

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, May 22, 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/94105842257?pwd=QWU0OWVjUDVib2FYeDk2REFnOTJuUT09>

Meeting ID: 941 0584 2257

Passcode: 217797

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:
 - Curriculum Director of the Year
 - Retirees
4. 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
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes of May 8, 2023 and Special Meeting Minutes of May 16, 2023.
 - B. Approve Personnel Action

- C. Approve Financial Reports
 - D. Approve the Purchases and Issuing of Accounts Payable.
 - E. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
 - F. Approve the reelection of one hundred seventy three (173) certified contracts for the 2023-24 school year.
 - G. Approve the reelection of twelve (12) administrator contracts for the 2023-24 school year.
 - H. Approve Overnight and Out-of-State Summer Activity Trip Requests.
 - I. Approve the resolution for South Dakota High School Activities Association (SDHSAA) 2023-2024 Membership.
 - J. Approve A. Lyons Request for Long Term Leave of Absence for the 2023-24 School Year, per Terms of Negotiated Agreement.
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
- A. Approve the recommendation from the Curriculum Coordinating Committee for the K-8 Math Curriculum Adoption.
 - B. Calendar Committee Update
11. Superintendent Items:
- A. Approve the following resolution:
- BE IT RESOLVED THAT the Douglas School Board hereby recognizes and commends the following staff members on the occasion of their retirement. Their many years of dedication and service to the Douglas School District have benefited countless staff and students. The Board wishes them success and happiness in the future.
- | | |
|-----------------|----------|
| Myrna Becker | 23 years |
| Roger Grevoy | 10 years |
| Thomas Hancock | 22 years |
| Petra Harre | 21 years |
| Donald Harris | 24 years |
| Naomi Hatfield | 28 years |
| Jennifer Jordan | 9 years |
| Mark Kenefick | 8 years |
| Peter Lawler | 36 years |
| Tina Lee | 33 years |
| Jane Maine | 33 years |
| Dee Martin | 23 years |
| NanCee Maynard | 29 years |

Connie Mogensen 37 years
Bart Popowski 8 years
Mischelle Pulver 19 years
Gail Sherwood 31 years
Melinda Williams 37 years
Duane Wince 23 years
Carol Woldstad 5 years

12. Fiscal Resources Items:

13. Operational Support Services Items:

- A. Approve the Douglas School District 2023-24 Back-To-School Plan.
- B. Approve Bid Item #376 - DHS Boiler Plant Retrofit Upgrade as recommended.
- C. Approve Bid Item #376 - DHS HVAC Upgrade as recommended.
- D. Approve FIRST READING of Revised, Reviewed, Douglas District Policies, Section J. (JA-JECAC)
- E. Approve SECOND READING of Revised, Reviewed, New or Deleted, Douglas District Policies, Section G, GCLA - GDPD.
- F. Hear INFORMATIONAL READING of Board Policies, Section JECAA-JFAA.

14. Reports:

- A. Superintendent:
- B. Committee Reports From Board Members and Comments from Associate Board Members

15. Upcoming Calendar Events:

May 24 - Last Day of School for Students
May 25 - EOY Staff Celebration
June 12 - BOE Meeting, 5:00 p.m.

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

17. Action As A Result of Executive Session

18. Adjournment

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
---------	----------	-------	--	------	-------------

Public Participation at Board Meetings

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

	Name & Address	Email & Phone #	Topic / Item #
1			
2			
3			
4			
5			
6			
7			
8			
9			

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
---------	----------	-------	--	------	------------------

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, May 8, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, May 8, 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: Absent, Chris Misselt: Present. Fran Apland, Associate Member, present.

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

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

Communications Coordinator Katy Urban recognized Douglas staff and volunteers who have served on various committees and activities throughout the year to make Douglas a better place. The School Board will acknowledge the list later on the agenda. She also thanked all the teachers and staff for the important work they do. This is Teacher Appreciation Week.

There was nothing for public forum.

Motion to approve the agenda. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried. Yea: 4, Nay: 0, Absent: 1

Motion to approve the consent agenda, Items A-I. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Approved Regular Board Meeting Minutes of April 24, 2023 and Special Board Meeting Minutes of May 3, 2023.

Approved Personnel Action for May 8, 2023. (Attachment)

Approved Accounts Payable Report and April Payroll Expenditures. (Attachments)

Acknowledged Presentation of 2022-23 Staff and Volunteer Recognition Awards.

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

Approved adding a head coach for girls' wrestling team.

Approved Black Hills Lacrosse Club Lettering Agreement for 2023-24 school year.

Approved DHS AFJROTC trip request to Camp Judson in Keystone on May 9-10, 2023.

Approved the recommendation to vote for Randy Hartmann, as Large School Board of Education representative and Adam Shaw as Division III Secondary Principal representative on the South Dakota High School Activities Association (SDHSAA) Board.

Motion to vote yes for Amendments #1 and #2 for the South Dakota High School Activities Association (SDHSAA). This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Elementary and Secondary Curriculum and Instruction Items:

Motion to approve the five-year Administrative Rule Waiver for High School Credit Before 9th Grade for 8th Grade Algebra. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Superintendent Items:

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

Operational Support Services Items:

Motion to Approve FIRST READING of Revised, Reviewed, New or Deleted, Douglas District Policies, Section G, starting with Policy GCLA - GDPD. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Motion to Approve SECOND READING of REVISED Board Policy IKF-R, Required Courses. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to Approve SECOND READING of Douglas District Board Polices, Section G. (Policies GA - GDL). This motion, made by Tonya Amaral and seconded by Amy McGovern, Carried.

This item is an informational reading of revised and reviewed Douglas School Board Policies, Section J - Students (JA-JECAC).

Motion to Approve Declaring One (1) 1986 Flatbed Pickup as Surplus for Sale. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Executive Director of Operational Support Services Bud Gusso stated that school districts are required to complete an annual review of their Covid Recovery Back-to-School Plans. The Covid Recovery Committee will meet next week to review Douglas's plan and recommend any edits before bringing the Back-to-School plan to the Board at its next meeting.

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

Fran Apland reported that the Kindergarten Information Night continues to grow and get better each year.

Tonya Amaral stated the May 1st Activities Banquet was well attended. At the next Booster Club meeting on May 15 at 6:30 p.m., they will elect officers for next school year.

Chris Misselt attended the Ed Council meeting.

Amy McGovern will be attending the Covid Recovery Committee meeting next week to review the Back-to-School Plan. She gave a shout out to the high school for placing 1st in the annual West River Math Contest in Algebra II. The contest took place today at the South Dakota School of Mines.

Tanya Gray attended the monthly Black Hills Special Services Cooperative Board of Directors meeting. They do send out a monthly newsletter.

Motion to move into executive session for negotiation according to SDCL 1-25-2.4 at 5:28 p.m. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

President Gray brought the Board out of executive session at 7:42 p.m.

No action taken.

Motion to adjourn the meeting at 7:43 p.m. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 5/8/2023****Certified Professional Growth Plans**

Name	Building	Position	
Jesse Hamer	Douglas High School	LA Teacher	
Anna Vaughn	Douglas High School	LA Teacher	

Certified Resignations/Retirements/Terminations Amendment

Laura Armstrong- Retiring not resigning	Language Arts Teacher	Douglas Middle School	End of 2022/2023 School Year
--	-----------------------	-----------------------	---------------------------------

Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
E Orange Johnson	Lunchroom Supervisor	Douglas High School	End of 22/23 School Year
Shannon Maxon	High School Counselor	Douglas High School	End of 22/23 School Year
Shannon Maxon	Credit Recovery Summer School Teacher	Douglas High School	22/23 Summer School
Nicholas Peterson	Science Teacher	Douglas Middle School	Prior to starting for 23/24 School Year

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Jazmine Hernandez	SPED Aide	Carrousel	May 19, 2023
Peter Lawler	Custodian	Vandenberg	May 26, 2023
Jane Maine	Lunchroom Supervisor	Patriot Elementary (Franci Case wing)	April 24, 2023

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Juliana Parker	Douglas Middle School / PE Teacher	Douglas Middle School / World Language Teacher	2023-2024 School Year

Certified Staff Hiring

Name	Position / Location	Salary	Effective Date
Travis Ladwig	7th Grade LA Teacher / Douglas Middle School	M/6 - \$57,775 per year	2023-2024 School Year
Dan McIntire	Spanish Teacher / Douglas High School	M/7 - \$58,525 per year	2023-2024 School Year
Adam Pilgrim	Reading Teacher / Douglas Middle School	M/5 - \$57,025 per year	2023-2024 School Year
Rochelle Schultz	Art Teacher / Douglas High School	B/5 \$52,025 per year	2023-2024 School Year
Mary Smith	4th Grade Teacher / Vandenberg Elementary	B/2 - \$49,775 per year	2023-2024 School Year

	Megan Steiger	SPED Teacher / Douglas Middle School	M/7 - \$58,525.00 per year	2023-2024 School Year
	Amber Taylor	SS Teacher / Douglas Middle School	M/3 \$55,525 per year	2023-2024 School Year

Classified Staff Hiring

	Name	Position / Location	Wage	Effective Date
	Kimberly White	Breakfast Supervisor	B/1 \$13.50 per hour	2023-2024 School Year

Temporary Hires

	Name	Position	Salary	Effective Date
	Lori Ashley	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Dawn Beltran	Youth 2 Youth/PATS Advisor- 1 Year Only	\$10.80 per hour (\$1,569.00 minimum contract)	2022-2023 School Year
	Dawn Beltran	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Carrie Bergen	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Haley Blank	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Bridget Bolinger	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Michelle Brown	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Elizabeth Combs	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Allyson Corbin	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Cathleen Denekamp	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Calie Derflinger	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Keri Flint	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Monica Knapp	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Kristyn LaBine	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Carl Mathews	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Ron Mays	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Kacie McGuire	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Tamara Merrill	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Jodi Mills	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023

	Lauryn Mobley	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Andrea Murphy	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Chandra Olsen-Canaan	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Racheal Quimby	HS Asst. Volleyball Coach-1 Year Only	\$4,389.00 per Year	2023-2024 School Year
	Robert Rath	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Luann Schock	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Gina Stolicker	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Cassie Taylor	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Tiffany Thomas	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Shannon Utter	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Tonia Vahlberg	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
	Carmen Villa	Summer School Paraprofessional	\$18.50 per hour	June 1, 2023 - June 30, 2023
	Colin Weinzirl	Summer School Teacher	\$3,743.40 Summer school salary	June 1, 2023 - June 30, 2023
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	182347		97.49
ALLEGIANT AIR	182346		2,359.00
AMSTERDAM PRINTING & LITHO CORPORATION	182348		372.22
AUDIO VIDEO SOLUTIONS	182349		331.74
BATTERIES PLUS BULBS #934	182350		587.80
BLACK HILLS POWERSPORTS, INC	182352		235.59
BOX ELDER HARDWARE	182353		260.47
BSN SPORTS, LLC	182354		761.31
CARQUEST AUTO PARTS	182355		259.35
CASH-AD SPONSORS	182356		9.41
CENTURYLINK	182358		461.40
CITY OF BOX ELDER/PUBLIC WORKS DEPT	182359		4,414.04
COMMUNICATION ACROSS BARRIERS	182360		1,697.00
COREL.COM	182346		232.18
CR'S CRAFTS	182346		408.79
CUMMINS INC.	182346		770.00
DAKOTA SUPPLY GROUP, INC.	182363		104.99
DAKOTA TRAVEL	182346		477.81
DELTA AIR LINES	182346		856.40
DHS BOOSTER CLUB	182364		328.00
DOMINOS PIZZA- BOX ELDER	182346		104.69
FIDUCIARY ACCOUNT	182365		8,208.00
FOLLETT CONTENT SOLUTIONS, INC	182368		107.87
FULL CIRCLE PADDING	182369		49.70
GOPHER SPORT	182370		1,011.08
HERDER, LEON	182371		58.99
HILLYARD INC	182372		556.94
HOBBY LOBBY CREATIVE CENTER	182346		182.09
INSTITUTE FOR EDUCATIONAL DEVELOPMENT	182373		279.00
INSTRUCTIONAL COACHING GROUP	182374		7,980.00
JENNER EQUIPMENT COMPANY, INC.	182375		56.25
JOHNSON CONTROLS INC	182376		1,008.78
JW PEPPER & SONS, INC.	182377		29.49
KIMBALL MIDWEST	182378		576.49
LOWE'S BUSINESS ACCOUNT	182346		(2,189.00)

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MCCARTY, MICHAEL	182379		3,512.00
MCDONALDS	182346		50.89
MENARDS	182380		610.82
MG OIL COMPANY, INC.	182381		2,186.76
MIDWEST BUS PARTS, INC.	182382		302.33
MONTANA DAKOTA UTILITIES COMPANY, INC.	182383		13,759.99
MONUMENT, THE	182346		138.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182385		182.46
NORTHWEST PIPE FITTINGS, INC.	182387		1,095.78
PARTS TOWN	182388		522.55
PAULSON, DARREN	182389		467.85
PERFECT WAVE PRODUCTIONS	182391		71.90
PERFORM BETTER	182392		61.75
POSITIVE PROMOTIONS INC.	182393		158.35
PRINCIPALS CONFERENCE-GARRETSON HIGH	182394		200.00
QUADIENT	182395		182.85
RAMKOTA HOTEL	182396		230.92
RAPID CITY JOURNAL	182397		464.98
REGION 8 MUSIC CONTEST	182399		500.00
RIVERSIDE TECHNOLOGIES INC	182400		4,000.00
RUSHMORE PLAZA HOLIDAY INN	182401		71.50
SAM'S CLUB	182346		675.94
SANFORD HEALTH OCCMED	182402		75.00
SDHSAA	182406		607.00
SERGEANT LABORATORIES	182407		4,714.73
SHERATON GRAND SEATTLE	182346		1,752.54
SPORTS IMPORTS	182408		859.30
STEVENS RAIDER BAND	182409		30.00
TIE	182411		3,600.00
TIME RENTAL	182412		174.57
UPRINTING	182346		(66.38)
US BANK	182346		(39.21)
VANWAY TROPHY & AWARD, INC.	182414		937.80
VERIZON WIRELESS	182415		339.72
VOYAGER FLEET SYSTEMS, INC.	182417		117.57

