwise employed by the District. His primary responsibilities will be to continually inspect the construction to be certain that the interests of the public are protected and that the contractor complies strictly with the approved plans and specifications. The building superintendent will report regularly to the Board to keep it informed of construction progress.

The contractor will retain supervision of the actual construction and the workers whom he has employed to complete the actual building of the structure.

**REFERENCES**

**State Reference:**  
SDCL 13-20-9

**Policy Reference:**

**Adoption History**

FIRST READING 04/13/15  
APPROVED 04/27/15

SECTION	<b>F</b>	TITLE	<b>SUPPORT SERVICES</b>	FILE	<b>FFB</b>
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**NAMING OF SCHOOL FACILITIES**

The Board of Education of the Douglas School District has sole authority to name or rename any school facilities. Douglas School District has been fortunate to have many teachers, administrators, district employees, and patrons over the years who have positively influenced the youth of our district: education in this District is much larger than one individual or one building. Therefore, the Board will only consider naming any facility, or part of a facility, if said individual has made significant contributions to that facility or part of facility. When such conditions are present, the following guidelines will be used to determine if the facility will be name or renamed:

- The request must be presented in writing to the Superintendent of Schools **or designee** and include the requested name for the facility, the reason(s) the facility should be named such, a biography of the individual, organization, or business after which the facility will be named, a letter of permission by the individual, organization, or business, and any other pertinent information.
- The Superintendent of Schools **or designee** will present the request to the Board of Education at its next regularly scheduled meeting.
- The Board, or Board designated committee, will review the request and make a recommendation to the full Board of Education.
- The Board or committee will review the request taking into consideration the moral character of the individual, the individual’s contribution to the education of the students of the Douglas School District, the connection of the individual, organization, or business to the facility, and the possible community reaction to the naming of the facility.
- The Board will accept requests for current employees; however, the Board will not take any action on the request until after the employee’s retirement.

The District reserves the right to design and install any signage for the facility.

**REFERENCES**

**State Reference:**  
SDCL 13-23

**Policy Reference:**

Adoption History
FIRST READING 02/11/08 APPROVED 02/25/08 FIRST READING - REVISION 06/30/16 APPROVED 07/14/16

SECTION	<b>F</b>	TITLE	<b>SUPPORT SERVICES</b>	FILE	<b>FFBB</b>
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**MEMORIALS PLACED ON SCHOOL PROPERTY**

The Board of Education of the Douglas School District has sole authority to allow memorials to be placed on school property. Douglas School District has been fortunate to have many teachers, administrators, district employees, patrons and students over the years who have positively contributed to our district. Therefore, the board will only consider memorials if said individual meets established guidelines. The following guidelines will be used to determine if a memorial will be placed on school property:

- The request must be presented in writing to the Superintendent of Schools **or designee** and include the name of memorial, the reason(s) the memorial should be placed on school property, such, a biography of the individual, a letter of permission by the family of the individual, and any other pertinent information.
- The Superintendent of Schools **or designee** will present the request to the Board of Education at its next regularly scheduled meeting.
- ~~The Superintendent of Schools will present the request to the Board of Education at its next regularly scheduled meeting.~~
- The Board or committee will review the request taking into consideration the moral character of the individual, the individual’s contribution to the Douglas School District, and the possible community reaction to the naming of the facility.
- The district reserves the right to control the size and design of a memorial.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

FIRST READING 09/28/09  
APPROVED 10/13/09

<b>SECTION</b>	<b>F</b>	<b>TITLE</b>	<b>SUPPORT SERVICES</b>	<b>FILE</b>	<b>FL</b>
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**RETIREMENT OF FACILITIES**

The Board will annually review space needs for the educational program. Consideration will be given to closing schools when declining enrollment results in detrimental effects on the District's educational program and/or results in adverse effects on the financial management of the District. The Board will keep the public informed of any consideration to close a school.

If the Board wishes to close a school, it may do so by resolution at a Board meeting on or before December 1.