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
WAL-MART STORES INC	182346		2,210.00
WALTMAN, JACE	182418		150.00
WEST MUSIC CO	182419		61.48
WEST RIVER ELECTRIC-AUTOPAY	101		1,940.60
WESTERN COMMUNICATIONS, INC.	182420		1,558.00
WISE, CHAD	182421		17.50
GENERAL FUND			<hr/> 81,533.20
CENTURY BUSINESS	182357		7,234.76
FOLLETT CONTENT SOLUTIONS LLC	182366		821.85
FOLLETT CONTENT SOLUTIONS, INC	182367		1,568.01
NORTHERN TRUCK EQUIPMENT CORP.	182386		2,338.39
SD FEDERAL PROPERTY AGENCY	182405		32,000.00
SURIDIS, CHRIS	182410		14.16
CAPITAL OUTLAY			<hr/> 43,977.17
COUNCIL FOR EXCEPTIONAL CHILDREN	182361		305.00
CROOKS, TERESA	182362		52.61
DELTA AIR LINES	182346		1,198.40
RATWIK, ROSZAK & MALONEY, P.A	182398		600.00
SD DEPARTMENT OF HUMAN SERVICES	182404		2,755.65
TIMMONS MARKET	182413		72.20
VOLUNTEERS OF AMERICA, DAKOTAS	182416		928.11
SPECIAL ED			<hr/> 5,911.97
BLACK HILLS BAGELS	182351		5,527.15
DAKOTA TRAVEL	182346		1,433.43
NATIONAL STUDENT CLEARING HOUSE	182384		595.00
PEACHJAR INC	182390		2,800.00
SCHOOL SPECIALTY INC.	182403		1,692.03
TIMMONS MARKET	182413		46.13
GRANTS			<hr/> 12,093.74
			<hr/> 143,516.08
CASH-WA DISTRIBUTING COMPANY, INC.	12079		3,866.44
CHILD AND ADULT NUTRITION	12080		1,428.63
CLIMATE CONTROL SYSTEMS AND SERVICE	12081		289.89
COCA-COLA BOTTLING CO HIGH COUNTRY	12082		390.00
DOMINOS PIZZA- BOX ELDER	12083		790.00
FIDUCIARY ACCOUNT	12084		108.00

Board Report - For School Board 05/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PAN-O-GOLD BAKING COMPANY, INC.	12085		276.61
PRAIRIE FARMS	12086		3,562.33
REINHART FOOD SERVICE LLC	12087		7,064.02
SERVALL TOWEL & LINEN SUPPLY, INC.	12088		135.66
FOOD SERVICE			<hr/> 17,911.58
			<hr/> 17,911.58
Grand Total:			<hr/> 161,427.66

PAYROLL EXPENDITURES

APRIL 7 2023

APRIL 21 2023

TOTALS

\$1,084,571.11

\$1,139,350.61

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING

Tuesday, May 16, 2023

The Douglas School District No. 51-1 Board of Education held a Special Meeting on Tuesday, May 16, 2023 at 4:00 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 Tanya Gray called the meeting to order at 4:00 p.m.

There was nothing for public forum.

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

Motion to move into executive session for negotiations according to SDCL 1-25-2.4 at 4:04 p.m. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

President Gray called the Board out of executive session at 6:10 p.m.

No action was taken.

Motion to adjourn the meeting at 6:11 p.m. This motion, made by Amy McGovern and seconded by Cathy Melendez, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 5/22/2023****Classified Service Factor Bonus**

Name	Position/Years	Amount	Dates of Service
Theresa Mellen	Bus Driver / 15 Years	\$474.12	9/10/2007 to 4/16/2018 and 1/7/2019 to current

Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Lisa Bauer- Resigning	SLP	Patriot Elementary (Francis Case wing)	2023-2024 School Year
Kevin Militello - Resigning	MS Newspaper Advisor	Douglas Middle School	2023-2024 School Year
Michelle Moser-Resigning	2nd Grade Teacher	Patriot Elementary (Francis Case wing)	2023-2024 School Year
Brittany Pearson - Resigning	HS Boys Basketball	Douglas High School	2023-2024 School Year
Rachel Quimby-Resigning	8th Grade head Volleyball Coach	Douglas Middle School	2023-2024 School Year
Duncan Stuebner	7th Grade Asst. Football Coach	Douglas Middle School	2023-2024 School Year

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Mark Funk	Lunchroom Supervisor	Patriot Elementary (Badger Clark wing)	May 24, 2023
Denise Halstead-Peel	Personnel Manager	Central Office	June 17, 2023
Madison Lemmon	Lunchroom Supervisor	Patriot Elementary (Francis Case wing)	2023-2024 School Year
Theresa Mellen	Bus Driver	Transportation	May 24, 2023
Jordan Patterson	Breakfast Lunchroom Supervisor	Patriot Elementary (Francis Case wing)	2023-2024 School Year

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Sherri Horan	Douglas Middle School / Counselor	Douglas High School / Counselor	2023-2024 School Year
Calie Derflinger	VES Special Education Teacher	Middle School Special Education Teacher	2023-2024 School Year

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Allyson Corbin	Patriot Elementary (Francis Case wing) /2nd Grade Classroom (Shared Teaching position)	M/7 - \$29,379.55 (50.2% FTE)	2023-2024 School Year
Kayla Heidepriem	Douglas Middle School / Science Teacher	M/4 - \$56,275.00	2023-2024 School Year

Classified Staff Hiring				
	Name	Location / Position	Wage	Effective Date
	Deborah Hollan	Central Office / Personnel Manager	K/3 - \$20.50 per hour	2023-2024 School Year
	April Johnson	District / Registered Nurse	P/1 - \$31.75 per hour	2023-2024 School Year
	James Walker	Tech Dept. / Tech Help & Network Support	M/3 - \$22.00 per hour	2023-2024 School Year
Temporary Hires				
	Name	Position	Salary	Effective Date
	Bridget Koehler	Summer School Secretary	20 days, 7 hours per day at \$17.90 per hour	6/7/2023 to 7/7/2023
	Olivia Gotta	2nd Grade Teacher / Patriot Elementary (Francis Case wing)	LETRS Training 12 hours at \$46.54 per hour = \$558.48	8/22/22-11/7/22
	Olivia Gotta	2nd Grade Teacher / Patriot Elementary (Francis Case wing)	LETRS Training 2 day 394.04 per day = \$788.08	April 22, 2023
	Travis Miller	HS Asst. Track and Field Coach (Shared 50%)	HSCAT2E6 (50%) - \$2,164.00	2022-2023 School Year
	Melissa Triplet	Summer School Secretary	20 days, 7 hours per day at \$17.90 per hour	6/7/2023 to 7/7/2023
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

April 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 03/ 31/ 23	8,269.74	(384,119.94)	914,763.65
RECEIPTS:			
TAXES	102,979.14	77,493.77	41,523.94
INTEREST	1,349.24		
ADMISSIONS			
LOCAL	762.02	1,032.16	
COUNTY	12,403.88		
STATE	1,223,549.00		152,154.00
FEDERAL			
OTHER	15.00		
INTERFUND TRAN.	15,120.00		
TOTAL RECEIPTS:	1,356,178.28	78,525.93	193,677.94
DISBURSEMENTS:			
VERIFIED CLAIMS	145,746.32	197,027.90	15,018.54
SALARIES	1,731,951.93	-	362,439.23
TRANSFERS OUT			
BALANCE 04/30/23	(513,250.23)	(502,621.91)	730,983.82
BALANCE 04/ 30/ 22	(866,422.60)	370,568.39	1,735,096.81

April 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 03/ 31/ 23	(3,289,305.96)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	2,851.64	
REIMBURSEMENTS		
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	2,851.64	-
DISBURSEMENTS:		
VERIFIED CLAIMS	21,388.85	
SALARIES	84,295.99	-
TRANSFERS OUT		
BALANCE 04/30/23	(3,392,139.16)	49,497.51
BALANCE 04/ 30/ 22	(1,063,197.89)	50,823.66

April 1, 2023 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 03/ 31/ 23	108.91	231.22	24,577,121.95
RECEIPTS:			
INTEREST			15,120.00
FEDERAL			0.59
LOCAL	1,373.76	1,500.02	
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,373.76	1,500.02	15,120.59
DISBURSEMENTS:			
VERIFIED CLAIMS	1,407.60	128.13	-
EXPENDITURES/ TRANSFERS OUT			15,120.00
BALANCE 04/30/23	75.07	1,603.11	24,577,122.54
BALANCE 04/ 30/ 22	436.80	1,644.09	24,349,102.54

April 1, 2023 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 03/ 31/ 23	341,151.42	246,328.06
RECEIPTS:		
INTEREST		
SALES	35,656.00	
STATE		
FEDERAL	79,544.88	
LOCAL	248.84	46,381.32
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	115,449.72	46,381.32
DISBURSEMENTS:		
VERIFIED CLAIMS	40,562.87	31,006.78
SALARIES	26,988.63	
BALANCE 04/30/23	389,049.64	261,702.60
BALANCE 04/ 30/ 22	430,162.89	207,437.37

Board Report - For School Board 05/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMAZON.COM	182436		48,933.45
APPLE INC	182437		795.90
BLACK HILLS COMMUNITY THEATRE	182439		70.20
BLACK HILLS ENERGY- AUTO PAY	102		32,697.40
BLICK ART MATERIALS	182440		872.80
CARQUEST AUTO PARTS	182441		183.32
CASH-AD SPONSORS	182442		36.00
DAKOTA BUS SERVICE, INC.	182444		3,583.00
DAKOTA SUPPLY GROUP, INC.	182445		3,307.72
DEMCO, INC	182446		456.74
EMC INSURANCE COMPANIES	182447		54.00
EVERGREEN OFFICE PRODUCTS	182449		560.80
FAULKNER, MELANIA	182450		85.00
FIDUCIARY ACCOUNT	182451		30.00
FOLLETT SCHOOL SOLUTIONS	182453		602.88
GOPHER SPORT	182454		4,642.06
HIGH POINT NETWORKS, LLC	182455		375.70
JOHNSTONE SUPPLY	182456		565.53
KIEFFER SANITATION, INC.-AUTO PAY	103		2,410.47
MENARDS	182457		677.99
MG OIL COMPANY, INC.	182458		9,058.61
MIDCONTINENT COMMUNICATIONS- AUTO PAY	104		1,452.72
MIDWEST CONNECT	182459		133.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182460		208.98
NORTH CENTRAL INTERNATIONAL INC	182461		77.31
PACIFIC STEEL & RECYCLING	182462		1,111.21
PRAIRIE AUTO PARTS INC	182463		72.43
PRINT MARK-ET	182464		277.20
RAPID CITY JOURNAL	182466		314.74
RAPID CITY MIDDLE SCHOOL ACTIVITIES	182467		80.00
RIVERSIDE TECHNOLOGIES INC	182468		3,797.70
TEACHER CREATED RESOURCES	182470		220.88
VANWAY TROPHY & AWARD, INC.	182471		188.20
WARNE CHEMICAL & EQUIPMENT, INC.	182472		2,140.00

GENERAL FUND

120,073.94

Board Report - For School Board 05/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
CO-OP ARCHITECTURE	182443		92,898.10
FOLLETT CONTENT SOLUTIONS, INC	182452		806.16
CAPITAL OUTLAY			<hr/> 93,704.26
BLACK HILLS BEHAVIOR (dba) IMPACT LEARNING	182438		4,000.00
ERLENBUSCH, HEATHER	182448		4,452.50
SD DEPARTMENT OF HUMAN SERVICES	182469		63.38
SPECIAL ED			<hr/> 8,515.88
AMAZON.COM	182436		2,649.35
RAPID CITY AREA SCHOOL DISTRICT	182465		900.00
GRANTS			<hr/> 3,549.35
			<hr/> 225,843.43
AMAZON.COM	12095		322.47
CASH-WA DISTRIBUTING COMPANY, INC.	12096		735.43
CASH-WA DISTRIBUTING COMPANY, INC.	12097		8,446.39
COCA-COLA BOTTLING CO HIGH COUNTRY	12098		878.00
DAKOTA WAREHOUSE	12099		180.00
DOMINOS PIZZA- BOX ELDER	12100		1,017.00
FIDUCIARY ACCOUNT	12101		8.00
GENERAL FUND	12102		90,049.95
PAN-O-GOLD BAKING COMPANY, INC.	12103		767.47
PRAIRIE FARMS	12104		6,015.24
REINHART FOOD SERVICE LLC	12105		9,752.82
SERVALL TOWEL & LINEN SUPPLY, INC.	12106		157.98
FOOD SERVICE			<hr/> 118,330.75
			<hr/> 118,330.75
Grand Total:			<hr/> 344,174.18

Certified Contracts

1	ANDERSON, TARA
2	ASHLEY, LORI
3	AWE, AMANDA
4	BADURA, JUDITH
5	BAHR, TAMMY
6	BARAGAR, CATHY
7	BARAGAR, TRICIA
8	BATTEEN, NATHAN
9	BAUER, LISA
10	BELL, KATIE
11	BERGEN, CARRIE
12	BLAIR, AARIKA
13	BLANK, HAYLEY
14	BOEDING, JASON
15	BOLINGER, BRIDGET
16	BONNER, SHANNON
17	BRAUN-COATES, MARY
18	BURBACH, JENNA
19	BURNS, ANTHONY
20	BURRISS, KIRSTEN
21	BYRD, ANDREA
22	CALDWELL, JACE
23	CARROLL, DAVID
24	CLARK, KARLINE
25	CLARK, TANA
26	CLAUSON, BRENDA
27	COATES, KELLY
28	COOK, KIMBERLY
29	COTE, KYLA
30	CRANE, MICHELLE
31	CROOKS, TERESA
32	CUNDALL, MARCY
33	CURRY, DONNA
34	DAUGHERTY, DALE
35	DAUM, LYNETTE
36	DELANEY, SHAWNA
37	DENEKAMP, CATHLEEN
38	DEWEY, SUSAN
39	DEYO, LYNDSAY
40	DISTEL, BRETT
41	DOERR, KATHLEEN
42	DOYLE, MICHAELA
43	DRURY, SAMANTHA
44	DUNCAN, KELSEY
45	ELDER, ERIC

46	ENGEL, KRISA
47	ERLANDSON, AMY
48	FEILER, JENNIFER
49	FERGUSON, NICHOLAS
50	FINNEY, LARESSA
51	FISCHER, TIMOTHY
52	FLINT, KERI
53	FLOYD, DANE
54	FOX, KRYSTLE
55	GLANDT, MARGERY
56	GOOD, HOLLY
57	GOTTA, OLIVIA
58	GRINDLE, ARIANNA
59	HAGER, SUMMER
60	HAMER, CASSIE
61	HAMER, JESSE
62	HAMIL, RICHARD
63	HARTLEY, MELISSA
64	HAZLEDINE, MICHELE
65	HEIER, KAITLIN
66	HEMEN, JANICE
67	HENCKE, TAMMY
68	HERDER, LEON
69	HORAN, DAVID
70	HORAN, SHERRI
71	HOWARD, MATTHEW
72	HOWIE, HOLLY
73	HUBBELL, MELISSA
74	HUMKE, JOHN
75	HYDE, COREY
76	JASTORFF, HILLARY
77	JOHNSON, E.
78	JOHNSON, MARANDA
79	KEARNS, KIMBERLY
80	KEEN, JOHN
81	KINDLE, LORI
82	KNUTSON, NICHOLAS
83	KOWALESKI, AARON
84	KUEGLE, ELKE
85	LIPP, TARA
86	LOLLEY, GRANT
87	LYONS, AMBER
88	MAMULA, SHALEE
89	MARLER, BRANDI
90	MARSHALL, KRYSTLE
91	MARTENSON, CHERRIE

92	MARTY, BRIANNA
93	MAXON, SHANNON
94	MAYS, RONALD
95	MCCORMICK, DENISE
96	MCFARLAND, KYLE
97	MEADE, LORIE
98	MELTON, JODY
99	MERRILL, TAMARA
100	MILITELLO, KEVIN
101	MILLER, TRAVIS
102	MILLS, JODI
103	MITCHELL, SHELLEY
104	MOBLEY, LAURYN
105	MONIZE, AINSLEY
106	MOORE, ROSALIE
107	MORROW, MICHAEL
108	MOSER, MICHELLE
109	MRAZ, TONY
110	MULVEHILL, DEANNE
111	MUNOZ, MICHAEL
112	MURRAY-VERNON, LISA
113	NELSON, REBECCA
114	NELSON, SANDRA
115	NELSON, SHIREEN
116	NIELSEN, TORI
117	O'CONNELL, THERESA
118	O'DANIEL, MEGAN
119	OLESON, ALICE
120	OLSON-CANAAN, CHANDRA
121	OWEN, MELISSA
122	PALMER, BRIAN
123	PARKER, JULIANA
124	PARKER-GREER, BEVERLY
125	PATAKY, ANTHONY
126	PEARSON, BRITTANY
127	PERKINS, BRANDY
128	PIERSON, JON
129	PLOOSTER, KEVIN
130	POPPE-BASHAM, PEGGE
131	QUIMBY, RACHEL
132	RASMUSSEN, TIMOTHY
133	REIMER, SARAH
134	REITZ, NICOLE
135	RICHTER, SHERRY
136	RIVERA, KAYLA
137	ROSE, JOELLE
138	ROSETTER, LUANN

139	ROSSOW, ANGELA
140	ROWE, AMY
141	SCHMIDT, LORETTA
142	SCHMIDT, STACEY
143	SCHMIDT, ZION
144	SCHRAMM, SHELBY
145	SCOTT, LINDSAY
146	SEVER, SARAH
147	SHIELDS, MCKENZIE
148	SIEVEKE, SHELBY
149	SIMON, GEORGIA
150	SIVERTSEN, SHEILA
151	SMITH, DEBORAH
152	SOTELO, TASA
153	STANFORD, ANGELA
154	STEFFY, THERESA
155	STELZIG, JENNIFER
156	STEWART, CHESTER
157	STILES, DENISE
158	STOEBENER, DUNCAN
159	SUMMERS, KAITLIN
160	THOMAS, TIFFANY
161	UTTER, SHANNON
162	VAHLBERG, TONIA
163	VARILEK, REBEKAH
164	VAUGHN, ANNA
165	VELEZ III, WILLIAM
166	WAGNER, JADA
167	WALTON, JESSE
168	WATERSON, KERRY
169	WEBER, SHAE
170	WEINZIRL, COLIN
171	WIEMAN, CHRISTOPHER
172	WIEMAN, MARLEE
173	WILLIAMS, JAMIE
174	WILLIAMS, SARAH
175	WIMP, JEFFERY
176	WOODALL, ERIKA

ADMINISTRATOR CONTRACTS

1	Case, Kevin
2	Clark, Jeannie
3	Cowen, Stacey
4	Crosswait, Courtney
5	Gholson, Sean
6	Gusso, Bud
7	Olney, Trista
8	Pettit, Ann
9	Sandal, Shanna
10	Veit, Kit
11	Volesky, Troy
12	Waltman, Monica

SUMMER 2023 TRIP REQUESTS

	Date of Trip	Trip Request #	Activity	Destination	BOE Approval Date
1	6/3 - 6/4/2023	2255	Girls Basketball Camp	BHSU, Spearfish	5/22/2023
2	6/9 - 6/11/2023		Football Camp	Chadron State College	5/22/2023
3	7/12 - 7/14/2023	2256	Volleyball Camp	SDSD	5/22/2023
4	7/23 - 7/25/2023	2257	Volleyball	Sioux Falls, SD	5/22/2023



South Dakota High School Activities Association
P.O. Box 1217 ❖ Pierre, SD 57501
Phone (605) 224-9261 FAX: (605) 224-9262

SCHOOL BOARD RESOLUTION

Authorizing Membership in the South Dakota High School Activities Association

By resolution, the School Board of:

Douglas School District 51-1

(Name of School District or School)

has authorized membership in the South Dakota High School Activities Association for the high school(s) under its jurisdiction as hereinafter listed:

Douglas High School

This is to be for the period which begins July 1, 2023 and ends on June, 30, 2024 with the supervision, control, and regulation of any and all high school interscholastic activities being delegated to said Association.

In addition, the above-mentioned School Board has ratified the Constitution, By-Laws, and rules of the South Dakota High School Activities Association as of July 1, 2023 and agrees to conduct its activities programs within the framework of these instruments.

May 22, 2023

Date of Resolution

Tanya Gray

President of Board

Kevin Case

Superintendent of Schools

Due By:

July 15, 2023



DOUGLAS SCHOOL DISTRICT

Back to School Plan

~~2022-2023~~ 2023-24

Douglas School District 2022 Back To School Plan - Approved, ~~December 12, 2022~~ May 22, 2023
Contact Person is Bud Gusso, Executive Director of Operational Support Services bud.gusso.@k12. sd. us.

Hello Douglas School District Families,

Our hope is to keep school “in the building” through a shared commitment from students, teachers, families, and staff by preventing the spread of COVID-19. ~~After reviewing academic data for the school year 2020-2021, it was evident that virtual instruction was not successful. Douglas schools transitioned students to face face instruction in January 2021 to ensure quality instruction and success for all students and has since remained open.~~ Therefore, for the ~~2022-2023~~ **2023-2024** School Year, our two primary goals are to continue providing face-face instruction for Douglas students while working to ensure student and staff safety.

~~The South Dakota Dept. of Education and South Dakota Dept. of Health, have developed guidance for the opening of school with all students having the opportunity to attend on a regular schedule. However, we realize as the state relaxes restrictions, the risk of infection and the corresponding need to follow health guidelines increases.~~

~~The following COVID-19 Prevention Strategies Most Important for Safe In-Person Learning in K-12 Schools are intended to provide protection for our employees, students, and community:~~

- ~~● Promoting vaccination~~
- ~~● Consistent and correct mask use~~
- ~~● Physical distancing~~
- ~~● Screening testing to promptly identify cases, clusters, and outbreaks~~
- ~~● Ventilation~~
- ~~● Handwashing and respiratory etiquette~~
- ~~● Staying home when sick and getting tested~~
- ~~● Contact tracing, in combination with options for mandatory mask wearing at school or isolation and quarantine at home~~
- ~~● Cleaning and disinfection~~

What we will do as school and district personnel:

- Follow the mitigation strategies as outlined below.
- Be aware of illness/symptoms in the student body and contact a student’s family immediately if a student exhibits symptoms.
- Monitor positive COVID-19 cases and its spread in Douglas School District and follow — as we would with any community health concern — the recommendation of health department officials regarding school closures, modified school schedules or in-school adjustments.
- Continue to refine our digital curriculum to meet the needs of distance learning as it arises.
- Modify our method of delivery, however necessary, to ensure the health and well-being of students and staff.

Douglas School District 2022 Back To School Plan - Approved, ~~December 12, 2022~~ **May 22, 2023**

Contact Person is Bud Gusso, Executive Director of Operational Support Services bud.gusso.@k12. sd. us.

What you can do:

- Understand that these guidelines are determined by health, educational and civic professionals commissioned to care for your child, considering the physical environment, time spent in school, and the potential risk to the health of our students, staff and families.
- Keep your child home if they have a fever, cough, cold or flu symptoms, and have them return only when these symptoms have subsided.
- Create a family plan in case your child is sent home from school/bus due to high temperature or is required to be quarantined or isolated. ~~Read more at: DOE~~
- Create a family plan in the event schools close for quarantine due to a case(s) within the Douglas School District.
- Talk to your child about changes they may notice at school, reinforcing that these measures are in place to preserve their health, and the health of those around them.
- As always, please reinforce the importance of respecting the authority of teachers and staff to maintain order in the classroom, the hallway, and other campus areas.
- Prepare as much as possible to adapt to change. As evidenced this past spring, things evolve quickly, and schedule modifications and/or closures may be unavoidable.
- Know that you as a guardian and parent have the right to keep your child home at any time as you assess risk as it relates to your family.

Overall, circumstances will likely vary from school to school and program to program, each with unique challenges and solutions. Specific school details will be communicated to you directly by the administration of the school your child attends.

Please read it thoroughly, and please know we are making every effort to provide the best educational experience possible. We ask for your support through this process.

Thank you,
Douglas Board of Education
Douglas Administration
Douglas COVID Recovery Committee


THRESHOLDS

THRESHOLD 1	THRESHOLD 2	THRESHOLD 3	THRESHOLD 4
According to internal district data, the total number of positive cases of COVID-19 is less than 3.0%	According to internal district data, the total number of positive cases of COVID-19 is between 3.1% - 6%	According to internal district data, the total number of positive cases of COVID-19 is between 6.1%-10% .	According to internal district data, the total number of positive COVID-19 cases is higher than 10.1%%.
<p>In an effort to ensure continuity of operations, at any point, DSD Administration may require all stakeholders to implement COVID 19 mitigation strategies to prevent the spread and exposure of COVID 19 within Douglas School District.</p> <p>* Administration may implement transitional mitigation strategies between phases where appropriate.</p> <p>**In Threshold 3, the Superintendent may initiate a 2-week mandatory mask mandate to ensure proper operations of the District.</p>			

SCHOOL-BASED OPERATION STATUS

THRESHOLD 1	THRESHOLD 2	THRESHOLD 3	THRESHOLD 4
<p>PHASE 1</p> <ul style="list-style-type: none"> Schools Open 	<p>PHASE 2</p> <ul style="list-style-type: none"> Schools Open Individual classrooms, departments, or buildings may be closed as determined necessary by administration based on local attendance data and continuity of operations. 	<p>PHASE 3</p> <ul style="list-style-type: none"> Schools Open Individual classrooms, departments, or buildings may be closed as determined necessary by administration based on local attendance data and continuity of operations. 	<p>PHASE 4</p> <ul style="list-style-type: none"> Administration will bring a recommendation to the Board of Education regarding the best delivery system when numbers reach this point. Consider School Closure <ul style="list-style-type: none"> All schools will move to Virtual learning Closure time will be determined based on current data
<p>Operational phase will not be for a duration of less than a two-week period.</p>			

EDUCATIONAL DELIVERY

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Traditional face-to-face instruction 	<ul style="list-style-type: none"> Traditional face-to-face instruction 	<ul style="list-style-type: none"> Traditional face-to-face instruction Increased emphasis on digital delivery. 	<ul style="list-style-type: none"> Students and teachers may move to distance learning. School may be closed pending Board action.
<p>Increasing levels of mitigation strategies based on phase and community metrics. </p> <p>For the school year 2022-2023, our primary goal is to provide face-face instruction for Douglas students. In extreme circumstances, BHOLC will be considered on a case-by-case basis by district administration. Any parents and students who have extreme circumstances may contact their school principal for information</p>			

INSTRUCTIONAL INFORMATION

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Grades 6-12 will use Google Classroom/Sites Distribute Allocate 1:1 technology <ul style="list-style-type: none"> 3-12 Laptop Computers K-2 Ipads Secure Inventory, User Agreements/Insurance signatures etc. for equipment. Train students on schedules/responsibilities etc should Phase 3 or 4 be initiated. Initiate routine classroom cleaning procedures. (shared tools, materials, etc.) 	<ul style="list-style-type: none"> Grades 6-12 will use Google Classroom/Sites Distribute Allocate 1:1 technology <ul style="list-style-type: none"> 3-12 Laptop Computers K-2 Ipads Secure Inventory, User Agreements/Insurance signatures etc. for equipment. Train students on schedules/responsibilities etc should Phase 3 or 4 be initiated. Initiate routine classroom cleaning procedures. (shared tools, materials, etc.) 	<ul style="list-style-type: none"> All grades will use Google Classroom/Sites Inform parents/families of minimized contact measures by building. Increased isolation measures by building/classroom. Increase use of Distance Learning tools within classrooms Adjusted academic delivery to more closely mirror Phase 4 workload etc.. Additional prep of students for 2 week closure plans. (expected schedule of homework, Zoom meetings etc.) 	<ul style="list-style-type: none"> Inform parents/families of the move to closure Initiate distance learning using Google Classroom

PHYSICAL DISTANCING / GROUP SIZE

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Traditional classrooms with enhanced cleaning protocols 	<ul style="list-style-type: none"> Staff will reconfigure rooms to best fit Distancing Guidelines Social distancing where possible Stagger recess, lunch, specials schedules where and when possible: <ul style="list-style-type: none"> Structured recess to maintain distancing and minimal cleaning after Special Services (SPED, ESL, etc.) will continue as pull-out services Group desks may be broken up, separated as needed, or separated by a partition 	<ul style="list-style-type: none"> Staff will reconfigure rooms to best fit Distancing Guidelines Social distancing following federal and state guidelines Controlled movement where possible (classes, hallways, common areas) Limited mass gatherings, assemblies, field trips, etc. Stagger recess, lunch, specials schedules <ul style="list-style-type: none"> Structured recess to maintain distancing and minimal cleaning after Special Services (SPED, ESL, etc.) will continue as pull-out services Group desks will be broken up or separated by a partition 	<ul style="list-style-type: none"> Not applicable, schools closed pending board action.