The Board, also by resolution, may submit the question to a vote of the people. If persons other than the Board wish to have the question of closing a school submitted to a vote of the people they must file with the business manager, by January 15, a petition calling for an election. Such petition must be signed by at least 15 percent of the registered voters of the District at the last preceding general election.

The following criteria may be used to aid in making recommendations for the closing of schools:

1. Enrollment projections and classroom usage;
2. Future financial forecast;
3. Effect upon the educational program of the school and the District;
4. Effect upon the community;
5. Evaluation of present facilities, including:
  - educational adequacy,
  - operational costs,
  - modernization potential,
  - building capacity
  - alternate use of building.

**REFERENCES**

**State Reference:**  
SDCL 13-23

**Policy Reference:**

Adoption History
FIRST READING 04/13/15 APPROVED 04/27/15

**DOUGLAS SCHOOL DISTRICT**  
**Board Policy**  
**REVIEW**

<b>SECTION</b>	<b>H</b>	<b>TITLE</b>	<b>NEGOTIATIONS</b>	<b>FILE</b>	<b>HA</b>
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**NEGOTIATIONS GOALS**

The Board recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The Board believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the Board and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations should compromise the Board's legal responsibilities, nor should any employee's statutory rights and privileges be impaired.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

First Reading	08/10/15
Approved	08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HB</b>
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### NEGOTIATIONS LEGAL STATUS

The Board negotiates salary and other conditions of employment with employee groups under requirements and subject to limitations set forth in the state law.

Under the South Dakota Codified Laws, public employees—including members of the teaching profession—may join or refuse to join, without prejudice, any organization for professional or economic improvement. Representatives of the teachers and the Board will meet at reasonable times to negotiate with respect to rates of pay, wages, hours of employment, and other conditions of employment; to confer in good faith; and to attempt to negotiate an agreement.

Support personnel are given the right to organize and to join any employee organization and to bargain collectively through representatives of their own choosing. The Board has the duty to confer in good faith with respect to wages, hours, and other conditions of employment, and to attempt to negotiate an agreement.

These laws state further that anything therein "does not compel either party to agree to a proposal or require the making of a concession."

### REFERENCES

**State Reference:**

SDCL 3-18-2

SDCL 3-18-3

SDCL 3-18-8

**Policy Reference:**

### Adoption History

First Reading    08/10/15

Approved        08/24/15

SECTION	H	TITLE	NEGOTIATIONS	FILE	HC
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### SCOPE OF NEGOTIATIONS

In accordance with state law, the Board will negotiate with officially recognized employee bargaining groups on the following items: wages, salary, and other conditions of employment. Other mutually agreed-upon terms and conditions of professional service may also be negotiated as determined by the Board.

### REFERENCES

**State Reference:**

Spearfish Education Association vs Spearfish SD & BOE,  
 2010 SD 26

West Central Education Association vs West Central  
 SD & BOE, 2002, SD 162  
 SDCL 3-18-3

**Policy Reference:**

### Adoption History

First Reading	08/10/15
Approved	08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HD</b>
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**SCHOOL BOARD NEGOTIATING POWERS AND DUTIES**

The Board has a duty to bargain in good faith with recognized staff units on wages and other conditions of employment. It also has the privilege to refuse to negotiate in certain areas.

The Board will not:

1. Interfere with, restrain, or coerce employees in the exercise of their right to organize.
2. Dominate, interfere or assist with the formation, existence, or administration of any employees' bargaining agent, or contribute to its financial support.
3. Discriminate in employment or tenure or in any condition of employment to encourage or discourage membership in any employee organization.
4. Discharge or otherwise discriminate with regard to any employee because he signed or filed any affidavit, petition, or complaint pursuant to the negotiations law.
5. Refuse to negotiate in good faith.
6. Fail or refuse to comply with any provision of state law relating to negotiations.

**REFERENCES**

**State Reference:**  
 SDCL 3-18-3.1

**Policy Reference:**

**Adoption History**

First Reading    08/10/15  
 Approved        08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HE</b>
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**BOARD NEGOTIATING AGENTS**

The Board is ultimately responsible for negotiating with employee units. Prior to commencement of any negotiations, the Board--with the assistance of the Superintendent--will decide whether to appoint a labor lawyer, a professional negotiator, or a representative from within the school district to serve as the Board's chief negotiator. The balance of the Board's negotiating team will be selected by the Board with assistance from the Superintendent.