CLEANING PROTOCOL

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<p>Cleaning protocol in 2021-2022 was successful for Douglas schools. We will use the same protocol when schools are open.</p> <ul style="list-style-type: none"> Increased cleaning of frequently touched surfaces Nightly disinfecting of classrooms and common areas. Including electrostatic spray disinfecting Increased installations of hand sanitizing stations at school entrances and common areas Sanitation wipes provided in every classroom 			<ul style="list-style-type: none"> Schools will be thoroughly cleaned, disinfected, and shut down until further notice

FOOD SERVICES

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Hot breakfast and lunch served in the cafeteria Normal permanent sneeze guards are used in all lunchrooms. Students allowed to self-serve wrapped items 	<ul style="list-style-type: none"> Hot breakfast and lunch served in the cafeteria <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Extend sneeze guards to counter level and add to the height where necessary. Touch-free barcode readers may be utilized Cafeteria separation is determined by individual building Principals 	<ul style="list-style-type: none"> Bag lunches may be delivered to classrooms if lunchroom space does now allow for social distancing with scheduling. <p>Mitigation Steps:</p> <ul style="list-style-type: none"> All applicable mitigation in Phase 2 No self-serve options. Everything will be behind the counter, including milk, utensils, and condiments. 	<ul style="list-style-type: none"> Breakfast/Lunch combo meals are available for drive-up service at Douglas Middle School Bus delivery may be available on determined routes if approved

TRANSPORTATION

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Normal bus routes Face-coverings are voluntary <p>Mitigation Steps:</p> <ul style="list-style-type: none"> District vehicles will be sanitized properly 	<ul style="list-style-type: none"> Normal bus routes <p>Mitigation Steps:</p> <ul style="list-style-type: none"> District vehicles will be sanitized properly 	<ul style="list-style-type: none"> Normal bus routes <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Temperature checks of students conducted by families in the morning District vehicles will be sanitized properly 	<ul style="list-style-type: none"> No Student Transportation

ACTIVITIES / FACILITY USE

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<ul style="list-style-type: none"> Activities in full session Regular spectator attendance <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Equipment/surface/room sanitized after each practice or event 	<ul style="list-style-type: none"> Activities in full session Spectator attendance may be limited. <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Equipment/surface/room sanitized after each practice or event 	<ul style="list-style-type: none"> Participation may be modified based on CDC/SDDOH/SDHSAA and local guidelines Spectator attendance may be limited. <p>Mitigation Steps:</p> <ul style="list-style-type: none"> Equipment/surface/room sanitized after each practice or event 	<ul style="list-style-type: none"> Activities suspended until further notice
<p>Continue to seek guidance for participation based on federal, state, and local recommendations. Student participants will follow recommendations of SDHSAA for COVID mitigation strategies during practices and events.</p>			

ACCESS TO BUILDINGS

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<p>VISITORS</p> <ul style="list-style-type: none"> Traditional student drop-off/pick-up in building office 	<p>VISITORS</p> <ul style="list-style-type: none"> Traditional student drop-off/pick-up in building office <p>FACILITY USE AGREEMENTS</p> <ul style="list-style-type: none"> Requests for Douglas-based Youth Activities will be considered on a case-by-case basis 	<p>VISITORS</p> <ul style="list-style-type: none"> Limited visitor access (by appointment; official school business only) Late Arrival- Guardian will bring student no further than vestibule Early Pick-up- Guardian will enter the vestibule and wait for student <p>FACILITY USE AGREEMENTS</p> <ul style="list-style-type: none"> Requests for Douglas-based Youth Activities will be considered on a case-by-case basis 	<ul style="list-style-type: none"> Not applicable, schools closed pending board action.

Douglas School District 2022 Back To School Plan - Approved, ~~December 12, 2022~~ **May 22, 2023**

Contact Person is Bud Gusso, Executive Director of Operational Support Services bud.gusso@k12.sd.us.

HEALTH PROTOCOLS

PHASE 1 SCHOOL OPEN	PHASE 2 SCHOOL OPEN	PHASE 3 SCHOOL OPEN	PHASE 4 SCHOOL CLOSED
<p>Important: Federal COVID leave was discontinued in 2021-22. Therefore, Douglas schools encourage all stakeholders to follow CDC guidelines regarding vaccinations.</p>			
<p>STAFF & STUDENTS</p> <ul style="list-style-type: none"> • Face-coverings are voluntary. 	<p>STAFF & STUDENTS</p> <ul style="list-style-type: none"> • Face-coverings are ENCOURAGED but remain VOLUNTARY • Temperatures over 100.4 will need to stay home 	<p>STAFF & STUDENTS</p> <ul style="list-style-type: none"> • Face-coverings are STRONGLY ENCOURAGED under the following conditions: <ul style="list-style-type: none"> ○ Distancing Guidelines cannot be maintained ○ Close proximity is longer than 15 minutes ○ When dealing with ill individuals ○ Any other condition that may cause concern • Health screener and temperature check completed at school <ul style="list-style-type: none"> ○ Staff provide early notification to DSD to ensure proper coverage ○ Families notify the office as soon as possible of absence • Temperatures over 100.4 will need to stay home 	<ul style="list-style-type: none"> • Not applicable, schools closed
	<p>For students identified with a temperature greater than 100.4 after they leave home the following procedures will be utilized:</p> <ul style="list-style-type: none"> ○ On the Bus- Students 6-12 will return home immediately ○ On the Bus- Students K-5 will be taken to school and isolated for parent pick-up ○ At the School- Students will be isolated for parent pick-up 		

~~DEPARTMENT OF EDUCATION & HEALTH GUIDANCE~~

The Department of Education is partnering with the Department of Health and K-12 school leaders to provide guidance for reopening and daily operations in SY 2022-2023, recognizing that schools will need to be flexible and adjust to changing conditions.

~~SD DOE expectations for schools:~~

- ~~● Schools will continue to be a safe environment for students, focusing on both social-emotional and physical health. Local decisions will be rooted in what is best for students.~~
- ~~● Schools will take reasonable steps within the context of COVID-19 spread in the community to protect the school community. National guidelines, while helpful to provide a context, are only a guide. SD DOE expects school leaders to make reasoned judgments to limit the spread but still provide for continuity of learning.~~
- ~~● Every student will have the opportunity to engage in a full year of learning, irrespective of the spread of COVID-19 in a community.~~
- ~~● School leaders will work transparently with their school boards, staff, and community to communicate decisions and the underlying assumptions guiding those decisions.~~
- ~~● School leaders will need to make difficult decisions to ensure the health—both mental and physical—of their entire school community.~~

~~STARTING WELL DOCUMENTS:~~ All documents provided to schools by the SD Department of Education and SD Department of Health.



Douglas School District 2022 Back To School Plan - Approved, ~~December 12, 2022~~ **May 22, 2023**

Contact Person is Bud Gusso, Executive Director of Operational Support Services bud.gusso.@k12. sd. us.

DSD recognizes the importance of hand washing to reduce the spread and exposure of COVID-19. Hand Washing etiquette education will be provided with all students in K-12. Respiratory etiquette education is also provided to proactively reduce the spread and exposure of COVID-19. Hand Washing and Respiratory Etiquette Posters will be posted throughout all K-12 buildings to reinforce the importance of proper hand washing.

The District will consider the most recent CDC guidelines concerning isolation and quarantine. Our goal is to maximize student attendance, reduce the duration of staff absences, and remain in the spirit of CDC guidance, along with district input. The details of the quarantine/isolation protocol is explained below.

CLOSE CONTACT PROCEDURES

According to CDC updated guidance, Asymptomatic Individuals are no longer required to Isolate or Quarantine. Please continue to monitor symptoms. Should symptoms of COVID 19 develop, refer to guidance for COVID Positive Individuals. Mask wear for asymptomatic individuals is recommended but not required.

Option 1 – Masking

- ~~Close Contacts may remain in attendance as long as they are not experiencing any symptoms, and wear a mask.~~
- ~~Mask wear will be for a minimum of 5 days, beginning the day following last contact. (with exposure counting as day 0)~~
- ~~Mask may be removed on Day 6-11 IF:~~
 - ~~A test is performed on Day 5, or later, with a negative test result.~~
 - ~~Individual remains symptom free.~~
 - ~~Individual has not been re-exposed.~~
- ~~Additional requirements:~~
 - ~~If the close contact has a temperature higher than 100.4, or is experiencing any COVID-19 symptoms, the close contact will be required to complete quarantine/ self-isolation at home.~~

Option 2 – Home Quarantine

- ~~Quarantine will be for a minimum of 5 days beginning the day following last contact. (with exposure counting as day 0)~~
- ~~Quarantined individuals may return on day 6-11 IF:~~
 - ~~A test is performed on Day 5, or later, of the quarantine, with a negative test result.~~
 - ~~Individual remains symptom free for the duration of the quarantine.~~
 - ~~Individual has not been re-exposed,~~

COVID POSITIVE / ISOLATION

- Isolation will be for a minimum period of 5 days (with onset of symptoms counting as day 0)
- Individuals may return on day 6, but **MUST BE SYMPTOM FREE**, for 24 hours, without medication, prior to return, AND
- Individuals must wear a mask days 6-11, once returning to school.

CONTACT TRACING

- Covid Positive individuals bear the responsibility to notify individuals with whom they have had Close Contact.
- Close Contacts are defined as individuals:
 - Having been exposed during a period beginning 2 days prior to the COVID positive individual's first onset of symptoms.
 - AND having been in close contact for 15 consecutive minutes, within 3 ft.
 - AND having been in contact with no other mitigation efforts present. Ex: barrier or mask.
 - AND having not had COVID within the last 90 days. (antibody criteria)
- Staff identified as either COVID Positive should immediately contact Human Resources.
- Names of students identified as COVID Positive should be entered onto the district COVID spreadsheet by the building secretary.

NOTIFICATION

- Authorized household contacts of COVID Positive, or symptomatic Close Contact students, will receive a personal phone call from the school nurse.
- The school nurse will notify the household of symptomatic individuals of the need to pick up.
- Phone calls questioning or challenging protocol, mask requirement, or Back to School Plan should be directed to school building administration.
- Households may monitor the status of positive COVID cases in the district at [The Douglas Schools Website](#). Numbers will be updated weekly on Friday.

School-Based Rapid Testing Guidelines

The presence of any of the symptoms below generally suggests a student, teacher, or staff member has an infectious illness and should not attend school, regardless of whether the illness is COVID-19. For students, staff, and teachers with chronic conditions, symptom presence should represent a change from their typical health status to warrant exclusion from school. Occurrence of any **TWO** of the symptoms below while a student, teacher, or staff member is at school suggests the person may be referred for diagnostic testing.

- Temperature external of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Shortness of breath or difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea
- New loss of taste or smell
- New onset of severe headache, especially with a fever
- Chills
- Sore throat
- Fatigue
- Muscle or body aches
- Congestion or runny nose
- Nausea
- Vomiting

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fk-12-testing.html#anchor_1616080181070

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Free COVID-19 TEST KITS

Free take home COVID-19 rapid test kits can be requested (based on supply availability) by any DSD staff member, parent or guardian who would like one. It is recommended that DSD parents or guardians pick up tests at their child's school office as needed, two tests per household. If more tests are needed, please speak to the school secretary. Tests can be picked up in the school office anytime during school business hours.

Douglas School District requests that individuals report their at-home test results. The tests are available to help DSD staff and families make informed decisions about their health for school, work, social events, and travel. Those who need a validated result or a letter for official purposes should seek testing from a health care provider or from a local public health testing site.

Douglas School District 2022 Back To School Plan - Approved, ~~December 12, 2022~~ **May 22, 2023**

Contact Person is Bud Gusso, Executive Director of Operational Support Services bud.gusso.@k12.sd.us.

DSD coordinated efforts with state and local health officials to ensure we are proactively providing a safe learning environment through the following:

- SY 21-22 Reopening Plan
- Transportation Guidelines
- Quarantine Guidelines
- Close Contact Guidelines
- Social Distancing
- Mask Efficacy
- Bionax Testing
- Wellness Clinic

BID ITEM # 376
PLAN HOLDERS LIST/TAB RECORDING SHEET
Douglas High School Boiler Plant Retrofit Upgrade
BID OPENING: WEDNESDAY, May 10, 2023, 2:00 P.M.

	BIDDERS	BID SECURITY	AMOUNT	ALTERNATE	TOTAL
1	Heil Mechanical	N/A	\$997,570	N/A	\$997,570
2	Action Mechanical*	N/A	\$647,600	\$55,500	\$703,100
3					
4					
5					

*Recommend accepting Bid + Alternate

BID ITEM # 376
PLAN HOLDERS LIST/TAB RECORDING SHEET
Douglas High School HVAC Upgrade
BID OPENING: WEDNESDAY, May 10, 2023, 2:00 P.M.

	BIDDERS	BID SECURITY	AMOUNT	TOTAL
1				
2				
3				
4				
5				

*No Bids Received - requested quotes - recommend accepting quote from Tem-Tech

TEMPERATURE TECHNOLOGY INC.

[TEM-TECH]

2809 Plant Street
RAPID CITY, SOUTH DAKOTA 57709
605-343-1144
FAX: 605-343-8446

SCOPE LETTER

DATE: May 9, 2023

JOB NAME: Douglas High School Pneumatics to DDC

TO: All Bidding Mechanical Contractors

SCOPE: Replace 50 Pneumatic Controls with Direct Digital Controls in the Classrooms. Provide new control valves, thermostats, discharge sensors after the reheat coil and new IP Controller. Four Classrooms can be done on one controller. Price is per Four Classrooms includes plumbing valve replacement cost in the quote.

Replace Pneumatic Controls on the Existing 5 AHUs, Provide New Hot Water and Chilled Water Control Valves and Damper Actuators. Price includes Plumbing Valve Replacement. Reuse Existing Controllers and Points. Remove and Cap existing Pneumatic tubing, replace with control wire.

Provide new Automated Server. With the Additional controllers added and New IP controllers, we will have to add a new Automation Server for the project.

Base Bid

\$167,000.00

EXCLUSIONS: Any work not listed above.

TEMPERATURE TECHNOLOGY, INC.

Kellan Pflieger

Kellan Pflieger

Temperature Technology, Inc. is a Minority Owned Company



SECTION	J	TITLE	STUDENTS	FILE	JA
---------	----------	-------	-----------------	------	-----------

STUDENT POLICIES GOALS

The student is the focal point of all operations of a school district. Consequently, the Board will spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Board and staff will work together to establish an environment conducive to the best learning achievements for each student through meeting the following goals regarding students.

1. To tailor the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations;
2. To protect and observe the legal rights of students;
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success;
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. To deal with students in matters of discipline in a just and constructive manner;
6. To provide for the safety, health, and welfare of students;
7. To promote faithful attendance and good work.

REFERENCES

State Reference:

Policy Reference:

Adoption History

First Reading	11/09/15	Approved	11/23/15

SECTION	J	TITLE	STUDENTS	FILE	JB
---------	----------	-------	-----------------	------	-----------

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District will have equal educational opportunities. The Board will not discriminate on the basis of race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Board will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Board recognizes, however, that in implementing this policy children vary widely in capabilities, interests, and social and economic background, and that no two children can be treated exactly alike if the fullest development of each is to be achieved.

REFERENCES

State Reference:
[SDCL 13-28-14](#)
[SDCL 13-28-5](#)
[SDCL 13-28-6](#)
[CFR Title 45 Part 81](#)
[CFR Title 45 Part 86](#)
[Public Law 94-142](#)

Policy Reference:
[AC](#)

Adoption History

First Reading	11/09/15	Approved	11/23/15

SECTION	J	TITLE	STUDENTS	FILE	JEA
---------	----------	-------	-----------------	------	------------

COMPULSORY ATTENDANCE AGE

Under South Dakota law, a child who is at least six (6) years old by the first day of September, but who has not exceeded the age of eighteen (18), is of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's attendance at school, **either public, nonpublic, or alternative instruction** until the child has reached the age of eighteen (18), unless excused.

All children shall attend kindergarten prior to age seven. Any child who transfers from another state may proceed in a continuous educational program without interruption if the child has not previously attended kindergarten.

Any person who does not see to the school attendance **or alternate instruction** of a child in their care may be guilty of a misdemeanor and if convicted, may be subject to a fine as established by law.

No student will be denied the right of attending school without due process of law.

SCHOOL-BASED GED PROGRAM

~~Students enrolled in high school may be eligible for a school-based GED preparatory program if they meet the following criteria:~~

- ~~● Sixteen or seventeen years of age, and~~
- ~~● The student must present written permission from the student's parent or guardian and one of the following:~~
 - ~~1. Verification from a school administrator that the child will not graduate with the child's cohort class because of credit deficiency;~~
 - ~~2. Authorization from a court services officer;~~
 - ~~3. A court order requiring the child to enter the program;~~
 - ~~4. Verification that the child is under the direction of the Department of Corrections;~~
 - ~~or~~
 - ~~5. Verification that the child is enrolled in Job Corps as authorized by Title 1-C of the Workforce Investment Act of 1998, as amended to January 1, 2009.~~

REFERENCES

State Reference:

[SDCL 13-27-1](#)

[SDCL 13-27-1.1](#)

[SDCL 13-27-2](#)

[SDCL 13-27-11](#)

[SDCL 13-27-12](#)

[SDCL 13-27-16](#)

[SDCL 13-32-4.1](#)

Policy Reference:

Adoption History

First Reading	10/12/10		
Approved	10/25/10		
First Reading- Revisions	11/09/15		
Approved - Revisions	11/23/15		

SECTION	J	TITLE	STUDENTS	FILE	JEAA
---------	----------	-------	-----------------	------	-------------

STUDENTS ALTERNATIVE INSTRUCTION

Children of compulsory school age must regularly attend school, either public, nonpublic, or alternative instruction.

Notification:

Notification of alternative instruction must be submitted on the South Dakota Department of Education notification form that declares the child will be provided with alternative instruction. The notification may be submitted electronically through the SD Department of Education's online system or by providing the completed paper notification form to the District or the SD Department of Education. If the District receives a completed paper notification form, the District will date and sign or stamp the form acknowledging receipt of the notification and provide a copy to the parent, guardian or other person having control of the child. The District will then provide the completed paper notification form to the SD Department of Education. The notification will be kept confidential.

The alternative instruction notification shall be submitted to the SD Department of Education or the District within thirty (30) days from the first time the child begins an alternative instruction program, enrolls in a public or nonpublic school, or moves to a different school district. Upon filing of a notification with the SD Department of Education or the District from the parent, guardian or other person having control of the child, the South Dakota Department of Education or the District has been notified that the child is being provided with alternative instruction.

Enrollment on Partial Basis:

Upon request from a child's parent or legal guardian, the District will admit a child who is a resident of the District who is being provided alternative instruction to enroll in one or more classes, while receiving alternative instruction for the balance of his or her education. Upon enrollment, the partially enrolled alternative instruction students must comply with the District's rules and procedures and have the same rights and responsibilities as publicly enrolled students.

Open Enrollment:

School board approval is required in order for a nonresident alternative instruction student to be enrolled in the District, in accordance with the District's open enrollment policy.

Note: The Department of Education Form, Alternative Instruction Notification can be found on the South Dakota Department of Education website under "Home School".

REFERENCES

State Reference:

- [SDCL 13-27-1](#)
- [SDCL 13-27-2](#)
- [SDCL 13-27-3](#)
- [SDCL 13-27-7](#)
- [SDCL 13-27-8](#)
- [SDCL 13-27-9](#)
- [SDCL 13-27-29](#)

Policy Reference:

- [IGDK](#)
- JEC
- JECAA
- JECB
- JEG

Adoption History

First Reading	8/8/11		
Approved	8/22/11		
First Reading-Revision	11/9/15		
Approved - Revision	11/23/15		
First Reading-Revision	8/15/16		
Approved - Revision	8/29/16		
First Reading	6/27/19		
Approved - Revision	7/22/19		
First Reading-Revision	1/24/2022		
Approved - Revision	2/14/2022		

SECTION	J	TITLE	STUDENTS	FILE	JEB
---------	----------	-------	-----------------	------	------------

ENTRANCE AGE

KINDERGARTEN

All children entering kindergarten for the first time must be five (5) years of age on or before September 1.

When a child has been enrolled in kindergarten prior to moving to the District and does not meet South Dakota entrance age requirements, a conference involving the building principal, the teacher, and the parent will be held. The parent will be informed that the child will be placed in kindergarten on a trial basis until such time as the principal and teacher can determine whether the welfare of the child can best be served by retaining him/her in school or by withholding admission until the following school year. In most cases, the trial period will not exceed two or three weeks.

FIRST GRADE

All children entering first grade must be six (6) years of age before September 1. A parent may request a waiver of compulsory attendance requirement under the age of seven years of age. First grade transfer students who do not meet state age requirements will be handled in the same manner as the kindergarten students. A student not yet prepared for first grade may be placed in kindergarten.

Proof of birth date will be required, by submitting a certified copy of the child's birth certificate or affidavit. The school will make a copy of the original and place it in the school files

REFERENCES

State Reference:

- [SDCL 13-27-1](#)
- [SDCL 13-27-3.1](#)
- [SDCL 13-28-2](#)

Policy Reference:

SECTION	J	TITLE	STUDENTS	FILE	JEC
---------	----------	-------	-----------------	------	------------

SCHOOL ADMISSIONS

In accordance with state law, all persons five (5) years old by September 1st and under twenty-one (21) years of age and all veterans (except dishonorably discharged veterans) who are residents of the District will be eligible to attend the public schools free of charge, if they have not already received a high school diploma.

Upon registration, all new student will be required to present:

1. Proof of date of birth through a birth certificate.
2. Record of immunizations and a health certificate from a licensed physician.
3. Proof of school district residency.

At the time of student enrollment, each building administrator is responsible for verifying school district residency to determine whether the student is entitled to free school privileges

The following references to South Dakota Codified Laws are to be used in determining the legal residence of each student: SDCL 13-28-5, 13-28-9, and 13-28-10.

Accordingly, any child of school age, who has “school residence” within the District is entitled to attend school without tuition charge.

School residence is the legal residence of the student’s parents. However, if there is a guardian, other than the parents, then the school residence is the legal residence of such guardian. The follow definition applies:

GUARDIAN – To be a guardian, there must be a Court Order or Decree entered by the Court. A certified copy of the decision of the Court should be required for any enrollee who claims school residence because he/she has a guardian.

The person with whom a child is living, other than parent or guardian, may request the school board to accept the child as a resident of the school district.

The Board’s decision shall be based upon consideration of:

1. Equality of educational facilities.
2. The wishes of the resident taxpayers.
3. The best interests of all the students

4. The best interests of the child being assigned.

The burden of proof regarding matters of school residency rests with the child's parent or guardian

THIS SECTION IS BLANK INTENTIONALLY.

REFERENCES

State Reference:

[SDCL 13-28-5](#)

[SDCL 13-28-9](#)

[SDCL 13-28-10](#)

Policy Reference:

Adoption History

Approved	8/30/82		
First Reading - Revision	8/10/93		
Approved- Revision	8/24/93		

First Reading- Revision	8/11/97		
Approved- Revision	8/25/97		
First Reading- Revision	8/15/16		
Approved- Revision	8/29/16		

SECTION	J	TITLE	STUDENTS	FILE	JECA
---------	----------	-------	-----------------	------	-------------

ADMISSION OF RESIDENT STUDENTS

The legal residence of a student, for the purpose of claiming free school privileges under the South Dakota Constitution will mean the legal residence or domicile of the student's parents or legal guardian.

The parents or legal guardian may not establish residency in a District for the sole purpose of obtaining free schooling in that District.

A child's school residence may not change during the school fiscal year unless the child ceases to be enrolled in the school of the district.

When a child is residing in a foster home on a permanent or temporary basis, the child has school residence in the district where the foster home is located.

Children of Military Personnel

A child meets the residency requirement for school attendance in the school district in which the parent or guardian resides or will reside if the parent or guardian of the child is transferred to or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Upon issuance of such order, the child is eligible to be registered and enrolled with a state-approved distance learning provider by the school district in which the parent or guardian will reside. A military installation is a base, camp, post, station, yard, center, or other installation under the jurisdiction of the United States Department of Defense.

REFERENCES

- State Reference:**
[SDCL 13-28-9](#)
[SDCL 13-28-10](#)
[SDCL 13-33-23.1](#)

Policy Reference:

SECTION	J	TITLE	STUDENTS	FILE	JECAC
---------	----------	-------	-----------------	------	--------------

TRANSFER FROM AN ACCREDITED SCHOOL

Upon recommendation of the Superintendent **or designee**, the Board may award credit for promotion and/or graduation through the results of proficiency testing, correspondence courses, and other educational endeavors during the regular school year which are not within the school curriculum. In awarding credit, the course or program must be pre-approved by the Principal, Superintendent and Board.

The District shall accept transfer credits earned by a student outside the regular school year for any course taken by the student from another school accredited by the South Dakota Department of Education.

The District shall accept the transfer credits only if the parents or emancipated student notifies the high school principal in writing, prior to taking the course(s) for which credit is to be received. The notification must include the student's name, the starting and ending dates for each course to be taken, the school accredited by the South Dakota Department of Education from which the course is to be taken, and provide documented verification of enrollment or registration for the course. The course syllabus must be attached to the notification.

If the school fails to receive such prior written notice, the school shall refuse to accept the credits.

If, upon review of the coursework for which transfer credit is sought, the principal determines that the course rigor is not sufficient to meet the graduation requirements established by the South Dakota Board of Education or by the District, the transfer credits earned by the student for the course will count as elective credits, but the course will not count as a course required for graduation.

If the principal determines that the credit(s) do not meet graduation requirements, the principal shall notify the student in writing and explain the reason for that determination and to cite the provisions of formally adopted school policy that apply.

The following procedure shall be used to address an appeal of the Principal's decision.

1. The appeal shall be in writing. The appealing party must attach the Principal's written decision.
2. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant, (b) meet and discuss the matter with the Complainant and Principal, or (c) meet and discuss the matter with the Principal.

3. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Principal; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
4. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision.

The following procedure shall be used to address an appeal of the Superintendent's decision.

1. An appeal to the School Board shall be in writing. The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal, and the Superintendent's decision.
2. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision.
3. The School Board shall schedule a date, time and location for the appeal hearing.

REFERENCES

State Reference:

[SDCL 13-33-30](#)

Policy Reference:

IGC

Adoption History

SECTION	G	TITLE	PERSONNEL	FILE	GCLA
---------	---	-------	-----------	------	------

ATTENDANCE AT PROFESSIONAL MEETINGS AND CONFERENCES

Attendance at professional meetings and conferences by staff members shall be encouraged to the extent that such participation serves a recognized purpose of the District and that adequate budgeting, approval and accounting procedures are established by the Superintendent of Schools **or designee**.

The cost of travel, meals, registration fees and other expenses incident to an approved activity will be paid by the school district in accordance with rates established by the South Dakota State Board of Finance. Meal allowance will be paid only when associated with overnight travel. Lodging will be paid for actual expenses incurred. No reduction in salary will be made nor will days be charged to an employee's leave account as condition of attendance at an approved activity.