The fee or salary for a professional negotiator will be established by the Board at the time of appointment.

Negotiations will be conducted only as directed by the Board. No agreement will be effective until the Board has accepted it and officially designated its representatives to sign

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

First Reading    08/10/15  
 Approved        08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HE-R</b>
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**BOARD NEGOTIATING AGENTS (Regulation)**

**APPOINTMENT OF A PROFESSIONAL NEGOTIATOR**

The negotiator's fees or salary will be established at the time of appointment.

The duties of the negotiator will be mutually agreed upon, and may include the following:

1. Serve as chief spokesman in negotiations with recognized or certified bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units, and at any fact finding proceedings related thereto.
2. Direct accumulation of necessary data needed for negotiations, such as comparative information.
3. Follow guidelines set forth by the Board as to acceptable agreements and will report on the progress of negotiations.
4. Make recommendations to the Board as to acceptable agreements.
5. Interpret the signed negotiated agreements to administrators.
6. Serve as the official designee of the superintendent when the grievance procedure reaches the level of the superintendent.
7. Plan, organize, direct, and represent the district in arbitrations involving agreements.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

August 2015

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HH</b>
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**PRIVILEGES OF STAFF NEGOTIATING ORGANIZATIONS**

In accordance with state law, recognized employee organizations or their agents will not:

1. Restrain or coerce an employee in the exercise of the rights guaranteed to the employee by state law.
2. Restrain or coerce an employer in the selection of his representative for the purpose of negotiating or the adjustment of a grievance.
3. Cause or attempt to cause an employer to discriminate against an employee due to membership or non-membership in an employee organization, or to whom membership in such organization has been denied or terminated for some reason.
4. Refuse to negotiate collectively in good faith with an employer.

**REFERENCES**

**State Reference:**

SDCL 3-18-3.2

SDCL 3-18-3.3

**Policy Reference:**

**Adoption History**

First Reading 08/10/15

Approved 08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HJ</b>
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## NEGOTIATIONS PROCEDURES

Following the granting of recognition to an organization to represent an employee unit, the Board, through its designated representatives, will meet with the representatives of the organization to negotiate and attempt to reach agreement on matters pertaining to salaries, terms, and conditions of employment, and processing of alleged grievances.

### INITIATION OF NEGOTIATIONS

The Board will make an effort to begin negotiations well in advance of contract issuance. A written request to begin negotiations will be sent to the employee unit representatives, and reasonable time will be given to the representatives to respond to the Board's request.

### TIME AND PLACE OF NEGOTIATIONS

Negotiations meetings will be scheduled at times which will interfere least with school schedules and the educational program. They will be conducted at times and places mutually agreeable to the negotiators named by each party. At the first meeting, the date and location of the subsequent meeting will be scheduled, and so on. Meeting schedules will be realistic.

### CONDUCT OF NEGOTIATIONS

Individual Board members cannot negotiate privately with representatives of any employee unit. Each negotiating team will be limited to a specific number of individuals determined jointly by the Board and the negotiating organization.

During negotiations, the representatives of the Board and the organizations will present relevant data, exchange points-of-view, and make proposals and counter proposals. Upon the request of either party, the other will make available for inspection its records and data pertinent to the subject of negotiations.

Formal negotiations meetings between the parties will be conducted in closed session, unless an open session is agreed upon by both parties.

It is the responsibility of each negotiations team to keep its own records of the proceedings. No electronic recording devices will be allowed by the Board.

If one party calls for a caucus, that party will move to another location for its caucus. Each party will determine which representatives may be present at its caucus.

#### COMMUNICATIONS

Press releases regarding negotiations progress are the responsibility of each team. The Board will have the responsibility of communicating on a continuous basis to the community.