REFERENCES

State Reference:

ARSD 5:01:02:14

ARSD 5:01:02:11

Policy Reference:

Adoption History

Previous Policy No. 517 12/9/1976
 Approved - Rev Regulation 8/10/2015
 Revised 10/17/1979
 First Reading - Rev Reg 8/12/2019
 Regulations Revised 5/19/1981
 1/1/1984
 7/1/1989
 7/1/1991
 7/1/1993
 7/1/1999
 1/15/2000
 Approved - Rev Reg 8/26/2019

First Reading - Revision 5/28/1991

First Reading - Review 8/22/2022

Approved - Revision 6/25/1991

Approved - Review 9/12/2022

First Reading- Rev Reg 8/9/2004

Approved - Ref Reg 8/23/2004

First Reading - Rev Reg 7/13/2015

SECTION	G	TITLE	PERSONNEL	FILE	GCN
---------	---	-------	-----------	------	-----

PROFESSIONAL TEACHING STAFF EVALUATION

In order to assure a high quality of teacher performance to advance the instructional programs of the District schools, a program for teacher evaluation will be utilized.

Teachers will be evaluated at least once ~~each semester~~ **per year** during the first three years of their contract. Teachers in their fourth year or beyond will be evaluated at least once every other year.

When evaluating teachers in the District, all of the State of South Dakota minimum evaluation requirements aligned with the Danielson framework shall be used by the District. The evaluation process is based on the minimum professional performance standards established by the South Dakota Department of Education and which:

1. Evaluates teachers using multiple measures;
2. Serves as the basis for programs to increase professional growth and development of teachers; and
3. Includes a plan of assistance for any teacher whose performance does not meet the District's performance standards.

The formal evaluations will be written and will be discussed by the evaluator and the teacher. Copies of the written document will be signed and dated by both parties and incorporated into the personnel files of the teacher. The signature of the teacher does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

Pursuant to State law, any record or document, regardless of physical form, created by the District in connection with the evaluation of certified staff constitutes personnel information and is not open to inspection or copying.

Nothing in a teacher's evaluation may diminish the Board's right to renew or not renew a teacher's contract.

The Board acknowledges that the evaluation procedure is a subject of mandatory bargaining with the teachers' recognized bargaining unit representative. However, the establishment and identification of the evaluation criteria is not subject to mandatory bargaining; and the Board has the sole authority for establishing such evaluation criteria, subject to any applicable state and federal laws and regulations that may limit such authority.

Procedures for evaluating professional staff will follow the Negotiated Agreement between the Douglas School District and the Douglas Education Association.

REFERENCES

State Reference:

SDCL 13-42-34
SDCL 13-42-36
SDCL 13-42-70
ARSD 24:57:02
SDCL 3-18
NEGOTIATED AGREEMENT

Policy Reference:

CBG
CGB
CIA
GDN

Adoption History

FIRST READING 08/18/81
APPROVED 09/10/81
REGULATIONS REVISED 10/30/84
FIRST READING - REVISION 07/10/89
APPROVED REVISION 08/14/89
REGULATIONS REVISED 03/05/92
REGULATIONS REVISED 04/27/93
FIRST READING REVISIONS 10/27/97
APPROVED REVISIONS 11/10/97
(DELETED REGULATIONS)
FIRST READING - REVISION 07/13/15
APPROVED - REVISION

SECTION	G	TITLE	PERSONNEL	FILE	GCPC
---------	----------	-------	------------------	------	-------------

RETIREMENT OF PROFESSIONAL STAFF MEMBERS

RETIREMENT SYSTEM

All regularly employed professional staff members who work at least twenty (20) hours per week are participants in the State Retirement System.

RETIREMENT AGE

The Board may not impose a mandatory retirement age on employees.

The Board reserves the right to retire an employee if the employee is unable to satisfactorily perform the duties of their position due to poor health or disability.

At the time of retirement, a severance amount of one-half of the employee's unused sick leave calculated at his/her average daily rate of pay over the five (5) year period immediately preceding retirement will be granted to eligible certificated employees.

REFERENCES

State Reference:

SDCL 3-12
SDCL 13-10-4
SDCL 13-10-6
SDCL 13-10-8
29 USC Chapter 14

Policy Reference:

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GCPCA
---------	---	-------	-----------	------	-------

**VOLUNTARY SEPARATION PLAN
(ADMINISTRATORS/DIRECTORS)**

The Douglas Board of Education has authorized a Voluntary Separation Plan for all full-time administrators and directors. Full-time employees, upon written application and approval by the Superintendent of Schools, may participate in a voluntary separation plan.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 02/13/86
APPROVED 03/13/86
REGULATION REVISED 04/14/92
FIRST READING - REVISED REGULATIONS 05/29/01
APPROVED - REVISED REGULATIONS 06/11/01

SECTION	G	TITLE	PERSONNEL	FILE	GCPCA-R
---------	---	-------	-----------	------	---------

**VOLUNTARY SEPARATION PLAN FOR ADMINISTRATORS/DIRECTORS
SEPARATION PROGRAM**

SEVERANCE PLAN

- A. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such administrators/directors will be paid for one-half of their accumulated sick leave.
- B. Any administrator/director as above designated having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years, upon terminating his/her employment in the Douglas Schools (if resignation during the school year, such resignation must be appropriately approved), shall be paid one-half of his/her accumulated sick leave.
- C. The amount of sick leave pay under this policy will be determined by the average of the administrator/director's daily rate of pay over the five year period immediately preceding retirement. Such payment will be made during the month of June following the effective date of retirement.

VOLUNTARY SEPARATION PLAN

- A. Full-time administrators/directors, upon written application and approval by the Superintendent of Schools, may participate in a voluntary separation program. In case of death, where the individual qualifies for voluntary separation, all benefits will be paid accordingly in one lump sum.
 - a. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 1% of the budget for certified instructional salaries in that year.
 - b. Only one administrator will be allowed to participate each school year unless special consideration is made by the Board.
 - c. In the event applications exceed funds available under the 1% limitations, consideration for voluntary separation benefits will be based upon years of service in the District. If further consideration is needed, the Authorization to Hire date will be considered as a second factor, and if further consideration is still needed, the date the application is received by the Board secretary and his/her designee will be considered.
 - d. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.

B. Program Eligibility and Provisions

- a. Eligible employees must be at least forty-five (45) years of age with at least ten (10) years of service in the district.
- b. Applications must be submitted in writing by January 1 of elected year of separation. Approval of an administrator / director's application for voluntary separation program will be considered a voluntary resignation.
- c. Program benefits will be paid as follows: After applying a, one of the following options (b, c, or d) is to be selected by the administrator/director.
 - i. If deemed eligible for the South Dakota Retirement System (SDRS) Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 1. Administrator/director is age 55 or has reached the first day of the calendar month prior to his/her 55th birthday; and
 2. Administrator/director is receiving special pay of \$600 or more.
 - ii. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a and b above) will be paid at the time of separation, OR
 - iii. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the three (3) school years following the elected year of separation; OR
 - iv. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the five (5) school years following the elected year of separation.
- d. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
- e. Only employees designated as an Administrator or Director on their employment contract are eligible for this plan.
- f. Employee must notify the Business Office of choice a, b, c, or d (above) by April 1.
- g. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.

C. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in the district. "Current Salary" shall be defined as the annual salary for full-time administrator/director positions. Current salary does not include extra-duty pay, contract extensions, or other payment above the specified annual salary of the administrator / director. Those administrators/directors in their 10th year or more at Douglas will receive 45% of the maximum calculation; those in their 15th year or more at Douglas will receive 60% of the maximum calculation; those in their 20th year or more at Douglas will receive 75% of the maximum calculation; and those in their 25th year or more at Douglas will receive 90% of the maximum calculation.

--

REFERENCES
State Reference:
Policy Reference:

Adoption History
BOARD APPROVED JULY 22, 2019

SECTION	G	TITLE	PERSONNEL	FILE	GCPD
---------	---	-------	-----------	------	------

SUSPENSION WITHOUT PAY AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

Suspension without pay and dismissal of professional staff members is the responsibility of the Board and will conform with the conditions and procedures specified in State law.

An employee may be suspended without pay or an employee's contract may be terminated at any time, or non-renewed in the case of continuing contract status, for just cause including:

1. plain violation of contract
2. gross immorality
3. incompetency or neglect of duty
4. poor performance
5. unprofessional conduct
6. Insubordination
7. violation of any policy or regulation of the school district
8. Neglect

The Superintendent will give notice of the intent to recommend suspension without pay or termination. The notice must specify the grounds for the recommendation and inform the right to request a hearing.

REFERENCES

State Reference:

SDCL 13-10-15
SDCL 13-43-6.1
SDCL 13-43-6.2
SDCL 13-43-6.3
SDCL 13-43-6.4
SDCL 13-43-6.5
SDCL 13-43-6.6
SDCL 13-43-6.7
SDCL 13-43-6.8
SDCL 13-43-6.9

Policy Reference:

GCPDA
AGA

NEGOTIATED AGREEMENT, ARTICLE XI

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15
FIRST READING - REVISION 06/30/16
APPROVED 07/14/16

SECTION	G	TITLE	PERSONNEL	FILE	GCPDA
---------	----------	-------	------------------	------	--------------

PROFESSIONAL STAFF MEMBER ADMINISTRATIVE LEAVE WITH PAY

The placement of a professional staff member on administrative leave with pay will be governed by the applicable collective bargaining agreement. In the absence of an applicable collective bargaining agreement provision, this policy will apply..

When there is reasonable cause to suspect employee breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district, the employee may be placed on paid administrative leave by the superintendent. Placement on paid administrative leave is for the purpose of stabilizing the situation and shall not constitute disciplinary action taken by the employer. While on paid administrative leave the employee will be temporarily disengaged from their responsibilities until the matter which resulted in the placement on paid administrative leave is concluded. An employee on paid administrative leave shall continue to receive all benefits of employment. The employee on paid administrative leave may subsequently be reinstated to his/her responsibilities or be notified of a recommendation that he/she be suspended without pay or a recommendation that his/her employment with the District be terminated.

REFERENCES

State Reference:

SDCL 13-10-2

SDCL 13-8-39

Policy Reference:

GCPD

Adoption History

FIRST READING 06/30/16

APPROVED 07/14/16

SECTION	G	TITLE	PERSONNEL	FILE	GCQAB
---------	---	-------	-----------	------	-------

TUTORING FOR PAY

To assure all students reasonable instructional assistance without charge from their own teachers, and to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers will not be permitted to receive money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to pass.

Teachers may not tutor any student for pay during their regular working hours or on school premises.

REFERENCES

State Reference:

Policy Reference:
 GBCA

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GCQB
---------	---	-------	-----------	------	------

PROFESSIONAL RESEARCH AND PUBLISHING

The Board recognizes the value of educational research conducted by staff members. However, all research studies carried out within the school system, using District or school data or resources of any kind, or staff or students as subjects must be approved in advance by the Superintendent or a designee. Only those studies which have a value to the school district will be approved.

The Superintendent or a designee will keep a file on topics needing study that will be shared with staff members or graduate students at their request.

When human subjects are involved in research, there will be adequate protection of their confidentiality rights and welfare. Adults and parents of children, who are the subjects of research, will be provided:

- an explanation of procedure and their purposes;
- a description of any possible risks and any benefits to be reasonably expected;
- an offer to respond to inquiries on procedures;
- instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.

Textbooks or other learning materials, resulting from work assignment or developed during the paid work time of a school employee, or while using school equipment, facilities, or materials, are property of the school district.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDA
----------------	----------	--------------	------------------	-------------	------------

SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school district must participate intelligently and effectively for the benefit of the children. This school district will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the Board. In each case, the Superintendent will submit for the Board's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Board may abolish a position it has created.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDB
---------	---	-------	-----------	------	-----

NON-CERTIFIED STAFF CONTRACTS AND COMPENSATION

Non-certified staff employees are employees-at-will pursuant to SDCL 60-4-4 (i.e., an employment having no specified term may be terminated at the will of either party on notice to the other, unless otherwise provided by statute).

Non-certified staff employment contracts will identify the employee's hourly rate of pay. Any reference to pay on a monthly basis or over a nine or twelve month period is given in order that the employee may be aware of the monthly and annual compensation should either party terminate the contract. The Employment Agreement will additionally identify applicable employment benefits. Non-certified staff employees shall not work in excess of forty (40) hours per work week without prior approval from employee's supervisor.

The Board will establish the rate of pay for the full-time, part-time and substitute support staff, including but not limited to secretarial staff, aides, technology, custodians, maintenance, bus drivers and ~~food service~~ **school nutrition** workers.

In establishing salaries for support staff personnel, the Board will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the district.

REFERENCES

State Reference:

SDCL 13-10-2

SDCL 13-8-39

SDCL 60-4-4

Policy Reference:

CLASSIFIED HANDBOOK, APPENDIX A

GDPD

Adoption History
FIRST READING 06/08/15 APPROVED 06/22/15 FIRST READING - REVISION 06/30/16 APPROVED 07/14/16 FIRST READING - REVISION 06/27/19 APPROVED 07/22/19

SECTION	G	TITLE	PERSONNEL	FILE	GDBB
---------	---	-------	-----------	------	------

SUPPORT STAFF SUPPLEMENTARY PAY PLANS

Support staff employees will be paid over-time wages for work performed in excess of 40 hours in a workweek.

In counting hours for the purpose of allowing overtime work and pay, supervisors will not consider sick leave, vacation time, and holidays as time worked.

The necessity for overtime will be determined in advance by the employee's supervisor and approved by the Superintendent. Overtime also may be authorized to cover an emergency situation.

SPECIAL COMPENSATION

When an employee's assignment requires extra responsibility, the Board, upon recommendation of the Superintendent, may award extra compensation to a support staff employee.

REFERENCES

State Reference:

Policy Reference:

CLASSIFIED HANDBOOK, SECTION IV

Adoption History

FIRST READING 06/08/15

APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDBC
---------	---	-------	-----------	------	------

SUPPORT STAFF FRINGE BENEFITS

Benefits in addition to basic salary are recognized as an integral part of total compensation for support staff members.

Benefits for support staff members will include coverage, as required by law, under worker's compensation and participation in the Social Security system.

All support staff members who are regularly employed and work at least twenty (20) hours per week will be entitled to membership in the District's group insurance program. Program benefits and the arrangements for the payment of premiums will be the same as those extended to teachers.

REFERENCES

State Reference:

- SDCL 3-11
- SDCL 13-10-3
- SDCL 13-10-4
- SDCL 13-10-6
- SDCL 13-10-8
- SDCL 13-10-9
- SDCL 62-1-2
- SDCL 62-3-3

Policy Reference:

- GDBD
- GDPC
- CLASSIFIED HANDBOOK, SECTIONS VII & IX

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDBD
---------	---	-------	-----------	------	------

SUPPORT STAFF LEAVES AND ABSENCES

Leaves and absences granted to the support staff will be for the purposes of helping them maintain their physical health, take care of family and other personal emergencies, and discharge important and necessary obligations.

All requests for long-term leaves of absences will be submitted by the Superintendent **or designee**, along with his/her recommendations, to the Board for its action.

REFERENCES

State Reference:
SDCL 3-18

Policy Reference:
CLASSIFIED HANDBOOK, SECTION VI

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDC
---------	---	-------	-----------	------	-----

SUPPORT STAFF RECRUITING POSTING OF VACANCIES, & HIRING

The Board will establish and budget for support staff positions in the school district on the basis of need.

The recruitment and selection of candidates for these positions will be the responsibility of the Superintendent **or designee** who will confer with the principals and other supervisors before making a selection. All candidates will be considered on the basis of their merits and qualifications, and on the needs of the school district. A present employee may apply for any vacancy for which he is qualified. The Superintendent **or designee** will seek to recommend the best-qualified person for the job.

Conditions of employment for support staff members as well as wages, hours, and other items of this nature will be fixed by the Board upon the recommendation of the Superintendent **or designee**.

REFERENCES

State Reference:
 SDCL 13-10-2
 SDCL 3-3

Policy Reference:

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDJ
----------------	----------	--------------	------------------	-------------	------------

SUPPORT STAFF TIME SCHEDULES

The Board will set the total number of hours per week, and weeks per year, of work for classified personnel. The normal workweek for classified personnel will be Monday through Friday, with the exception of legal holidays; other exceptions and schedules may be designated by the building principal and approved by the Superintendent. For payroll purposes, the workweek is designated from Sunday through Saturday.

Specific time schedules for support staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, and so on. Administrators will inform the Superintendent of the assigned schedules so that there may be continuity as needed throughout the school district.

REFERENCES

State Reference:

Policy Reference:
CLASSIFIED HANDBOOK, APPENDIX C

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDN
---------	---	-------	-----------	------	-----

EVALUATION OF SUPPORT STAFF

The Superintendent of the Douglas School District or his **or her** designee shall insure that a systematic and effective process for the evaluation of classified employees is designed, implemented and monitored. Such procedures are subject to Board approval. Classified employees shall receive a copy of the evaluation procedures and criteria in the Classified Handbook available on the District website.

The evaluation process shall be designed to generate the data necessary to help determine: 1) accomplishments, 2) how services could be improved, 3) areas of strengths and areas of concern, and 4) assignment and re-employment.

Each classified employee shall have a written job description and the evaluative criteria for each employee shall be a clear reflection of that job description.

Support staff will receive written evaluations by their supervisor at least once during the first 90 days of employment and at least every other year thereafter. Additional evaluations may be made as often as once a month for employees needing assistance and improvement.

To the extent applicable to the position, the evaluation criteria will include, but is not limited to, the following components:

- Working knowledge of areas of responsibility;
- Professional growth;
- Judgment, logical thinking, creativity, and imagination;
- Fulfillment of assigned responsibility without neglecting some areas;
- Adheres to policies of the Board;
- Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation;
- Staff relations;
- Student relations;
- Community relations;
- Community skills;
- Ability to adjust to unplanned situations;
- Use of available financial resources, building, grounds, and other materials in the area of responsibility;

To the degree possible, the evaluation process should focus on employee strengths and professional growth and should not be a threatening experience.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of support staff constitutes personnel information and is not open to inspection or copying.

REFERENCES

State Reference:

SDCL 13-42-70

Policy Reference:

CBG
CGB
GCN
CIA

Adoption History

FIRST READING 08/18/81
APPROVED 09/10/81
REGULATIONS REVISED 01/08/90
FIRST READING - REVISED 09/08/08
APPROVED 09/29/08
FIRST READING - REVISION 07/13/15
APPROVED 08/10/15
FIRST READING - REVISION 04/25/16
APPROVED 05/09/16

SECTION	G	TITLE	PERSONNEL	FILE	GDN-R
---------	----------	-------	------------------	------	--------------

IMPLEMENTATION PROCEDURES FOR THE DOUGLAS SCHOOL DISTRICT SUPPORT STAFF EVALUATION PROCESS

A job description has been written for each classified position in the Douglas School District. In most cases, both the supervisor and the supervisee had input into the content of that job description. The evaluation criteria and the evaluation form are an accurate reflection of that job description. Although the evaluation process must be utilized to make decisions regarding continued employment with Douglas, it is the intent of the District to make the evaluation process as professional and growth producing as possible.

1. Employees will be evaluated by the hiring supervisor using input from other appropriate supervisory staff. Evaluations must be discussed with the employee. The district evaluation process will be used for all support staff as follows:
 - a. New employees will be evaluated during or at the end of the first three months, and
 - b. Employees will be evaluated every other year, unless their performance is considered less than satisfactory by their supervisor. In this case, evaluations will be conducted as deemed necessary by the supervisor.
2. A copy of the written evaluation will be given to the employee and ~~to the Superintendent's office~~ **submitted for inclusion in the employee's Personnel File.** ~~The original~~ **A copy** will be placed in the supervisor's files.
3. Each formal written evaluation will be accompanied by a conference between the supervisor and the supervisee. Supervisee shall acknowledge that he/she has had the opportunity to review by affixing his/her signature and date to the copy to be filed. Said signature does not imply agreement with the contents. It indicates the evaluation has been viewed by the support staff member and discussed.
4. The supervisor may request the supervisee to complete a self-evaluation prior to the formal evaluation. If a self-evaluation is requested, it is recommended that the regular evaluation form be utilized for that purpose.

REFERENCES

State Reference:

Policy Reference:

--

Adoption History
REVISED MAY 9, 2016

SECTION	G	TITLE	PERSONNEL	FILE	GDO
---------	----------	-------	------------------	------	------------

SUPPORT STAFF PROMOTIONS

When support staff vacancies are to be filled, preference will be given to qualified applicants from within the school district, provided their qualifications (proven and potential ability, training, experience, and personal characteristics) are equal to those of other applicants. However, the best qualified person from among all who apply within and without the school district will be selected.

The performance of an employee promoted to a higher position will be reviewed during the probationary period in the new job. The employee will discuss the reviews with their supervisor or principal and will receive a copy of each. At the completion of the appraisal period, the employee will be notified of continued employment in his/her new position or reinstatement in his/her former one, if transferred.

Employees who have unsuccessfully applied for a promotion will be encouraged to contact their supervisor to discuss position criteria and suggested developmental activities, which would assist in future consideration.

REFERENCES

State Reference:

Policy Reference:
 GDC

Adoption History

FIRST READING 07/13/15
 APPROVED 08/10/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPA
---------	---	-------	-----------	------	------

REDUCTION IN SUPPORT STAFF WORK FORCE

The number of employees may be reduced due to a change in program, a change in the size or nature of the student population, or budgetary considerations. The Board will attempt to accomplish such a reduction through normal staff attrition, unless the best interests of the school district dictate otherwise.

In the event reduction of staff is necessary, seniority will be considered along with performance in determining employees who will be affected by either layoff or changes in position. Employees being terminated will be given a two-week notice.

Before a new employee is hired, a staff member whose employment has been suspended due to reduction in force will be given opportunity to return to work should the position be reinstated or other suitable vacancies open.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPB
---------	----------	-------	------------------	------	-------------

RESIGNATION OF SUPPORT STAFF MEMBERS

Any non-certificated employee desiring to resign will be required to make such a request in writing to the Superintendent, stating the time the employee wishes the resignation to become effective.

The Superintendent **or designee** will present the resignation to the Board at its first meeting after the receipt of the resignation, and the Board will act upon the request of the employee.

At least a two-week notice should be given to the Board by the employee in order to allow ample time for filling the vacancy by a well-qualified individual.

REFERENCES

State Reference:

Policy Reference:

Adoption History

FIRST READING 06/08/15
 APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPC
---------	---	-------	-----------	------	------

RETIREMENT OF SUPPORT STAFF MEMBERS

RETIREMENT SYSTEM

All regularly employed support staff members who work at least twenty (20) hours per week are participants in the State Retirement System.

RETIREMENT AGE

The Board may not impose a mandatory retirement age on employees.

The Board reserves the right to retire an employee if the employee is unable to satisfactorily perform the duties of their position due to poor health or disability.

REFERENCES

State Reference:

SDCL 3-12
SDCL 13-10-4
SDCL 13-10-6
SDCL 13-10-8
29 USC Chapter 14

Policy Reference:

CLASSIFIED HANDBOOK, SECTION VIII

Adoption History

FIRST READING 06/08/15
APPROVED 06/22/15

SECTION	G	TITLE	PERSONNEL	FILE	GDPD
---------	----------	-------	------------------	------	-------------

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Employment relationships in South Dakota may be “terminated at will”, which means an employer does not need a specific reason to fire an employee. This is the same concept as an employee not needing a specific reason to quit.

Any employee will be immediately discharged for dishonesty, theft, drunkenness and immoral conduct

Upon termination, the employee’s final check will be calculated based upon the last day worked.

REFERENCES

State Reference:
[SDCL 13-10-2](#)
[SDCL 13-10-15](#)
[SDCL 13-8-39](#)
[SDCL 60-4-4](#)

Policy Reference:
 GDB
 CLASSIFIED HANDBOOK, SECTION II

Adoption History

First Reading	06/08/15		
Second Reading	06/22/15		
Approved	07/13/15		
First Reading -Revisions	06/27/19		

Approved	07/22/19		

SECTION	J	TITLE	STUDENTS	FILE	JECOA
---------	----------	-------	-----------------	------	--------------

**GRADE PLACEMENT AND CREDITS OF STUDENT ENROLLING FROM
UNACCREDITED SCHOOLS AND ALTERNATIVE INSTRUCTION**

An elementary aged child who has been attending an unaccredited school in another state or country or has been receiving alternate instruction and seeks to enroll in the District shall be placed at the child's demonstrated level of proficiency as established by the standardized test administered to enrolled students in that grade in this District. Such child's placement may ~~not~~ be in a **one** grade level higher than warranted by the child's chronological age assuming entry into the first grade at age six and annual advancement thereafter. After initial placement, the child may be advanced according to his/her demonstrated performance.

A child of secondary school age who has been attending an unaccredited school in another state or country or has been receiving alternate instruction and seeks to enroll in the District shall be placed in English and math at the level of achievement demonstrated by standardized tests administered to enrolled students of that age, and in all other subjects on a review of transcripts according to this policy. The child's placement may ~~not~~ be in a **one** grade level higher than warranted by the child's chronological age assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement, the student may be advanced according to his/her demonstrated performance.

Procedures for determining units of credit for high school age students who have attended an unaccredited school or alternative program:

1. The principal shall appoint a credit review committee consisting of the high school staff deemed appropriate, and the parents or guardians. The purpose of the credit review committee is to make recommendations to the principal regarding which high school credits should be awarded to the applicant for work completed in the unaccredited school or alternative instruction program.
2. The credit review committee shall ensure that the student enrolling has completed at least one standardized achievement test in the areas of English and Math selected by and administered by the school district.
3. The credit review committee shall recommend to the principal units of credit for English and Mathematics based on the student's composite Subtest achievement scores in Reading (English) and Mathematics as deemed appropriate by the committee.
4. The credit review committee shall recommend to the principal units of credit for subjects other than English and Mathematics based upon factors, including but not limited to the following: classes taken, transcripts, class or course syllabus for each course taken, and

District approved minimum competency tests in particular subject areas.

5. Should there not be a consensus within the credit review committee, the committee shall submit to the principal the differing recommendations and the rationale for each recommendation given.
6. Upon receipt of the credit review committee recommendations, the principal shall determine which credits are to be applied for purposes of grade and class placement and toward graduation credits.
7. All students who have attended an unaccredited school or alternative program and enrolling in the District shall be required to meet District graduation requirements before being issued a diploma.

Any parent or guardian who is dissatisfied with the secondary placement by the principal of the child may appeal it to the secretary of the Department of Education.

The following procedure shall be used to address an appeal of the Principal's decision

1. The appeal shall be in writing. The appealing party must attach the Principal's written decision.
2. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant, (b) meet and discuss the matter with the Complainant and Principal, or (c) meet and discuss the matter with the Principal.
3. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Principal; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.

The Superintendent's decision may be appealed by the Complainant to the Secretary of Education within (10) ten calendar days of receipt of the Superintendent's written decision.

REFERENCES

State Reference:

[SDCL 13-27-29](#)

[SDCL 13-27-1](#)

[SDCL 13-27-3](#)

[SDCL 13-28-21](#)

Policy Reference:

JEAA

JEC

Adoption History

First Reading	11/13/90		
Approved	12/10/90		
First Reading - Revisions	11/09/15		
Approved- Revisions	11/23/15		
First Reading - Revisions	08/15/16		
Approved- Revisions	08/29/16		

SECTION	J	TITLE	STUDENTS	FILE	JECBA
---------	----------	-------	-----------------	------	--------------

ADMISSION OF EXCHANGE AND FOREIGN STUDENTS

Foreign exchange students must meet all District entrance requirements (i.e., age, place of residence, immunization). International students will be able to participate in a foreign exchange program approved by the school board.

Proper I-20 forms (US Department of Homeland Security documents) and any other required papers must be processed by the District, the student, and the sponsoring organization before an international student can be formally admitted to school. The school board reserves the right to limit the number of foreign exchange students, require a proficiency level of English, and limit participation to grades 11 and 12 in order to insure the continued quality of educational programming in the school district.

To assure that the District and the foreign exchange student interests are met, the guidelines in the following areas are provided in the Administrative Regulation JECBA-R.

1. Acceptance of students from approved organizations.
2. Quantity of students accepted in any one year.
3. Communication channels between school, foreign exchange program sponsor, and host family.
4. Grade level placement.