#### REACHING AGREEMENT

All tentative agreements will be written and initialed by spokespersons of the respective negotiating teams. Agreements will be tentative until approved by the employee organization and adopted by the Board.

#### REFERENCES

**State Reference:**

SDCL 3-18

**Policy Reference:**

#### Adoption History

First Reading 08/10/15

Approved 08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HL</b>
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### PRELIMINARY NEGOTIATED AGREEMENT DISPOSITION

If a tentative settlement is reached between an employee organization and the Board, the designated representatives of both parties will recommend ratification by their respective groups. If either the Board or the employee organization memberships fail to ratify the tentative agreement, negotiations will be continued for a specified period of time in an effort to work out differences locally, prior to declaring impasse and commencing conciliation or fact-finding procedures.

### REFERENCES

**State Reference:**

SDCL 3-18-7

**Policy Reference:**

### Adoption History

First Reading	08/10/15
Approved	08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HN</b>
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### IMPASSE PROCEDURES

In the event the Board and the employee negotiation teams are unable to reach agreement, and an impasse exists, the conciliation and fact-finding procedures outlined in state law may be requested by either party. The notice of an impasse must be in writing.

If neither party requests intervention by the Department of Labor and Regulation within 10 calendar days after impasse is reached, the Board will assume negotiations are completed and will institute the provisions of the Board's last offer.

Within five days of receipt of a fact-finders report, both parties will meet to discuss the report.

In case of failure to reach agreement after full use of conciliation and mediation, the Board will be responsible to make such decisions necessary for the operation of the school system.

### REFERENCES

**State Reference:**

SDCL 3-18-8.1

SDCL 60-10-1

SDCL 60-10-2

**Policy Reference:**

### Adoption History

First Reading    08/10/15

Approved        08/24/15

SECTION	<b>H</b>	TITLE	<b>NEGOTIATIONS</b>	FILE	<b>HO</b>
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**EMPLOYEE CONTRACT OBLIGATIONS**

By state law, it is illegal for any employee of the district to engage in a strike, withhold services, be absent without leave or authorization, or decline to perform all of their duties and responsibilities.

So that the educational programs of the district will function without interruption, the Board will ensure that employee contracts that are in force with the district are fulfilled. If necessary, legal recourse will be taken by the Board to fulfill its obligations and responsibilities to the citizens of the district.

Any employee who conducts themselves in a manner that is disruptive to the educational programs of the district and/or violates the provisions of their contract with the district subjects themselves willfully to the legal resources available to the Board.

It is the responsibility of every administrator to ensure that the obligations and responsibilities of the Board are fulfilled as the Board directs.

**REFERENCES**

**State Reference:**  
 SDCL 3-18-10  
 SDCL 3-18-11  
 SDCL 3-18-14  
 SDCL 3-18-15  
 SDCL 3-18-15.1  
 SDCL 3-18-15.2  
 SDCL 3-18-15.3  
 SDCL 3-18-15.4  
 SDCL 3-18-16  
 SDCL 3-18-17  
 SDCL 3-18-9

**Policy Reference:**

**Adoption History**

First Reading	08/10/15
Approved	08/24/15

SECTION	<b>L</b>	TITLE	<b>EDUCATION AGENCY RELATIONS</b>	FILE	<b>LA</b>
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**EDUCATION AGENCY RELATIONS GOALS**

The Board will cooperate to the fullest possible extent with other school districts and with other local, state, and regional agencies and organizations in the solution of educational problems of common concern. This cooperation will extend to such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendars and activities, and construction of facilities that may be efficiently used on a cooperative basis, and any other activity where it may be advantageous to serve a broader area than one district.

In carrying out this policy, the Superintendent **or designee** will include in his/her recommendations to the Board an evaluation of the desirability and feasibility of cooperation with other agencies in endeavors which could benefit the district.

**REFERENCES**

**State Reference:**

**Policy Reference:**

**Adoption History**

First Reading	04/25/16
Approved	05/09/16

SECTION	<b>L</b>	TITLE	<b>EDUCATION AGENCY RELATIONS</b>	FILE	<b>LAA</b>
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**STUDENT TEACHERS**

The Board endorses participation in undergraduate student teaching programs with colleges and universities for the purpose of training competent future teachers. ~~The Superintendent~~ **District Administration** is encouraged to cooperate with teacher preparatory institutions in placement of student teachers within the school system. In accepting and placing student teachers, the ~~Superintendent~~ **District Administration** shall consider local school needs including qualifications and interests of available cooperating teachers. Student teachers will be accepted on a limited basis and placed according to availability of competent cooperating teachers.

The Board authorizes the Superintendent **designee** to approve all prospective student teachers. A criminal background check will be completed.

**REFERENCES**

**State Reference:**  
 SDCL13-10-12

**Policy Reference:**

**Adoption History**

First Reading    04/25/16  
 Approved        05/09/16



SECTION	<b>L</b>	TITLE	<b>EDUCATION AGENCY RELATIONS</b>	FILE	<b>LB</b>
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**RELATION WITH OTHER SCHOOLS AND SCHOOL DISTRICTS**

The Board will cooperate and may develop contracts with the state, its agencies and institutions, and any political subdivision for educational purposes and services. These contracts may be developed:

1. To share the services of employees with other school districts;
2. To provide for educational services with the Bureau of Indian Affairs, or any other federal department or agency;
3. To provide for elementary and secondary education for students who reside within the school district of a bordering state;
4. To provide joint educational services for students who reside within the district with students who reside within a bordering state's school district;
5. To provide educational services for grades 7-12 within this district and an adjacent school district. Both districts will operate grades 1-6 in the home district.

Tuition for students taught under contractual educational arrangements will be charged as provided by law. As also provided by law, approval for entrance into these contractual arrangements will be received from the Secretary of Education.

**REFERENCES**

**State Reference:**  
 SDCL 13-15  
**Policy Reference:**

**Adoption History**

First Reading    04/25/16  
 Approved        05/09/16



SECTION	<b>L</b>	TITLE	<b>EDUCATION AGENCY RELATIONS</b>	FILE	<b>LBB</b>
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**COOPERATIVE EDUCATIONAL PROGRAMS**

In accordance with law, the Board may establish a cooperative educational service unit with one or more school districts. This unit will be considered a legal entity, which may carry out the services of the cooperative agreement, but which will have no authority to levy taxes or issue bonds.

**REFERENCES**

**State Reference:**  
 SDCL 13-5-31  
 SDCL 13-5-32  
 SDCL 13-5-32.1  
 SDCL 13-5-33

**Policy Reference:**

**Adoption History**

First Reading	04/25/16
Approved	05/09/16

SECTION	L	TITLE	EDUCATION AGENCY RELATIONS	FILE	LDJ
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**MONETARY DONATIONS FOR MEALS (ANGEL FUND)**

The Angel Fund is an account maintained by the ~~Food Service~~ **School Nutrition** Office to be used to assist in covering the remaining balance, after reimbursement, of alternative meals served to students with an insufficient meal balance. **Angel Fund may also be used for students with unpaid meal charges at the end of school year.** This account will be funded entirely by donated money. There will be no transfer of money from or to the Food Service budget.

Money donated to the Angel Fund will be recorded in the ~~Food Service~~ **School Nutrition** Office and in Infinite Campus. All donations will be properly receipted. ~~and then recorded on a spreadsheet to include donor name, date, check number, and amount. A copy of all email communications designating leftover account balance donations will be saved to a shared file and maintained for three years. Telephone donations will be required to send email verification or a letter to be filed. Staff and parents with access to Infinite Campus Parent Portal can donate by credit transaction; records should indicate donation amount with a date/time stamp and maintained for a minimum of three years.~~ Monthly balances will be audited/balanced by the Food Service Office and reviewed by the Central Office each month. In addition, receipt books will be submitted for review annually.

~~To avoid abuse of the privilege, usage of this account will be limited to a maximum of one time per week and three times per year per student. When a student is going to receive an alternative meal (cheese sandwich), the school cashier will check for their name on a weekly list. If they have not already used this privilege, the student's name will be recorded and a hot lunch will be charged to their account, putting the student account into the negative. The cashier will then bring the names of those students to the Food Service office, where the appropriate amount of money will be transferred from the Angel Fund to the student's account. This will create an electronic record of fund usage.~~

**The School Nutrition office will transfer the appropriate amount of money from the Angel Fund to the student's account. This will create an electronic record of fund usage.** This fund will be used on a first-come first-served basis. If/when the balance reaches zero, this fund will no longer be available for use until additional donations are received.

**REFERENCES**

**State Reference:**  
  
**Policy Reference:**

Adoption History

SECTION	<b>L</b>	TITLE	<b>EDUCATION AGENCY RELATIONS</b>	FILE	<b>LI</b>
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**RELATIONS WITH EDUCATION ACCREDITATION AGENCIES**

The district's schools will meet the requirements and standards for both basic approval and accreditation by the State Board of Education. Accreditation is required in order for the District to be eligible to receive general support foundation program funds.

~~In addition, each of the district's high schools will seek the highest status of membership in AdvancEd, by cooperating in the association's evaluations of the district schools and considering the association's recommendations.~~

**REFERENCES**

**State Reference:**  
 SDCL 13-1-12.1  
 SDCL 13-13-18  
 SDCL 13-3-47

**Policy Reference:**

**Adoption History**

First Reading	04/25/16
Approved	05/09/16

POSITION TITLE & DETAILS			
TITLE	<b>ACTIVITIES DIRECTOR</b>		
WORK DAYS	482 210	REPORTS TO	High School Principal
SALARY SCHEDULE	Appendix B Negotiated	SUPERVISES	Coaches and school activities personnel, <b>Activities Staff, and other assigned personnel.</b>
GROUP	Certified	EVALUATION	By the High School Principal utilizing the adopted district process
FUNCTIONS			

MINIMUM REQUIREMENTS	
EDUCATION	Bachelor's or Master's degree in <b>Education Administration</b> or related field
CERTIFICATIONS / LICENSE	<del>Valid South Dakota teacher certification</del> <b>Current or be eligible to receive South Dakota K-12 Administrative Certificate.</b>
WORK EXPERIENCE	Previous experience in directing activities preferred.

DUTIES AND RESPONSIBILITIES	
ACTIVITIES ADMINISTRATION & SUPERVISION	<ol style="list-style-type: none"> <li>1. Responsible for the administration and supervision of all program activities operating within the policies related to SDHSAA in conjunction with Board of Education policy, state and federal laws.</li> <li>2. Oversees the preparation and management of the program budget and all monetary transactions of the programs.</li> <li>3. Selects, supervises and evaluates program personnel. Serves on selection committees for teaching/coaching combinations.</li> <li>4. Maintains all necessary paperwork, reports, handbooks and statistics for the program.</li> <li>5. Develops and publicizes game schedules and contracts officials as necessary.</li> <li>6. Coordinates travel arrangements for the program.</li> <li>7. Responsible for equipment purchase, maintenance, <b>replacement schedule</b> and inventory.</li> <li>8. Makes recommendations for facility improvement.</li> <li>9. Manages <del>and controls</del> <b>and schedules</b> use of program facilities and equipment. Cooperates with Coordinator of Building and Grounds on matters related to facility maintenance.</li> <li>10. <b>Works with the building principal to establish a safe and secure environment for students, coaches, and spectators.</b></li> <li>11. <b>Develops and implements plans for emergency situations during activities in collaboration with other administrators, staff, and public safety agencies with clear roles and responsibilities for staff.</b></li> <li>12. Provides appropriate in-service and clinics to program personnel.</li> </ol>

	<ul style="list-style-type: none"> <li>13. Promotes positive community and public relations appropriate to the program function. Cooperates with the news media for activities coverage.</li> <li>14. Plans, organizes and supervises all activities awards programs in cooperation with the Booster Club.</li> <li>15. <del>Cooperates</del> <b>Collaborates</b> with <del>Principal</del> <b>Administration</b> on scheduling of activity assemblies.</li> <li>16. Serves as liaison between the school, Booster Club, SDHSAA and other outside agencies.</li> <li>17. Interprets and implements Board of Education policy and makes recommendations for policy changes.</li> <li>18. Promotes good sportsmanship within coaches, students and patrons.</li> <li>19. Provides for his/her own professional growth.</li> </ul>
<b>GENERAL ADMINISTRATION &amp; SUPERVISION</b>	<ul style="list-style-type: none"> <li>20. Assists building administration with the general operation of the school.</li> <li>21. Works collaboratively with administration to establish and maintain a positive school climate.</li> <li>22. Assists with managing, refining and enforcing school behavioral expectations, including attendance.</li> <li>23. Supervises and evaluates assigned building personnel using district policies and processes.</li> <li>24. Confers with students, parents, and teachers regarding student related policies and concerns.</li> <li>25. Assists building administration with the implementation of emergency procedures.</li> <li>26. Other duties as assigned by the High School Principal.</li> </ul>
<b>STUDENT SERVICES</b>	<ul style="list-style-type: none"> <li>27. Develops and implements a plan to increase student participation in activities.</li> <li>28. Coordinates and administers all new and existing clubs in accordance with BOE policy.</li> </ul>

POSITION TITLE & DETAILS			
TITLE	<b><u>PRINCIPAL</u></b>		
WORK DAYS	220	REPORTS TO	Executive Director of Academics / Superintendent of Schools
SALARY SCHEDULE	Per Administrative Handbook	SUPERVISES	Assigned Certified and Classified Staff
GROUP	Administration	EVALUATION	Performance will be evaluated by the Executive Director of Academics Superintendent based on responsibilities and goals.
FUNCTIONS	Provides leadership for instruction and school improvement that enhances the goals and philosophies of the school district.		

MINIMUM REQUIREMENTS	
EDUCATION	Master's degree in Education Administration
CERTIFICATIONS / LICENSE	<ul style="list-style-type: none"> <li>• Current South Dakota Certificate with appropriate endorsement.</li> <li>• <del>Course Work Beyond Masters Degree</del></li> <li>• <del>NCA Qualified</del></li> </ul> <p>Current or be eligible to receive South Dakota K-12 Administrative Certificate.</p>
WORK EXPERIENCE	Previous Successful Administrative Experience Preferred

ESSENTIAL RESPONSIBILITIES	
LEADERSHIP & ADMINISTRATION	<ol style="list-style-type: none"> <li>1. Maintains and carries out Board of Education Policies and administrative directives.</li> <li>2. Provides for the development and continued implementation of the school philosophy.</li> <li>3. Makes recommendations for policy formulation and revision through the appropriate administrative channels.</li> <li>4. Delegates functions and responsibilities for to qualified assistants in such a manner that the total program operates effectively and efficiently.</li> <li>5. Maintains appropriate records and executes reports as required by statute, policy, or administrative directive.</li> <li>6. Coordinates the development of building procedures in the form of directives and handbooks as approved.</li> <li>7. Develops and coordinates the building budget in cooperation with central office personnel.</li> <li>8. Assumes responsibility for developing budget recommendations that will meet the needs of the instructional program.</li> <li>9. Reports to the appropriate offices department administration regarding the present and future needs of the school with respect to personnel, equipment, supplies and curriculum.</li> </ol>

	<ul style="list-style-type: none"> <li>10. Supervises building financial procedures and the ordering of materials of instruction, textbooks, equipment, etc.</li> <li>11. Keeps the superintendent or designee <b>up to date with all</b> informed-of problems in building programs, activities, and facilities.</li> <li>12. <b>Maintains</b> <del>Makes</del> an annual inventory of equipment, textbooks, and supplies.</li> <li>13. Assumes responsibility for the selection, placement, and evaluation of assigned staff.</li> </ul>
<b>CURRICULUM, INSTRUCTION, &amp; ASSESSMENT</b>	<ul style="list-style-type: none"> <li>14. Assumes the leadership in planning, improvement, implementation, monitoring of curriculum and instructional practices; <b>complying with local, state and federal instructional requirements.</b></li> <li>15. Is knowledgeable about <b>best instructional practices</b> <del>the teaching process</del> and effectively <b>supports</b> <del>assists</del> teachers to improve <b>instruction</b> <del>their</del> competencies.</li> <li>16. Informs the staff of the district's educational philosophy and objectives and assists them with the planning and implementation of the prescribed instructional program.</li> <li>17. Assists in the performance of duties and treats all personnel <b>with professionalism.</b> <del>without favoritism or discrimination.</del></li> <li>18. Assigns the members of the professional staff where they may best serve the school <b>and/or district.</b> <del>, within the definition of the individual's certificate.</del></li> <li>19. <del>Supervises the operation of the instructional program insisting on competent and efficient performance.</del> <b>Develops and implements the instructional programming to align with best practice.</b></li> <li>20. Supervises substitute teacher procedures within the building.</li> <li>21. <del>Promotes and strives for continual compliance with North Central Accreditation standards and regulations.</del></li> <li>22. <b>Effectively uses data and research to make strategic, instructional decisions aligned with state accreditation standards.</b></li> </ul>
<b>STAFF RELATIONS</b>	<ul style="list-style-type: none"> <li>23. Provides leadership to the staff in identifying school needs and determining educational objectives and provides for an exchange of ideas through faculty meetings, committee meetings, and individual conferences.</li> <li>24. Informs teachers of their roles and of the principal's expectations of them prior to any evaluation of their performance.</li> <li>25. Seeks to secure articulation and promote communication between the other district school buildings.</li> <li>26. Promotes, <b>plans,</b> and <b>executes</b> <del>carries out</del> <b>professional development in-service training sessions</b> <del>activities and orientation appropriate to the needs of personnel within the building.</del> <b>in alignment with district and building goals.</b></li> <li>27. Involves the staff in problem solving and delegates authority to staff members appropriate to the position each holds and provides a vehicle for staff participation in decision making.</li> <li>28. <b>Delegates authority to staff members appropriately.</b></li> <li>29. <del>Promotes</del> <b>Implements and supports</b> the professional growth of the school staff <b>both collectively and individually.</b> <del>and maintains a program for personal professional growth.</del></li> </ul>
<b>STUDENT SERVICES</b>	<ul style="list-style-type: none"> <li>30. Provides leadership in creating a school atmosphere which is accepting <del>humane,</del> and responsive to the individual.</li> </ul>

	<p>31. Promotes a safe and healthy environment.</p> <p>32. Assumes responsibility for the development and implementation of a plan for student discipline <b>aligned with best practices</b>.</p> <p>33. <b>Collaborates</b> <del>Consults and cooperates</del> with the Director of Special Education Services and community agencies in providing for students with special needs.</p>
<p><b>COMMUNITY / PUBLIC RELATIONS</b></p>	<p>34. <b>Participates in</b> <del>Conducts School Community Council</del> <b>community</b> meetings in accordance with district policies.</p> <p>35. Involves parents/<b>guardians</b> in development of School Improvement Plans.</p> <p>36. Provides communication between the school and community through a variety of channels <del>that allow interests and concerns to be expressed and bring about a better understanding of the program of the school.</del></p> <p>37. Solicits <del>opinions</del> <b>voices</b> from all groups and individuals and responds respectfully to identified problems.</p> <p>38. <del>Holds conferences with parents and lay citizens, approves all official building correspondence and news releases, and</del> Encourages involvement of the school community in appropriate school functions and activities.</p> <p>39. <del>Personally Oversees</del> <b>processes and procedures for student programming.</b> <del>activities involving student/parent contacts, such as dealing with registrations, orientation, credits and transfers, suspensions, expulsions, student progress and adjustment, placement of students, and other student/parent relationships that are delicate in nature.</del></p> <p><del>Assists the district by interpreting local school concerns and needs, sits on district committees, and attends administrative meetings.</del></p> <p>40. Other duties as required by the superintendent/<b>designee</b>, or state law.</p>