REFERENCES

State Reference:

- [SDCL 13-27-3.1](#)
- [SDCL 13-28-10](#)
- [SDCL 13-28-5](#)
- [SDCL 13-28-7.1](#)
- [SDCL 13-28-9](#)

Policy Reference:

Adoption History

First Reading	6/10/86		
Approved	7/18/86		
First Reading - Revision	8/13/90		
Approved - Revision	8/28/90		
First Reading - Revision	8/12/96		
Approved - Revision	8/26/96		
First Reading - Revision	6/28/07		
Approved - Revision	7/10/07		
First Reading - Revision	11/9/15		
Approved - Revision	11/23/15		

SECTION	J	TITLE	STUDENTS	FILE	JECBA-R
---------	----------	-------	-----------------	------	----------------

ADMISSION OF EXCHANGE STUDENTS REGULATION

The following guidelines will be in effect relative to the admittance of foreign exchange students to Douglas High School.

1. The sponsoring program will be a member of the CSIET (Council on Standards for International Education Travel). The area representative of the sponsoring program must live in the local area.
2. The principal at Douglas High School, or his/her designee, along with the Board of Education, will reserve the right to admit up to four (4) foreign exchange students during a given school term.
3. Exchange students will not be approved unless they have a reasonable command of the English language.
4. The program sponsor, and not the host family, will secure written acceptance from the high school principal, or his/her designee, for the admission of a foreign exchange student. This will be done prior to confirming the student assignment of the participant with the host family. The sponsor will obtain the necessary J-1 exchange visa. Principals will not complete I-20 forms for exchange students.

The program sponsor, in cooperation with the Douglas High School guidance personnel, will complete necessary academic forms to be forwarded to the school/consulate in the student's country.

5. Exchange students will be required to take the appropriate course of study as prescribed by Douglas School District 51-1 and the state of South Dakota.
6. Douglas High School guidance personnel, with principal/designee input, will upon a thorough review of the student's transcripts make the decision for appropriate class (grade level) placement. A student will not be placed in the Senior class unless they reach age 17 prior to the date of Commencement.
7. Exchange students enrolled in the senior class will be recognized during the Graduation Commencement Ceremony as having been a Foreign Exchange Student at Douglas High School and will be given a Certificate of Attendance.
8. Exchange students will not be granted a high school diploma

--

REFERENCES

State Reference:
Policy Reference:

Adoption History

11/13/12

SECTION	J	TITLE	STUDENTS	FILE	JECE
---------	----------	-------	-----------------	------	-------------

STUDENT WITHDRAWAL FROM SCHOOL

Student withdrawal from school may be classified into two categories: those who transfer to another school system, either public or private; and those who withdraw from permanent attendance at any school (dropouts).

If a student wishes to withdraw from school to transfer to another school district, he /she should see the principal who will instruct him/her as to procedure. When transferring to another school, a student should make arrangements with the office to forward credits to the proper school. All outstanding obligations to the school the student is currently enrolled in must be satisfied before credits can be transferred.

~~The Board is very concerned about those students who may permanently withdraw from school.~~ **believes all students should remain in school.** The Board **also** believes a high school diploma signifies the minimum preparation for life. Consequently, students who withdraw from school may have less than a minimum preparation. Therefore, the Board ~~strongly urges~~ **expects** every teacher, guidance counselor, principal, parent, guardian and citizen to exert all influence to keep all students in school through high school graduation.

~~The instructional~~ **The board expects** staff ~~should be~~ **will remain** alert to potential dropouts. ~~and do everything possible to~~ **Staff will** give the necessary guidance to such students, **modify the program as appropriate,** The regular school program should be organized and modified to suit the student's needs and aspirations. **and** conferences with parents ~~may be necessary.~~ All students should be asked to notify the principal before withdrawing. **Staff will notify the principal prior to processing any withdrawal.** The school should keep in contact with students who have withdrawn.

Students who are 18 years of age, and who have parent or guardian written approval to withdraw, may withdraw from school. Each student will be informed of his/her right to be readmitted to school upon request.

Students seeking re-admittance to the district schools will be permitted to re-enroll **subject to residency and other legal requirements.** ~~at the beginning of established semesters, and will be required to provide notification of their intent to re-enroll one week prior to the start of a semester.~~

--

REFERENCES

State Reference:
Policy Reference:

Adoption History

First Reading	11/23/15		
Approved	12/14/15		

SECTION	J	TITLE	STUDENTS	FILE	JF
---------	----------	-------	-----------------	------	-----------

STUDENT RIGHTS AND RESPONSIBILITIES

The Board recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees **offered to all** ~~offered all~~ persons under the federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students

Students are responsible for the way they exercises their rights, and must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

STUDENT RIGHTS IN PUBLIC SCHOOLS

These statements set forth the rights of students in the public schools of the District and the responsibilities that are inseparable from these rights:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make, and delegate authority to its staff to make rules regarding orderly operation of the schools

REFERENCES

State Reference:

Policy Reference:
JFCD

Adoption History

First Reading	11/23/15		
Approved	12/14/15		

SECTION	J	TITLE	STUDENTS	FILE	JFA
---------	----------	-------	-----------------	------	------------

STUDENT DUE PROCESS RIGHTS

Discipline in the schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with disruptive students and student misconduct. The United States Constitution and the South Dakota Constitution entitle all students to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a student's constitutional rights.

Due process is an established course for judicial proceedings or other governmental activities designed to safeguard the legal right of the individual.

A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education

Due process procedures shall be fair and apply equally to all. Fairly enforcing due process procedures involves:

- Adequate and timely notice and an opportunity to prepare a defense;
- An opportunity to be heard at a reasonable time and in a meaningful manner and;
- The right to a speedy and impartial hearing on the merits of the case.

The Legislature, under SDCL 13-32-4 and 13-32-4.2, requires that each school district board shall provide procedural due process hearing for students in accordance with rules developed by the State Board of Education when the suspension or expulsion of a student extends into the eleventh school day.

In accordance with SDCL 13-32-4 and 13-32-4.2, the Douglas School Board sets forth guidelines to be used by the superintendent and principals of the Douglas School District for short term suspension and long-term suspension or expulsion. A copy of the Student Due Process Policy may be acquired from the school principal or superintendent's office.

As a parent or student you have due process rights as provided by law and as set forth in the regulations associated with this policy.

SPECIAL EDUCATION STUDENTS

Students who attend public school on an individualized educational program (IEP) are subject to due process procedures established by the South Dakota Board of Education under administrative rules for special education. The administration shall consult with a student’s individualized education program (IEP) team to balance student disciplinary actions with the provision of a free and appropriate public education for students with disabilities.

REFERENCES

State Reference:

[SDCL 1-26-26](#)

[SDCL 13-32-4](#)

[SDCL 13-32-4.2](#)

[SDCL 13-32-4.7](#)

[ARSD 24:05:26](#)

[ARSD 24:05:26.01](#)

[ARSD 24:05:30](#)

[ARSD 24:07](#)

Policy Reference:

Adoption History

First Reading	10/13/81		
Approved	11/12/81		
First Reading – Revision	8/24/93		
Approved – Revision	9/27/93		
First Reading – Revision	1/8/96		
Approved – Revision	1/22/96		
First Reading – Revised Regulations	10/27/97		
Approved – Revised Regulations	11/10/97		
First Reading –	11/23/15		

Revision			
Approved – Revision	12/14/15		

SECTION	J	TITLE	STUDENTS	FILE	JFA-R
---------	----------	-------	-----------------	------	--------------

STUDENT DUE PROCESS

Definition of Terms: Terms used in this regulation, unless the context plainly requires otherwise, mean:

1. "Expulsion," the action of the school board that terminates a student's membership in school for not more than 12 consecutive months.
2. "Long-term Suspension," the exclusion of a student by the superintendent or school board from a class or classes or from school for more than 10 but not more than 90 school days.
3. "Short-term Suspension," the exclusion of a student by a principal or superintendent from a class or from school for not more than 10 school days.
4. "Parent," a parent, guardian, or person in charge of a student.
5. "Policy," a rule, regulation, or standard enacted by a school district board.

SHORT-TERM SUSPENSION PROCEDURES

If a short-term suspension from a class, classes, or school is anticipated because of a student's violation of a policy, the principal or superintendent shall give oral or written notice to the student as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension. The student must be given the opportunity to answer the charges. If a student is suspended, the principal or superintendent **designee** shall give the parent oral notice, if possible, and shall send the parent or a student who is 18 years of age or older or an emancipated minor a written notice which provides information regarding the student's due process rights. A student who is an unemancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the student's presence poses a continuing threat or danger, in which case the student may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

LONG-TERM SUSPENSION PROCEDURES

The Superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the Superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The Superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of

age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.

If the Superintendent finds grounds for a long-term suspension from a class or classes, the Superintendent may exclude the student from a class or classes by using the short-term suspension procedure in §24:07:02:01. The Superintendent shall give a written notice to the student's parent or to a student who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

1. The rule, regulation or policy allegedly violated;
2. The reason for the disciplinary proceedings;
3. Notice of the right to request a hearing or waive the right to a hearing;
4. A description of the hearing procedure;
5. A statement that the student's records are available at the school for examination by the student's parents, or their authorized representative; and
6. A statement that the student may present witnesses.

If a hearing is requested, the Superintendent shall set the date, time and place for the hearing and send notice to each school board member, as well as a notice by certified mail, return receipt requested, to the student's parent or to a student who is 18 years of age or older or an emancipated minor.

If no hearing is requested or the hearing is waived, the action of the Superintendent is final.

Hearing Procedures - Long-term Suspension:

The school board shall constitute the hearing board and shall conduct the hearing in the following manner:

1. A school board member or a school board designee who is not an employee of the school district shall be appointed as the hearing officer.
2. Each party may make an opening statement.
3. Each party may introduce evidence, present witnesses and examine and cross-examine witnesses.
4. Each party may be represented by an attorney.
5. The school administration shall present its case first.
6. The hearing shall be closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order.
7. Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager.
8. Each party may raise objections; however, objections shall be limited to relevancy and scope of the questions.
9. All relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer.
10. The hearing officer may ask questions of witnesses and may allow other school board

members to interrogate witnesses.

11. Each party may make a closing statement.
12. After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the student is present.
13. The decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion must omit the name of the student and must state the reason for the board's action. The school board shall notify the student or the student's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

EXPULSION PROCEDURES

Written Report Required. If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the Superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the student's removal from one or more classes or from school and schedule a hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action and the Superintendent's recommendation. The report must remain in the possession of the school board secretary, sealed and unavailable for review by individual school board members, until the time set for a hearing.

At the same time that the report is filed with the school board's secretary, the Superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or is an emancipated minor.

Notice of Hearing. If the Superintendent finds grounds for expulsion from one or more classes or from school, the Superintendent may exclude the student immediately by using the short-term suspension procedure. The Superintendent shall give a written notice to one or both of the student's parents or to a student who is 18 years of age or older or an emancipated minor. The notice must contain the following information at a minimum:

1. The rule, regulation, or policy allegedly violated;
2. The reason for the disciplinary proceedings;
3. Notice of the right to request a hearing;
4. A description of the hearing procedure;
5. A statement that the student's records are available at the school for examination by the student's parent or parents or another authorized representative;
6. A statement that the student may present witnesses; and
7. A statement that the student may be represented by an attorney.

The Superintendent shall set the date, time, and place for the school board hearing. Superintendent shall send notice of the hearing to each school board member by first class mail and to the student's

parent or to a student who is 18 years of age or older or an emancipated minor by certified mail, return receipt requested. If the Superintendent recommends expulsion, the school board must act on the recommendation before it is implemented.

Right of Waiver. The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the Superintendent. If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties. If the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents.

Hearing Procedures - Expulsion:

The school board is the hearing board and shall conduct the hearing in the following manner:

1. The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.
2. Each party may make an opening statement.
3. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses.
4. Each party may be represented by an attorney.
5. The school administration shall present its case first
6. The hearing is closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
7. Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president, hearing officer or other person authorized by law to take oaths and affirmations.
8. Each party may raise any legal objection to evidence.
9. The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence.
10. The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.
11. Each party may make a statement.
12. After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from any attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present.
13. The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent or parents or a student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

Right of Appeal Suspensions and Expulsions: The student may appeal an adverse decision by the school board to the circuit court.

Attendance Policies: The attendance policy of a school district may not exclude a student from one or more classes or from a school for more than ten consecutive school days without providing due process procedures.

Referral to Placement Committee of Expelled or Long-term Suspended Students: Whenever a student identified as in need of special assistance or prolonged assistance pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, a referral shall be made by the Superintendent to the District's placement committee. The placement committee shall determine whether the action, behavior or activity which resulted in the long-term suspension or expulsion is the result of the student's disabling condition. If the placement committee determines that the long-term suspension or expulsion of a student is based upon action, behavior or activity by the student arising from the student's disabling condition, the placement committee shall immediately prepare a revised individual education plan to provide educational services to the student. The student's long-term suspension or expulsion may terminate upon implementation of the student's revised individual educational plan. Any suspension of more than ten school days constitutes a change in placement and must be agreed to by the parent. For long-term suspensions, the procedure in §24:05:26:09 applies. For expulsions, the procedure in §24:06:26:01:08 applies.

REFERENCES

State Reference:

Policy Reference:

Adoption History

Regulations Revised 10/97

SECTION	J	TITLE	STUDENTS	FILE	JFAA
---------	----------	-------	-----------------	------	-------------

SEARCH AND SEIZURE - STUDENT

All District property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voicemail, and vehicles, is owned by the District, and is intended for educational purposes and District business, at all times.

Individuals using District-owned property (system users) shall have no expectation of privacy when using school property. The District reserves the right to monitor, inspect, copy, review and store (at any time and without notice) all usage of District property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district.

System users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in District-owned computers or on the District system or within the physical area of the District. School officials reserved the right to review District system/ property use at any time to determine if such use meets the criteria set forth in school board policies and District regulations. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that the user has or is violating District policy or law. Once a problem is discovered, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

Employees or students violating acceptable use of District property, or policy, may be subject to disciplinary action by the Superintendent or designee, depending on the nature of the violation.

REFERENCES

State Reference:

- [SDCL 13-5-1](#)
- [SDCL 13-8-39](#)

Policy Reference:

