

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, August 28, 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/95484552386?pwd=cUozOHJUN1BWMXhtV2Y3N1JNK1VEdz09>

Meeting ID: 954 8455 2386

Passcode: 699569

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: Fran Apland, EAFB SLO and BOE Associate Member
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 August 14, 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 as Fair and Reasonable Pursuant to SDCL 3-23-3.
 - F. Approve Declaring Items (VES and DMS Textbooks) as Surplus. (Surplus for sale or discard)
 - G. Approve Declaring Items (DMS Activities Equipment) as Surplus. (Surplus for sale or discard)
 - H. Approve request to add one (1) Certified Special Education FTE at Carrousel School for Early Childhood Special Education Compliance.
 - I. Approve 2025 Band/Drama New York City Trip
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
11. Superintendent Items:
- A. Approve Student Assignment Requests as recommended for the 2023-24 school year.
 - B. Review Board Self Evaluation per BOE Policy BK-E
12. Fiscal Resources Items:
13. Operational Support Services Items:
- A. Approve 2023-2024 School Resource Officer MOU Between Douglas School District and Box Elder Police Department.
 - B. Approve SECOND READING of NEW Board Policy JHDB, and JHDB-R (Suicide Prevention, Intervention, and Postvention) and Accompanying Exhibits, JHDB-E1, E2, E3.
 - C. Approve FIRST READING of REVISED Board Policy EFB, Free and Reduced Price Food Services.
14. Reports:
- A. Superintendent:
 - A. Brief Back To School Update:
 - B. Brief Update on Meeting With Legislative Representatives:
 - C. Update on Executive Director of Secondary Education and Communications Coordinator Vacant Position:
 - B. Committee Reports From Board Members and Comments from Associate Board Members

15. Upcoming Calendar Events:
September 4 - No School - Holiday
September 11 - BOE Meeting, 5:00 pm

16. Board Work Session:

17. Adjournment

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
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Public Participation at Board Meetings

The School Board recognizes and respects the input which may be provided by the public on school district matters. The Board also recognizes and respects the distinction between a school board meeting that is open to the public and a public 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 #
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SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
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Introduction to Public Forum

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, August 14, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, August 14, 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, Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present. Keelan Rasmussen, Associate Member: Present; Fran Apland, Associate Member: Present.

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

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

Superintendent Kevin Case thanked the custodians and maintenance crew for all the work they've done getting ready for staff to come back and school starting.

There was nothing for public forum.

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

Motion to approve the consent agenda, Items A-D and F-G. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Approved the Regular and Annual Meeting Minutes of July 10, 2023.

Approved the Personnel Action for August 14, 2023. (Attachment)

Approved the June 2023 Financial Report. (Attachment)

Approved the Accounts Payable and Payroll Reports. (Attachments)

Approved the Middle School / High School Activities Handbook for the 2023-24 school year.

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

Motion to approve overnight/out-of-state high school trips as presented and any trips if rescheduled for inclement weather. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Elementary and Secondary Curriculum and Instruction Items:

Summer School Director Jamie Williams reported on this year's summer school program which 256 K-9 students attended. The program ran Monday-Thursday during the month of June and provided breakfast and lunch. The purpose of the program was to continue academic progress over the summer. There were many STEAM and other hands-on learning activities.

Motion to approve the DSD Student Handbooks for 2023-24 as presented. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to approve the Memorandum of Understanding between Great Plains Tribal Leaders Health Board and Douglas School District in regards to Connecting with our Youth for the 2023-24 school year. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Superintendent Items:

Motion to approve Items 10A-B in one motion (Student Assignment Requests and Open Enrollment Applications) as recommended for the 2023-24 school year. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried. Yea: 4, Nay: 1 (Misselt)

Motion to approve the Staff Handbooks for the 2023-24 school year. This includes the Negotiated Agreement, Speech-Language Pathologists, Classified Staff, Administrators and Coordinators Handbooks. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Fiscal Resources Items:

Motion to approve additional supplemental budget in the amount of \$142,255.32 for 2022-23. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve Revised Grant Budgets for 2022-23. This includes ESSER II, ESSER III, and Title 1, Part 1003. This motion, made by Amy McGovern and seconded by Tonya Amaral, Carried.

Motion to approve the resolution to transfer Impact Aid funds as presented. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

LET IT BE RESOLVED that the Douglas School District 51-1 Board of Education hereby approves and authorizes the transfer of Impact Aid funds.

Operational Support Services Items:

Motion to approve first reading of new Board Policy JHDB, Resolution JHDB-R, and Accompanying Exhibits JGDB-E(1-3): Suicide Prevention, Intervention and Postvention. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Motion to approve revisions to Dean of Students job description. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve revisions to Executive Director of Secondary Academics job description. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Reports:

Superintendent Kevin Case reported it's been a full day today starting with the Welcome Back Staff Breakfast and keynote speaker this morning. Also had a couple of meetings with legislators on both federal and state-level regarding our funding situation. He thanked the board members who attended this morning.

Superintendent Case also discussed the interview committee and process to fill the Executive Director of Secondary Academics position.

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

Fran Apland is glad more staff are being involved in Adaptive Schools. She said she plans to retire soon after 42 years.

Chris Misselt had no committee reports. He enjoyed the staff breakfast and the keynote presentation.

Amy McGovern attended the Box Elder Area Chamber of Commerce in July and will attend the August meeting this week. Tomorrow night is the last Box Elder Community Night for the summer.

Keelan Rasmussen thanked Fran for her service. He also stated there is a large deployment coming up and appreciated the school support for the students. He met with the senators this morning and talked about funding.

Tonya Amaral expressed excitement about the coming year and the Booster Club involvement. The first Booster Club meeting will be August 24 at 6:00 p.m. in the high school library.

Ben Frerichs attended the ASBSD Joint Convention in Sioux Falls. There were many good sessions.

Tanya Gray commented on the ASBSD Joint Convention also. Mr. Case's session on Strategic Direction was well attended. Other districts in the state are looking at Douglas and what we are doing.

Motion to adjourn the meeting at 6:06 p.m. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 8/14/23****Certified Teaching Contract Amendments**

Krisa Engel	Move from MA to MA +30 \$67,375	Lane correction	
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Employee Leave of Absence Requests

Name	Position	Effective Date
Courtney Lytle	FC/Instructional Leader	LOA Aug 9- Sept. 5
Ainsley Monize	Speech Pathologist	FMLA TBD

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Edwin Snarski	5 YEARS	\$126.43	8/16/2018 8/16/2023
Grant Savage	15 YEARS	\$582.66	8/18/2008 8/18/2023
Leslie Violet	15 YEARS	\$915.60	8/18/2008 8/18/2023
Shanna Harris	5 YEARS	\$93.63	8/20/2018 8/20/2023
Tammi Koch	15 YEARS	\$962.37	8/18/2008 8/18/2023

Certified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Kit Veit	Executive Director of Elementary Academics	Central Office	8/4/2023/ Assess Liquidated Damages \$3,500

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Brittany Pearson	Library Aide	DMS	7/27/2023
Jeff Wilson	Student Transition Program	HS	8/2/2023
Jennifer LaQuey	Food Service Worker	HS	8/1/2023
Katy Urban	Communications Coordinator	Central Office	9/1/2023
Patricia Tracy	Bus Driver	Tran	8/8/2023
Shannon Koftinow	Special Education Aide	BC	7/20/2023
Tara Weston	LRA	BC	8/7/2023
Teresa Doulder	Food Service Worker/Bus Aide	VES	8/3/2023

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Dale Daugherty	DMS Science Teacher	DMS Tech Ed Teacher	2023-24

Classified Voluntary Transfer Request

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
Arredondo, Monica	DMS Attendance Sec. E/4, 18.45 /hr	DMS Sped Aide, E/4, \$18.45/hr	TBD (pending replacement)
Cadeen Lawler	VEC/CO/CARR G6+.50 night diff \$21.20/hr	VES CUSTODIAN G6/ \$20.70	2023-24
Barb Frerichs	Transportation Bus Aide, B7 \$19.20/hr	FC Breakfast/Lunch Aide B/7 \$19.20/hr	8/14/2023

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Amy Caron	HS Special Education	M/5 \$60,125	8/9/2023

Classified Staff Hiring				
	Name	Location / Position	Wage	Effective Date
	Amanda Schroeder	VES/Sped Aide	E1 16.20/hr	8/14/2023
	Audrey Gerlach	Transportation/ Bus Driver	H/3+1:1 Route Diff/ \$20.85/hr	8/14/2023
	Halie Stearns	VES/Library Aide	E1/\$16.20 hr	8/9/2023
	Helen Miller	DMS/FSW	B2 \$15.45/hr	8/14/2023
	Jennifer Johnson	HS/FSW	B3 \$16.20/HR	8/11/2023
	Kristi Brown	CO/Personnel Secretary/Curriculum Sec	E/3 \$17.70/hr	8/9/2023
	Larae Sire	VES/Library Aide	E/1 \$16.20/hr	8/9/2023
	Marla Ulrich	VES/Sped Aide	E1/\$16.20 hr	8/21/2023
	Megan Anders	VES/Lunchroom Supervisor	B1 \$14.70/hr	8/14/2023
	Monica Stewart	FC/Lunchroom Aide	B1 \$14.70/hr	8/14/2023
	Natalie Riggs	Library Aide	B1 \$14.70/hr	8/9/2023
	Stephanie Smith	VES/Lunchroom Supervisor/Breakfast	B/1 \$14.70	8/8/2023
	Tammy Nelson	Bus Aide	B7 w/CDL /19.70/hr	8/14/2023
	Tonia Myers	BC/Lunchroom Supervisor/Breakfast	B/1 \$14.70	8/14/2023

Temporary Hires				
	Name	Position	Salary	Effective Date
	Summer Helpers			
	Shawn Stock	Buildings and Grounds	\$13/hr	07/01/2023
	David Litte	Buildings and Grounds	\$13/hr	07/01/2023
	Sylvan Kent	Buildings and Grounds	\$13/hr	07/01/2023
	Sarah Little	Buildings and Grounds	\$13/hr	07/01/2023
	Taurin Clementz	Buildings and Grounds	\$13/hr	07/01/2023
	Wyatt Hill	Buildings and Grounds	\$13/hr	07/01/2023
	Koch, Tammy	Transportation	\$22.83/hr	07/01/2023
	Connie Tucker	Adaptive Schools Training	\$500.00	8/9/2023
	Kim Kearns	Adaptive Schools Training	\$500.00	8/9/2023
	Sarah Lewis	Adaptive Schools Training	\$300.00	8/9/2023
	Corinna Carlson	Adaptive Schools Training	\$500.00	8/9/2023
	Mary Smith	Adaptive Schools Training	\$500.00	8/9/2023
	Brandy Aukerman	Adaptive Schools Training	\$500.00	8/9/2023
	Anita Kochutin	Adaptive Schools Training	\$500.00	8/9/2023
	Carmen Villa	Adaptive Schools Training	\$500.00	8/9/2023
	Krystle Fox	Adaptive Schools Training	\$500.00	8/9/2023
	Betsy Combs	Adaptive Schools Training	\$500.00	8/9/2023
	Andrea Murphy	Adaptive Schools Training	\$500.00	8/9/2023
	Leslie Violet	Adaptive Schools Training	\$500.00	8/9/2023
	Kacie McGuire	Adaptive Schools Training	\$200.00	8/9/2023
	Kristyn LaBine	Adaptive Schools Training	\$500.00	8/9/2023
	Beth Ives	Adaptive Schools Training	\$500.00	8/9/2023
	Beau Voegeli	Adaptive Schools Training	\$500.00	8/9/2023
	Jesse Hamer	Adaptive Schools Training	\$300.00	8/9/2023
	Kaitlin Heier	Adaptive Schools Training	\$500.00	8/9/2023
	Sean Gholson	Adaptive Schools Training	\$500.00	8/9/2023
	Matthew Koch	Adaptive Schools Training	\$500.00	8/9/2023

	Sherrí Rathert	Adaptive Schools Training	\$100.00	8/9/2023
	Josh Haaland	Adaptive Schools Training	\$500.00	8/9/2023
	Kevin Plooster	Adaptive Schools Training	\$500.00	8/9/2023
	Jon Pierson	Adaptive Schools Training	\$500.00	8/9/2023
	Kaylee Knudson	Adaptive Schools Training	\$500.00	8/9/2023
	Stacey Cowen	Adaptive Schools Training	\$100.00	8/9/2023
	Monica Knapp	Adaptive Schools Training	\$500.00	8/9/2023
	Melissa Triplet	Adaptive Schools Training	\$500.00	8/9/2023
	Ashley Evrard	Adaptive Schools Training	\$500.00	8/9/2023
	Huseby, Chelsie	Adaptive Schools Training	\$500.00	8/9/2023
	Robert Rath	Adaptive Schools Training	\$500.00	8/9/2023
	Dale Daughtery	Adaptive Schools Training	\$500.00	8/9/2023
	Brett Distel	Adaptive Schools Training	\$500.00	8/9/2023
	Cliff Mills	Adaptive Schools Training	\$500.00	8/9/2023
	Leighona Blair	Adaptive Schools Training	\$500.00	8/9/2023
	Kristine Knottnerus	Adaptive Schools Training	\$500.00	8/9/2023
	Aaron Kowaleski	Adaptive Schools Training	\$500.00	8/9/2023
	Hannah Snyder	Adaptive Schools Training	\$500.00	8/9/2023
	Amber Taylor	Adaptive Schools Training	\$500.00	8/9/2023
	Adam Pilgrim	Adaptive Schools Training	\$500.00	8/9/2023
	Rachel Quimby	Adaptive Schools Training	\$500.00	8/9/2023
	Megan Steiger	Adaptive Schools Training	\$500.00	8/9/2023
	Rosalie Moore	Adaptive Schools Training	\$500.00	8/9/2023
	Juliana De Paula Parker	Adaptive Schools Training	\$500.00	8/9/2023
	Michael Munoz	Adaptive Schools Training	\$500.00	8/9/2023
	Betsy Nelson	Adaptive Schools Training	\$500.00	8/9/2023
	Duncan Stobner	Adaptive Schools Training	\$500.00	8/9/2023
	Sarah Baker	Adaptive Schools Training	\$500.00	8/9/2023
	Anna Vandergrift	MS Library	Per Adopted Sub Pay Scale	Long-term Sub
	Sarah Kuegle	HS German	Per Adopted Sub Pay Scale	Long-term Sub
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

June 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 05/ 31/ 23	338,999.81	2,104,437.24	1,826,919.83
RECEIPTS:			
TAXES	141,911.76	93,838.97	50,779.55
INTEREST	1,658.43	0.00	0.00
ADMISSIONS			
LOCAL	11,659.62	25.87	0.00
COUNTY	11,685.96	0.00	0.00
STATE	1,223,550.00	0.00	152,154.00
FEDERAL	0.00	0.00	0.00
OTHER	28,929.03	0.00	0.00
INTERFUND TRAN.	15,827.63	0.00	0.00
TOTAL RECEIPTS:	1,435,222.43	93,864.84	202,933.55
DISBURSEMENTS:			
VERIFIED CLAIMS	676,346.01	16,139.78	45,405.30
SALARIES	1,662,581.82	0.00	330,364.25
TRANSFERS OUT			
BALANCE 06/30/23	(564,705.59)	2,182,162.30	1,654,083.83
BALANCE 06/ 30/ 22	3,285,490.57	804,397.87	2,085,354.00

June 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 05/ 31/ 23	(2,944,652.36)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	15,554.49	0.00
REIMBURSEMENTS		
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	15,554.49	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	111,410.22	0.00
SALARIES	339,268.23	0.00
TRANSFERS OUT		
BALANCE 06/30/23	(3,379,776.32)	49,497.51
BALANCE 06/ 30/ 22	(1,246,590.44)	50,823.66

June 1, 2023	DEP CARE	MEDICAL REIMB	IMPACT AID
FINANCIAL			
BALANCE 05/ 31/ 23	75.07	3,002.43	27,848,776.54
RECEIPTS:			
INTEREST	0.00	0.00	15,827.63
FEDERAL	0.00	0.00	0.00
LOCAL	1,373.64	1,499.78	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,373.64	1,499.78	15,827.63
DISBURSEMENTS:			
VERIFIED CLAIMS	1,362.35	1,184.00	0.00
EXPENDITURES/ TRANSFERS OU	0.00	0.00	15,827.63
BALANCE 06/30/23	86.36	3,318.21	27,848,776.54
BALANCE 06/ 30/ 22	135.07	1,684.85	22,948,436.54

June 1, 2023	FOOD	FIDUCIARY
FINANCIAL	SERVICE	FUNDS
BALANCE 05/ 31/ 23	333,796.75	280,298.38
RECEIPTS:		
INTEREST		
SALES	2,305.37	0.00
STATE	2,967.84	
FEDERAL	70,113.96	0.00
LOCAL	889.77	23,657.86
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	76,276.94	23,657.86
DISBURSEMENTS:		
VERIFIED CLAIMS	17,164.70	57,486.94
SALARIES	55,973.18	46.89
BALANCE 06/30/23	336,935.81	246,422.41
BALANCE 06/ 30/ 22	343,522.69	255,187.75

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACE SERVICES	182678	X	450.00
AMARAL, TONYA	182679	X	217.58
AMAZON.COM	182707		19,978.19
AMERICAN FINE ARTS SUPPLIES	182810		197.28
AMICK SOUND INC	182680	X	727.60
ASBSD	182709		4,359.42
ASCD	182710		109.00
B & H PHOTO-VIDEO-PRO AUDIO	182711		169.82
BERS WINDY FLATS RUBBLE SITE	182712		56.00
BIO CORPORATION	182713		846.38
BLACK HILLS CHEMICAL CO	182715		578.79
BLACK HILLS ENERGY- AUTO PAY	112	X	22,296.53
BLACK HILLS SPECIAL SERVICES COOPERATIVE	182716		2,213.07
BLACK HILLS URGENT CARE	182717		400.00
BLICK ART MATERIALS	182718		1,314.85
BOX ELDER HARDWARE	182719		373.98
BRIGHTLY SOFTWARE	182720		12,742.21
BROOKLYN PUBLISHERS	182810		374.00
BROWN'S SMALL ENGINE REPAIR	182682	X	45.29
CARQUEST AUTO PARTS	182721		759.39
CASH - CO	182722		408.00
CENTURYLINK	182684	X	461.40
CITY OF BOX ELDER/PUBLIC WORKS DEPT	182685	X	8,221.97
CLARK, JEANNIE	182686	X	251.51
CT BOOK HOLDINGS LLC	182724		1,118.50
DAKOTA POTTER'S SUPPLY	182725		2,717.09
DAKOTA SUPPLY GROUP, INC.	182726		995.49
DELTA AIR LINES	182810		667.40
DRAMATIC PUBLISHING	182810		25.73
DREAMBOX LEARNING	182727		11,150.00
DYNA-KLEEN SERVICE	182729		34,720.00
E-RATE EDUCATIONAL SERVICES LLC	182731		5,158.38
ESCAPE CLASSROOM, THE	182732		39.00
EVERGREEN OFFICE PRODUCTS	182733		2,409.61
EXPLORE LEARNING	182734		5,931.00

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
FIDUCIARY ACCOUNT	182735		6,615.00
FLINN SCIENTIFIC INC	182736		1,536.94
GOPHER SPORT	182738		3,865.09
GRAINGER, INC	182739		523.36
GRAY, TANYA	182690	X	29.58
GREAT WESTERN TIRE COMPANY	182740		29.95
HAL LEONARD	182741		299.00
HARVEYS LOCK SHOP, INC.	182742		84.51
HAUFF MID-AMERICA SPORTS INC.	182743		1,029.80
HIGH POINT NETWORKS, LLC	182745		365.00
HILLYARD INC	182746		11,769.15
HILTON - CREDIT CARD	182677		1,325.78
IDVILLE	182810		216.28
INNOVATIVE OFFICE SOLUTIONS	182749		11,503.83
INTERSTATE BATTERIES	182750		126.00
JW PEPPER & SONS, INC.	182751		71.99
KAHOOT! ASA	182752		2,238.90
KIEFFER SANITATION, INC.-AUTO PAY	113	X	2,849.56
LEARNING WITHOUT TEARS	182753		3,108.89
LIBERTY SUPERSTORES	182755		280.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	182691	X	1,010.00
MCGOVERN, AMY	182692	X	42.84
MCGRAW HILL SCHOOL EDUCATION	182756		209.10
MELENDEZ, CATHLEEN	182693	X	134.64
MENARDS	182757		1,199.19
MG OIL COMPANY, INC.	182758		2,592.16
MIDCONTINENT COMMUNICATIONS- AUTO PAY	114	X	1,336.64
MIDWEST BUS PARTS, INC.	182759		150.25
MIDWEST CONNECT	182760		133.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	182695	X	934.85
MOSYLE CORPORATION	182762		5,786.93
NAFIS	182763		6,325.84
NAVIGATE 360, LLC	182764		250.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182766		3,286.33
NORTHWEST PIPE FITTINGS, INC.	182767		300.18

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
NOVUS GLASS REPAIR & REPLACEMENT	182768		260.00
PACIFIC STEEL & RECYCLING	182770		76.19
PLANK ROAD PUBLISHING	182771		132.45
POPP BINDING AND LAMINATING, INC	182772		3,596.40
PRESSURE SERVICES INC	182773		1,128.93
QUADIENT	182774		182.85
RAPID CITY JOURNAL	182775		520.30
RDO EQUIPMENT	182777		2,026.50
RIDDELL / ALL AMERICAN SPORTS CORP	182696	X	398.69
RIO GRANDE	182778		1,932.51
RISK ADMINISTRATION SERVICES INC	182779		15,866.69
RIVERSIDE TECHNOLOGIES INC	182780		26,024.24
RUNNINGS SUPPLY INC.	182781		131.96
RUSHMORE PLAZA HOLIDAY INN	182782		156.43
SAM'S CLUB	182810		394.82
SASD	182783		2,186.00
SCHOLARBUYS	182784		3,000.00
SCHOOL MATE	182785		249.00
SD SCHOOL TRANSPORTATION ASSOCIATION	182786		50.00
SDMEA	182787		58.00
SEAT SACK	182788		1,100.75
SG CONSULTING	182789		690.00
SHERWIN WILLIAMS	182790		762.26
SKILLSUSA SOUTH DAKOTA	182791		450.00
SOUTH DAKOTA LIBRARY ASSOCIATION	182792		280.00
SOUTH DAKOTA ONE CALL	182700	X	81.90
STAN HOUSTON EQUIPMENT COMPANY, INC.	182793		265.99
SUMMIT COMPANIES	182701	X	3,518.50
TEACHER INNOVATIONS INC	182810		972.00
TEACHERS DISCOVERY	182796		260.89
TEAM BUILDER	182797		1,500.00
TIME RENTAL	182799		385.83
UNITY SCHOOL BUS PARTS, INC.	182801		49.96
US BANK	182677		5,057.96
V.I. REED & CANE INC	182803		267.50

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
VANWAY TROPHY & AWARD, INC.	182702	X	431.20
VERIZON WIRELESS	182703	X	341.16
VEX ROBOTICS INC	182804		947.25
VOYAGER FLEET SYSTEMS, INC.	182805		571.64
WAL-MART STORES INC	182810		45.84
WARNE CHEMICAL & EQUIPMENT, INC.	182705	X	93.00
WELLMARK BLUE CROSS BLUE SHIELD FSA	182806		653.40
WEST MUSIC CO	182807		106.95
WEST RIVER ELECTRIC-AUTOPAY	115	X	2,524.40
WESTCOTT	182810		239.60
WINNER SCHOOL DISTRICT	182809		5,000.00
GENERAL FUND			<hr/> 299,014.96
CENTURY BUSINESS	182723		6,833.92
CO-OP ARCHITECTURE	182687	X	41,706.00
DAKOTA SUPPLY GROUP, INC.	182726		397.29
HAUFF MID-AMERICA SPORTS INC.	182743		13,750.00
INDEPENDENT WINDOW TINTING, LLC	182748		12,580.01
MCGRAW HILL SCHOOL EDUCATION	182756		1,156.20
CAPITAL OUTLAY			<hr/> 76,423.42
AMAZON.COM	182707		950.65
ARROWWOOD RESORT & CONFERENCE	182708		522.08
BLACK HILLS BEHAVIOR (dba) IMPACT LEARNING	182714		2,400.00
CASH - CO	182722		570.00
ELSTON, KRISTI	182689	X	523.67
FIDUCIARY ACCOUNT	182735		6,674.76
MARRIOT- CREDIT CARD	182810		1,011.10
MIDWEST SPECIAL INSTRUMENTS	182761		485.58
NCS PEARSON, INC.	182765		1,414.77
RATWIK, ROSZAK & MALONEY, P.A	182776		816.17
RISK ADMINISTRATION SERVICES INC	182779		2,781.34
SD DEPARTMENT OF HUMAN SERVICES	182699	X	3,256.27
SUPER DUPER PUBLICATIONS	182794		39.95
TIE	182798		50.00
US BANK	182810		60.00
VOLUNTEERS OF AMERICA, DAKOTAS	182704	X	1,515.78
WESTERN PSYCHOLOGICAL SERVICES	182808		986.80

Board Report - For School Board 08/15/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
SPECIAL ED			24,058.92
A&J SCREENING	182706		1,354.00
CASH - CO	182722		168.00
DRYSDALE, JOIE	182728		3,491.52
FULCRUM MANAGEMENT SOLUTIONS INC	182737		26,460.00
HEGGERTY	182744		1,537.92
HILTON - CREDIT CARD	182810		677.91
HOTELS.COM	182677		5,122.23
IMAGINE LEARNING INC	182747		22,500.00
LEXIA LEARNING	182754		122,658.00
MCGRAW HILL SCHOOL EDUCATION	182756		55,651.59
NAVIGATE 360, LLC	182764		2,422.00
NWEA	182769		10,395.00
RIVERSIDE TECHNOLOGIES INC	182697	X	146,004.00
TIMMONS MARKET	182800		97.22
URBAN, KATY	182802		126.63
US BANK	182677		1,601.35
GRANTS			400,267.37
			799,764.67
AMAZON.COM	12149		343.32
CASH-WA DISTRIBUTING COMPANY, INC.	12150		5,205.98
FIDUCIARY ACCOUNT	12151		65.00
GENERAL FUND	12152		12,672.55
PRAIRIE FARMS	12153		117.35
RISK ADMINISTRATION SERVICES INC	12154		549.97
SERVALL TOWEL & LINEN SUPPLY, INC.	12155		87.31
SMITH, MELISSA	12156		118.00
FOOD SERVICE			19,159.48
			19,159.48
Grand Total:			818,924.15

PAYROLL EXPENDITURES

JULY 7 2023

JULY 21 2023

TOTALS

\$890,269.81

\$859,536.76

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 8/28/23****Certified Teaching Contract Amendments**

	Name	Position	Wage	Effective Date
	Nate Batteen	MS Dean of Students	Move to Admin Contract \$93,850	2023/2024

Classified Service Factor Bonus

	Name	Years	Amount	Dates of Service
	Mike Clark	5 years	\$250.13	9/4/18-9/4/23
	Lisa Thompson	20 Years	\$1,731.40	8/21/03-8/21/23
	Cynthia Blanchard	20 Years	\$1,161.78	8/25/03-8/25/23
	Kristine Boeding	30 Years	\$2,635.68	8/30/93-8/30/23
	Pamela Vaughn	30 Years	\$2,871.90	8/30/93-8/30/23
	Theresa Long	35 Years	\$2,601.30	9/1/88-9/1/23

Certified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Will Velez	MS Wrestling	DMS	8/7/2023
	Bud Gusso	Exec. Dir. Operational Support	CO	6/30/2024

Classified Resignations/Retirements/Terminations

	Name	Position	Location	Effective Date
	Stacia Moon	ISS Aide	DMS	08/14/2023
	Briana Hernandez	FSW	BC	08/14/2023
	Owen Watkins	Grounds Keeper	Maint	8/24/2023

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Elizabeth Davis	FC/Time Out Aide	\$16.95/hr	8/17/2023
	Bridget Combs	VES/Custodian	\$17.45/hr	8/23/2023
	Kayse Emeline	HS/Sped Aide	\$16.20/hr	8/23/2023
	Jacqueline Schwartz	HS/Security Aide	\$17.70/hr	8/18/2023
	Emma Hosley	VES/Sped Aide	\$16.20/hr	8/24/2023
	Bernita Peterson	BC/Lunchroom Supervisor	\$14.70/hr	8/28/2023

Temporary Hires

	Name	Position	Salary	Effective Date
	Anthony Burns	Activity Worker	\$15.00/hr	2023/2024
	Dawn Beltran	Activity Worker	\$15.00/hr	2023/2024
	Mike Clark	Activity Worker	\$15.00/hr	2023/2024
	Sean Gholson	Activity Worker	\$15.00/hr	2023/2024
	Alisha Divis	Activity Worker	\$15.00/hr	2023/2024
	Bridget Koehler	Activity Worker	\$15.00/hr	2023/2024
	Travis Miller	Activity Worker	\$15.00/hr	2023/2024
	Jeff Nugent	Activity Worker	\$15.00/hr	2023/2024
	Sheryll Oberlander	Activity Worker	\$15.00/hr	2023/2024

	Melinda Williams	Activity Worker	\$15.00/hr	2023/2024
	Bryce Vogel	Activity Worker	\$15.00/hr	2023/2024
	Leona Oberlander	Activity Worker	\$15.00/hr	2023/2024

Substitute Hires

	Name	Position	Salary	Effective Date
	Susan Waterson	Substitute Teacher/Certified	Per Substitute Pay Rate	2023/2024
	Natalie Riggs	Substitute Teacher/Classified	Per Substitute Pay Rate	2023/2024

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

July 1, 2023 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 06/ 30/ 23	(564,705.59)	2,182,162.30	1,654,083.83
RECEIPTS:			
TAXES	148,731.94	12,162.79	6,601.36
INTEREST	0.00	0.00	0.00
ADMISSIONS			
LOCAL	178.95	3,000.00	0.00
COUNTY	11,587.69	0.00	0.00
STATE	1,370,364.00	0.00	299,900.00
FEDERAL	0.00	0.00	0.00
OTHER	3,002,556.77	250.00	0.00
INTERFUND TRAN.	18,314.80	0.00	0.00
TOTAL RECEIPTS:	4,551,734.15	15,412.79	306,501.36
DISBURSEMENTS:			
VERIFIED CLAIMS	631,708.76	254,810.21	10,946.88
SALARIES	1,363,794.67	0.00	262,726.43
TRANSFERS OUT			
BALANCE 07/31/23	1,991,525.13	1,942,764.88	1,686,911.88
BALANCE 07/ 31/ 22	3,064,551.82	374,600.67	1,996,328.47

July 1, 2023 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 06/ 30/ 23	(3,379,776.32)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		0.00
REIMBURSEMENTS	405,067.54	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	405,067.54	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	282,214.12	0.00
SALARIES	143,316.39	0.00
TRANSFERS OUT		
BALANCE 07/31/23	(3,400,239.29)	49,497.51
BALANCE 07/ 31/ 22	(1,341,324.96)	50,823.66

July 1, 2023	DEP CARE	MEDICAL REIMB	IMPACT AID
FINANCIAL			
BALANCE 06/ 30/ 23	86.36	3,318.21	27,848,776.54
RECEIPTS:			
INTEREST	0.00	0.00	18,314.80
FEDERAL	0.00	0.00	0.00
LOCAL	551.68	1,731.72	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	551.68	1,731.72	18,314.80
DISBURSEMENTS:			
VERIFIED CLAIMS	235.07	4,391.18	0.00
EXPENDITURES/ TRANSFERS OU	0.00	0.00	18,314.80
BALANCE 07/31/23	402.97	658.75	27,848,776.54
BALANCE 07/ 31/ 22	248.83	672.83	22,948,437.04

July 1, 2023	FOOD	FIDUCIARY
FINANCIAL	SERVICE	FUNDS
BALANCE 06/ 30/ 23	336,935.81	246,422.41
RECEIPTS:		
INTEREST		
SALES	654.08	0.00
STATE	0.00	
FEDERAL	19,719.98	0.00
LOCAL	0.00	2,000.00
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	20,374.06	2,000.00
DISBURSEMENTS:		
VERIFIED CLAIMS	8,401.61	24,717.80
SALARIES	11,995.41	0.00
BALANCE 07/31/23	336,912.85	223,704.61
BALANCE 07/ 31/ 22	350,952.43	252,244.87

Board Report - For School Board 08/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACADIENCE LEARNING INC.	182823		262.58
ASCD	182825		79.00
ATHLETIC.NET LLC	182811		135.00
BERS WINDY FLATS RUBBLE SITE	182826		188.00
BLACK HILLS CHEMICAL CO	182827		516.30
BLACK HILLS CONFERENCE	182828		550.00
BLACK HILLS ENERGY- AUTO PAY	116		23,541.15
BLACK HILLS SPORTS OFFICIALS ASSOCIATION	182829		650.00
BLICK ART MATERIALS	182830		159.40
BOX ELDER HARDWARE	182831		521.54
BUSSLER, JERRY	182832		150.00
CARQUEST AUTO PARTS	182833		227.78
CENTURY BUSINESS	182835		800.00
CENTURYLINK	182836		449.90
CHRIS SUPPLY, INC.	182837		148.10
CLARK PRINTING, INC.	182838		727.70
DAKOTA POTTER'S SUPPLY	182840		863.69
DOMINO'S PIZZA	182842		188.73
DOUGLAS PETTY CASH	182843		10.00
DYNA-KLEEN SERVICE	182844		12,732.00
FASTENAL COMPANY, THE	182845		348.78
FIDUCIARY ACCOUNT	182846		1,773.25
FOOD SERVICE	182847		623.52
GRAINGER, INC	182848		2,770.06
GREAT WESTERN TIRE COMPANY	182849		212.00
HARLOW'S BUS SALES, INC.	182850		171.84
HELTNE, PATRICK	182851		50.00
HIGH POINT NETWORKS, LLC	182852		12,883.00
HILLYARD INC	182853		18,469.30
HONEYCUTT CONSULTING INC	182854		8,500.00
INNOVATIVE OFFICE SOLUTIONS	182856		1,499.51
JENNER EQUIPMENT COMPANY, INC.	182858		174.09
KIEFFER SANITATION, INC.-AUTO PAY	117		2,545.18
LEADERSHIP MATTERS LLC	182859		10,497.17
LYNN JACKSON SHULTZ & LEBRUN PC INC	182861		2,222.00

Board Report - For School Board 08/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MG OIL COMPANY, INC.	182862		11,937.02
MIDCONTINENT COMMUNICATIONS- AUTO PAY	118		1,335.65
MYSTERY SCIENCE IN.C	182863		3,090.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	182865		1,029.44
NORTHWEST PIPE FITTINGS, INC.	182866		73.51
PROGRESS PUBLICATIONS	182868		512.00
RIVERSIDE TECHNOLOGIES INC	182869		8,249.00
ROWE, AMY	182870		130.00
ROWENHORST, BARBARA	182871		2,400.00
RUSHMORE PLAZA HOLIDAY INN	182872		86.11
SASD	182873		1,001.00
SCHOOL NURSE SUPPLY	182874		973.76
SEAT SACK	182876		388.50
SOCIAL STUDIES SCHOOL SERVICE	182878		2,595.60
SOUTH DAKOTA DEPARTMENT OF EDUCATION	182879		499.00
TEACHER INNOVATIONS INC	182880		384.00
VELEZ III, WILLIAM	182885		1,054.00
VERIZON WIRELESS	182886		339.77
WESTERN COMMUNICATIONS, INC.	182887		768.00
WIEMAN, CHRISTOPHER	182888		489.00
GENERAL FUND			<hr/> 142,975.93
CO-OP ARCHITECTURE	182839		1,980.00
DAKOTA SUPPLY GROUP, INC.	182841		29.41
RIVERSIDE TECHNOLOGIES INC	182869		6,660.00
TITAN MACHINERY	182882		74,500.00
CAPITAL OUTLAY			<hr/> 83,169.41
NCS PEARSON, INC.	182864		5,451.18
PRO-ED, INC.	182867		246.40
SCHOOL SPECIALTY INC.	182875		683.19
SMALL TALK SPEECH THERAPY INC	182877		1,350.00
TIMMONS MARKET	182881		43.08
TOTEM PD	182883		1,295.00
ULTIMATE SLP - LEARNIX, LLC	182884		559.68
SPECIAL ED			<hr/> 9,628.53
ACTION MECHANICAL INC	182824		525,000.00
CENGAGE LEARNING	182834		137,550.00

Board Report - For School Board 08/31/2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
HUDL	182855		11,700.00
INSTITUTE MULTI-SENSORY EDUCATION	182857		851.54
LEXIA LEARNING	182860		1,611.00
RIVERSIDE TECHNOLOGIES INC	182869		130,534.00
GRANTS			<hr/> 807,246.54
			<hr/> 1,043,020.41
ALSCO	12162		81.06
CASH-WA DISTRIBUTING COMPANY, INC.	12163		1,184.66
CASH-WA DISTRIBUTING COMPANY, INC.	12164		9,866.67
COCA-COLA BOTTLING CO HIGH COUNTRY	12165		417.00
DAKOTA WAREHOUSE	12166		160.00
GENERAL FUND	12167		11,644.34
PAN-O-GOLD BAKING COMPANY, INC.	12168		660.80
PRAIRIE FARMS	12169		2,229.07
REINHART FOOD SERVICE LLC	12170		14,748.45
WATER TREE, INC.	12171		984.00
FOOD SERVICE			<hr/> 41,976.05
			<hr/> 41,976.05
Grand Total:			<hr/> 1,084,996.46

**Douglas School District 51-1
CONFLICT OF INTEREST DISCLOSURE**

This is a Public Document

Name of the school official requesting the waiver: Tanya Gray

The disclosure is for the purpose of notifying the School Board of Douglas School District of:

- an interest in a contract
- a direct benefit from a contract

Identify the following:

- a) all parties to the contract: Michael Clark
- b) the person's role in the contract: Networks Secretary, Coach
- c) the purpose(s)/objective(s) of the contract: per job description
- d) the consideration or benefit conferred or agreed to be conferred upon each party: per Douglas School District contract general application
- e) the length of the contract: 2023-2024 school year
- f) any other relevant information: Wa

If the disclosure relates to the school official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

[Signature]
Signature of School Official

8/23/23
Date

Douglas School District 51-1
SCHOOL BOARD ACTION ON CONFLICT OF INTEREST DISCLOSURE
OF A DIRECT BENEFIT
THIS IS A PUBLIC DOCUMENT

Conflict of Interest Disclosure of a Direct Benefit, dated August 23, 2023

was received from Tanya Gray, BOE member

The Disclosure was considered by the Douglas School District School Board during a meeting held on August 28, 2023.

_____ The request for authorization was denied because the terms of the contract were determined to not be fair and reasonable, and/or were contrary to the public interest.

_____ The direct benefit from the contract was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest.

_____ The direct benefit was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted, subject to the following conditions:

August 28, 2023
Date

School Board President Signature

Printed Name

Upon School Board approval of the official minutes of the meeting when the School Board acted upon the above Conflict of Interest Disclosure, a copy of the official minutes will be emailed to the Auditor General and mailed to the Attorney General.

**Douglas School District 51-1
CONFLICT OF INTEREST DISCLOSURE**

This is a Public Document

Name of the school official requesting the waiver: Tanya Gray

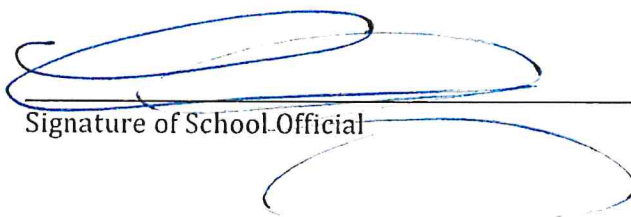
The disclosure is for the purpose of notifying the School Board of Douglas School District of:

- an interest in a contract
- a direct benefit from a contract

Identify the following:

- a) all parties to the contract: Brook Clark
- b) the person's role in the contract: MS- Spec Teacher + coach
- c) the purpose(s)/objective(s) of the contract: - per job description / contract
- d) the consideration or benefit conferred or agreed to be conferred upon each party: per Douglas School District contract general application
- e) the length of the contract: years 2023-2024
- f) any other relevant information: Wa

If the disclosure relates to the school official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.



Signature of School Official

8/23/23

Date

Douglas School District 51-1
SCHOOL BOARD ACTION ON CONFLICT OF INTEREST DISCLOSURE
OF A DIRECT BENEFIT
THIS IS A PUBLIC DOCUMENT

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August 28, 2023
Date

School Board President Signature

Printed Name

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Surplus Form

Douglas School District 51-1

Equipment, Furniture, Misc.

PRINCIPAL/ADMIN: Shanna Sandal
 SECRETARY: Brandy Aukerman
 BUILDING/DEPT: VES / Sped

Date: 5-16-23
 Location of items: 158
 Bidg: _____ Rm #: 160
 Total boxes/items to be picked up: 1

SPECIAL INSTRUCTIONS/NOTES:

Computer Equip. _____ Furniture _____ Uniforms _____ Food Service Equip. Misc Items _____

CONDITION CODES:
 U = Useable N = Not Useable R = Repairable D = Damaged

RM #	QTY	Description	Model # or Douglas #	Serial #	Condition Code	Sale	Dispose
160	1	Cause & Effect Game			U		
160	1	Comprehension Games kit			U		
160	1	Math facts Game set			U		
160	1	Beginning Telling time Bingo			U		
160	1	Multiplication bingo			U		
160	1	Phonemic Awareness Accelerator			U		
160	1	Reading Accelerator			U		
160	1	Super Sentence game			U		
160	1	Reading for Detail game			U		
160	1	Following Directions game			U		
160	1	Literacy Survival tips - book			U		
160	1	Comprehension Strategies - book			U		
160	1	Mini-lessons for teaching writing - book			U		
160	1	"I'm going to be a firefighter" Book			U		
160	1	Community Helpers - Books			U		
160	1	Turn of tell Clock			U		
160	1	Inference Game			U		
160	1	5 W's Game			U		
160	1	Candy Land			U		

BUILDING PRINCIPAL/ADMINISTRATOR SIGNATURE

Send Signed copy & Electronic Form to Accounts Payable

Attach Surplus Label to item/box of items

KEEP A COPY FOR YOUR RECORDS

FOR MAINTENANCE USE ONLY

Date of pickup:

FORM S-171-E
09/08/2016

Maintenance/ Custodian Signature:

** THIS FORM WILL BE RETURNED IF IT IS NOT COMPLETE**

SECTION	B	TITLE	Board Governance and Operations	FILE	BK-E
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ANNUAL SELF-APPRAISAL OF THE SCHOOL BOARD

WHY IS BOARD EVALUATION FOR YOU?

Take a few moments to analyze your board, your relationships, your operation, your meetings, your school system, the public you serve, and your commitment to educational excellence.

Why evaluate? Because you want accountability. You want improvement in your operations. Because you want to do the best you can for your school system and community. This commitment to quality, to excellence, and to local control of the educational system is the real why.

BOARD EVALUATION

The following list of items pertains to the operation of the school board. Each board member rates his or her individual performance and the board as a whole. When evaluating your individual performance, reframe the question in terms of "I." The evaluation scale to be used is:

- 5 – Outstanding
- 4 – Good
- 3 – Satisfactory but could improve
- 2 – Weak and should improve
- 1 – Ineffective

A. Board Qualities

Self Only	Board As A Whole
_____	_____
_____	_____
_____	_____
_____	_____

1. Board members demonstrate through actions that they believe all children can learn.
2. Board members make decisions in terms of what is best for students.
3. Board members are independent, open--minded and respect the decisions of fellow board members and the administration.
4. The Board strives to improve board skills and keep abreast of educational issues by attending workshops/conferences at the local, regional and state levels.

5. The Board understands their role as a policy-making body. The Board annually reviews and revises the District's long-range plan.

6. The Board annually reviews and revises the District's long-range plan.

B. Board Relationship with the Superintendent

1. The Board keeps the Superintendent informed on issues, needs and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.

2. The Board establishes written policies which clearly interprets its position on policy matters pertaining to the school district thereby enabling the Superintendent to properly carry out the wishes of the Board.

3. The Board publicly supports the Superintendent's administrative regulations and decisions and relays any disagreement in a private or executive session.

4. The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.

C. Board Relationships with the Community

1. Board members recognize that they represent the "entire" community and that it has entrusted them with the educational development of the children and youth of the community.

2. The Board takes the initiative in helping all community members to have all the facts all the time about their schools so it will readily provide the finest possible school program, school staff and school facilities.

3. The Board recognizes that the community expects its primary concern to be what is in the best interest of each and every student without distinction as to who they are or what their background may be.

4. Board meetings are conducted in accordance with the open meeting law.

D. Board Relationship to Financial Management of the Schools

- 1. The Board establishes the policies and provides the necessary resources to properly manage the finances of the school district. _____
- 2. The Board requires proper accountability for the expenditure of school district funds. _____
- 3. The Board utilizes approved funding to maintain a high quality educational program in the District. _____
- 4. The Board keeps the community informed about the financial needs of the school district. _____
- 5. The Board ensures that the budget reflects the District's long range planning. _____

E. General Statements

Identify three strengths of your school board:

- 1. _____
- 2. _____
- 3. _____

Identify three areas where your school board could improve:

- 1. _____
- 2. _____
- 3. _____

Identify three priority performance goals for your Board for the next school year:

- 1. _____
- 2. _____
- 3. _____

Identify any areas for clarification of the role of the Superintendent and the Board.

Adoption History			
First Reading	12/08/2014		
Approved	01/12/2015		
Reviewed First Reading	9/12/2022		
Approved	9/26/2022		

SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT

This Agreement is made and entered into this 28th day of August, 2023, by and between the PARTIES; DOUGLAS SCHOOL DISTRICT OF 400 Patriot Drive, Box Elder, SD 57719, (hereinafter "School District") and the CITY OF BOX ELDER, a South Dakota municipal corporation, of 420 Villa Drive, Box Elder, SD 57719, (hereinafter "City").

RECITALS

WHEREAS the City operates the Box Elder Police Department;

WHEREAS this agreement will often refer to the Box Elder Police Department as "Law Enforcement" for ease of reference;

WHEREAS Law Enforcement agrees to provide the School District a School Resource Officer (hereinafter "SRO") Program in the School District; and

WHEREAS the School District and Law Enforcement desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO's in the School District.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises, and conditions contained herein, the Parties mutually agree as follows:

1. Cost of the SRO Program
 - A. The parties hereto acknowledge that there is a financial agreement between the Parties. The School District will reimburse the City \$50,869.68 of the actual wages of each Law Enforcement employee for 192 days of service. For Law Enforcement employees serving a partial school year, the reimbursement will be on a pro-rata basis for the number of days served. The invoices for payment will be submitted to the School District twice yearly, once in September and once in May. In the case of cancellation of this agreement per Section 8 below, School District shall be entitled to reimbursement by the City on a pro-rata basis for any portion of the reimbursement it has already paid as to the portion of the days then remaining at the end of the 60-day notice of cancellation period.
 - B. The School District agrees to provide an office with standard business accommodations for the SRO's, including but not limited to an office in which to work as well as access to a telephone.
 - C. The School District agrees to provide a computer, laptop, or tablet for the SRO's to use for work purposes.
 - D. The SRO having been designated as a school official shall have access to the camera equipment and operating system.
 - E. The School District agrees to allow the SRO's to participate in any School District trainings that may apply to or be helpful to law enforcement.

2. Employment of School Resource Officers.

- A. The SRO's shall be ~~an~~ employees of Law Enforcement and shall be subject to the administration, supervision, and control of Law Enforcement.
- B. The SRO's shall be subject to all personnel policies and practices of Law Enforcement except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The SRO's shall also be subject to those School District and School District Board policies that may apply to third-party employees working on location in the School District, including but not limited to the School District's policies against discrimination, harassment, and/or bullying.
- D. Law Enforcement, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SRO's. School District shall make Law Enforcement aware of any concerns or violations involving SRO's of which it becomes aware or observes.
- E. The Chief of Police or designee shall assign the SRO's to the School District. If a principal or ~~that principal's~~ **district administrator** is dissatisfied with a SRO who has been assigned to ~~that principal's~~ a school, then ~~that principal~~ **district administration** may request that the Chief of Police or designee assign a different officer as the SRO for that school.
- F. The School District at large will have two (2) BEPD SRO's assigned to the District. The schools to which the SRO's are to be assigned will be determined by the agreement of the command of Law Enforcement and the School District.
- G. Substitutions will be made in consultation with the school administration. ~~and will only be on a temporary basis.~~

3. Duty Hours

- A. Whenever possible, it is the intent of the parties that the SRO's duty hours shall conform to the School District's school day. Reasonable efforts will be made to accommodate School District's request for SRO's to attend after-school activities, such as sporting events, dances, and prom.
- B. It is understood and agreed that time spent by SRO's attending court, court related conferences and preparations, arising from and/or out of their employment as SRO for the School District shall be considered as hours worked under this Agreement. This includes all training required by the State of South Dakota or Law Enforcement to maintain certification as a law enforcement officer in good standing.
- C. In the event an SRO is absent from work, the SRO shall notify his or her supervisor in Law Enforcement and the principal of the school to which the SRO is currently assigned. If an SRO is absent from work at the School District for more than 5 consecutive days, Law Enforcement will assign another officer, if available, to substitute for the SRO beginning on the sixth consecutive day of absence. The School District will be entitled to reimbursement for any period of absence of the SRO for which services under this Agreement were not provided, on a pro-rata basis.

4. Goals of the SRO Program

This SRO Program is unique to the community, based on input from the school administration, teachers, faculty, students, families, and community members. The Program is designed to fulfill three overall roles:

- Law Enforcement
- Fostering Positive School Climate/Crime Prevention/Mentor/Role Model
- Education

The District- Students are considered to be under the authority of the District when they are on school property, on school buses, at or near school bus stops, and/or while participating in or attending school sponsored activities, conducted on or off school property. The District is responsible for supervising or detaining students for the enforcement of school disciplinary matters. It is the sole prerogative of the school officials to impose disciplinary sanctions for infractions of school rules and policies. The SRO should work collaboratively to report any violations of school policy to school administrators. When a school official has reasonable suspicion to believe a crime has been committed by a student while under the authority of the District, school officials may notify a SRO or, if a SRO is unavailable, a SRO supervisor.

Law Enforcement – SRO’s are responsible for the majority of law enforcement activities occurring at school, during school hours, but not general school discipline. The determination of whether an activity rises to the level of a law enforcement activity should be made in consultation with a school administrator. Parents, students, teachers, and other school personnel should bring complaints about student misbehavior or conduct to the school principal, or designee, rather than the SRO.

Fostering Positive School Climate/Crime Prevention/Mentor/Role Model – One of the primary roles SRO’s fulfill is fostering a positive school climate through relationship building and crime prevention. Officers will engage in various activities, in consultation with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, and investigating crimes. Officer may also complete security surveys analyzing the physical security and safety of school property and facilities.

Education – SRO’s should participate in the school community by becoming a member of the educational team where appropriate and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

Whether talking to students in the hallway or delivering a presentation in the classroom, SRO’s are embedded in the educational fabric of the school. SRO’s are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

5. Duties of School Resource Officers

The SRO’s duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement. SRO's should be notified by the building principal whenever a situation arises that is or is likely to become criminal in nature, a present or potential danger to the staff, students, visitors, or school property, or an issue that requires the assistance of additional personnel.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus. As to school code violations, the SRO's will refer the student to the principal's office for discipline to be determined and made by School District school officials.
- C. To act as the designee of the campus administrator in maintaining a safe environment as to law enforcement matters and school code violations. This includes buildings, grounds, parking lots, lockers, and other public-school property. As to school code violations, the SRO's will defer to the principal's office for discipline to be determined and made by School District school officials.
- D. To provide a classroom resource for law enforcement topics using School District approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.
- F. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To make appearances before parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. The SRO's will be involved in school discipline, when it pertains to preventing a disruption that would, if ignored, place students, faculty, and staff at risk of harm, the SRO's will resolve the problem to preserve the school climate. As to school code violations, the SRO's will take the student to the principal's office for discipline to be determined and made by School District school officials.
- I. It will be the responsibility of the SRO's to report all crimes originating on campus. On occasion, an SRO may be assigned cases originating outside the school which may involve students from the Douglas Schools.
- J. The SRO's will share information with the administrator about persons and conditions that pertain to campus security concerns.
- K. The SRO's will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
- L. The SRO's and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- M. The SRO's will coordinate his/her activities with the School District's principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- N. The SRO's may be asked to provide community-wide crime prevention presentations that include, but are not limited to:
 - Drugs and the law – Adult and Juvenile;
 - Alcohol and the law – Adult and Juvenile;
 - Sexual assault prevention;
 - Safety programs – Adult and Juvenile

- Online safety and citizenship; and
- Assistance in other crime prevention programs as assigned.
- O. The SRO's will wear approved Law Enforcement department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of school year, the type of school activity or program, and the requests of the School District and/or Law Enforcement. The Chief of Police, or designee, and the principal(s) shall jointly set expectations and resolve any disputes in this area.
- P. The SRO's will wear their Law Enforcement department-authorized duty weapons in accordance with department policy.

6. Chain of Command

- A. As employees of Law Enforcement, SRO's will be subject to the chain of command of Law Enforcement.
- B. In the performance of their duties, SRO's shall coordinate and communicate with the School District's principals, or their designees.

7. Access to Education Records

- A. School officials shall allow SRO's to inspect and copy any public records maintained by the school to the extent allowed by law and in accordance with applicable law.
- B. SRO's and school officials are permitted to openly share information with the standing 7th Circuit Judicial Order allowing such sharing of information. The judicial order shall be periodically updated to reflect current information and to remain in compliance with the latest judicial guidance.
- C. ~~SRO's should actively share information with the School District's school officials that~~ **The School District's school officials and law enforcement mutually agree to share information as it pertains to or** would likely have a significant impact on the safety, well-being, or operation of the school or educational environment.

8. Term of Agreement.

This agreement shall commence in ~~February~~ **July** of 2023 and end in ~~August~~ ~~June~~ ~~of 2023~~ ~~2025~~ **2024**. However, should any Party encounter budgetary constraints that make the continuation of this Agreement impractical, then any Party may cancel this Agreement upon sixty (60) days' notice to the other Party. In the case of cancellation of this agreement, School District shall be entitled to reimbursement on a pro-rata basis for any portion of the reimbursement it has already paid as to the portion of the days then-remaining at the end of the 60-day notice of cancellation period.

Following the term above, this Agreement shall be re-evaluated prior to termination and amended as necessary prior to the next school year. Any Party may request termination or modification of the Agreement thirty (60) days in advance of the start date of such upcoming renewal period. This request must be made in writing by the Party requesting termination or modification of this Agreement. **In the event that any court of competent jurisdiction shall hold any provisions of this MOU unenforceable or invalid, such holding shall not invalidate or render unenforceable any other**

provisions hereof. All other prior discussions, communications and representations concerning the subject matter of the MOU are superseded by the terms of this MOU, and except as specifically provided for herein, this MOU constitutes the entire agreement with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the month and year first written above.

DOUGLAS SCHOOL DISTRICT

By: _____
(print)

(sign)

Its: _____
(title)

Dated: _____

CITY OF BOX ELDER

By: _____
(print)

(sign)

Its: _____ Mayor _____
(title)

Dated: _____

ATTEST:

CITY ADMINISTRATOR/CHIEF FINANCIAL OFFICER

SECTION	J	TITLE	STUDENTS	FILE	JHDB
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SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION

I. Purpose

The purpose of the policy is to prepare, inform, and direct Douglas School District employees to respond effectively to suicidal ideation and suicidal behavior within its student population.

II. General Statement of Policy

A. The policy of the school district is to:

1. Train staff members in identifying students at risk for suicide.
2. Train school counselors, school psychologists, and school resource officers in suicide assessment and intervention.
3. Train school counselors and school psychologists in crisis response procedures.
4. Provide suicide prevention activities within appropriate curriculum areas.
5. Collaborate with community agencies to provide support services to students, families, and staff members.
6. The board of education shall require a procedure to address the following issues:
 - a. A student who is identified as at risk for suicide.
 - b. A student death by suicide or suspected death by suicide
 - c. Media guidelines.
 - d. It shall be a violation of this policy to knowingly not intervene when a student is identified as at risk for suicide.

III. Definitions

A. "Suicide" means death from injury, poisoning, or suffocation where there is evidence that a self-inflicted act led to the person's death.

B. "Suicidal ideation" means self-reported thoughts of engaging in suicide-related behavior.

C. "Suicidal Behavior" means a spectrum of activities related to thoughts and behaviors that include suicidal thinking, suicide attempts, and completed suicide.

D. "Intervention" is a strategy or approach that is intended to prevent an outcome or to alter the course of an existing condition.

E. "Suicide risk assessment" is a process of estimating the likelihood for a person to attempt or die

by suicide. The goal of a thorough risk assessment is to learn about the circumstances of an individual person with regard to suicide, including warning signs, risk factors, and protective factors.

F. "Prevention" is a strategy or approach that reduces the likelihood of risk of onset, or delays the onset of adverse health problems or reduces the harm resulting from conditions or behaviors.

G. "Postvention" means an intervention conducted after a suicide, largely taking the form of support for the bereaved (family, friends, professionals, and peers).

H. "Crisis Intervention/Response" is immediate and short-term psychological care aimed at assisting individuals in a crisis situation in order to restore equilibrium to their bio-psycho-social functioning and to minimize the potential of long-term psychological trauma.

IV. Reporting Procedures

- A. A violation of this policy should be reported to the Superintendent

V. Dissemination of Policy and Training

- A. This policy will be referenced in district and building crisis and emergency management plans.
- B. The school district shall develop a method of discussing this policy with school personnel.

REFERENCES

State Reference:

SDCL 13-42-71 (Suicide awareness and prevention training requirements)

SDCL 19-19-508.1 (School counselor, psychologist, and social worker privileges)

Federal Reference:

34 CFR § 99.36 (Family Education Rights and Privacy Act)

45 CFR § 164.512(j) (Health Insurance Portability and Accountability Act of 1996)

Adoption History

First Reading			
Approved			
First Reading-Revision			

Approved			

SECTION	J	TITLE	STUDENTS	FILE	JHDB-R
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SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION PROCEDURE

SUICIDE PREVENTION, INTERVENTION, & POSTVENTION PROCEDURES

Procedure for Students Identified as At Risk for Suicide:

All staff members must report any student suspected to be at risk for suicide to a school counselor, or school psychologist. The school counselor or psychologist will:

- A. Assess the student’s current level of risk for suicide by administering the district adopted severity rating scale (JHDB-E1).
- B. Advise the student regarding the action you plan to take based on level of risk for suicide.
- C. Maintain close supervision of the student.
- D. Notify the parent/guardian.
- E. Advise the parent/guardian of community resources and discuss safety precautions, such as supervision, means restriction, and safety planning.
- F. For students determined to be at moderate/high risk, have the parent/guardian sign the Parent Acknowledgment Form confirming they were notified of their child’s risk and informed of community resource options.
- G. Release the student only to a parent/guardian/law enforcement officer, unless other arrangements are made and approved by the professional completing the assessment.
- H. Complete the Potential Suicide Intervention Report Form including the CSSRS and provide a copy to the building administrator, school counselor, designated district staff, and parent/guardian.
- I. Follow up and document contact with parent/guardian and/or student within one week to determine if the student is receiving assistance.
- J. Work with the student and parent/guardian to create a reentry plan whenever possible if the student left school after the incident and complete/update the Safety Plan. Law enforcement can be contacted under the following circumstances:
 - a. When the student is determined to be at imminent risk of harm to himself/herself or others.
 - b. Consultation to determine if a student presents an imminent threat to himself/herself.
 - c. When the counselor or psychologist is unable to reach the student’s parent/guardian to inform of risk and create a plan for safety.
 - d. If it is unsafe for the school counselor or psychologist to make direct contact with the student.

Procedure for Off-School Grounds Suicide/Suicide Attempt:

Upon learning of a suspected death by suicide, the following actions will occur:

- A. The Communications Coordinator will confirm the suicide.
- B. The building principal/designee will call or visit the family to express support and obtain accurate information.

- C. The Superintendent and Communications Coordinator, in consultation with staff mental health professionals, will determine appropriate action for informing students and staff.
- D. District mental health professionals will coordinate with appropriate staff to plan for follow-up crisis response strategies as recommended in the After a Suicide: A Toolkit for Schools manual.

Procedure for Suicide Attempt on School Grounds:

Staff will follow protocol for ‘Serious Injury/Death of Student’ listed within the Douglas School District ‘CRISIS AND EMERGENCY PLANS’ book if a student attempts suicide on school grounds.

Procedure for Communications with Media:

In the event of media inquiries, the Communications Manager will:

- A. Make every effort to maintain the privacy of the deceased student and respect the grief of his/her family.
- B. Refer the request for official confirmation of the student’s death to the County Coroner’s Office or other legal source, not the school district.
- C. Follow the Family Education Rights and Privacy Act (FERPA), relative to student records when media requests are made for information about the deceased student.
- D. Inform the media that interviews of students and staff are not permitted on school property.
- E. Advise media of district emergency procedures, particularly regarding student and staff counseling.

Adoption History			
First Reading			
Approved			
First Reading-Revision			
Approved			

Potential Suicide Intervention Report

Date/Time: _____ School: _____ Grade: _____

Student First Name: _____ Last Name: _____

Sped? _____ Referred By: _____ Interviewer: _____

Other District Personnel Involved: _____

Reason for Intervention: (Include brief description of precipitating event and referral source)

Protective Factors: (Skills, strengths, or resources that help people deal more effectively with stressful events. A protective factor reduces the likelihood of attempting or completing suicide. Increasing protective factors can decrease suicide risk.)

- | | |
|--|---|
| <input type="checkbox"/> Stable relationship/s with other youth
<input type="checkbox"/> Cultural beliefs discouraging suicide
<input type="checkbox"/> Seeks adult help when needed
<input type="checkbox"/> School environment supportive of help seeking
<input type="checkbox"/> Positive coping skills
<input type="checkbox"/> Academic Success
<input type="checkbox"/> Sense of personal control
<input type="checkbox"/> Access to medical care
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Religiosity
<input type="checkbox"/> Good social support
<input type="checkbox"/> Lack of access to lethal means
<input type="checkbox"/> Family cohesion/stability
<input type="checkbox"/> Ability to problem solve/history of self-regulation
<input type="checkbox"/> Hope for the future
<input type="checkbox"/> Access to mental health care
<input type="checkbox"/> Sense of purpose |
|--|---|

Columbia-Suicide Severity Rating Scale

Answer Questions 1 and 2	In the past month	
	Yes	No
<p>1) <u>Have you wished you were dead or wished you could go to sleep and not wake up?</u> (Wish to be dead: Person endorses thoughts about a wish to be dead or not be alive anymore, or wish to fall asleep and not wake up.)</p>		
<p>2) <u>Have you actually had thoughts about killing yourself?</u> (Suicidal Thoughts: General non-specific thoughts of wanting to end one's life, "I've thought about killing myself" without general thoughts of ways to kill oneself/associated methods, intent, or plan.)</p>		
If YES to 2, ask questions 3, 4, 5 and 6. If NO to 2, go directly to question 6.		
<p>3) <u>Have you thought about how you might do this?</u> (Suicidal Thoughts with Method (without Specific Plan or Intent to Act): Person endorses thoughts of suicide and has thought of at least one method during the assessment period. This is different than a specific plan with time, place or method details worked out. "I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it.... and I would never go through with it.")</p>		
<p>4) <u>Have you had any intention of acting on these thoughts of killing yourself, as opposed to you have the thoughts but you definitely would not act on them?</u> Active suicidal thoughts of killing oneself and patient reports having <u>some intent to act on such thoughts</u>, as opposed to "I have the thoughts but I definitely will not do anything about them.")</p>		
<p>5) <u>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</u> (Suicide intent with Specific Plan: Thoughts of killing oneself with details of plan fully or partially worked out and person has some intent to carry it out.)</p>		
Always Ask Questions #6	Lifetime	
<p>6) <u>Have you done anything, started to do anything, or prepared to do anything to end your life?</u> (Suicide Behavior Question: Examples include: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump, or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc.)</p>		
	In the past 3 Months	
<p>If YES to #6, ask: <u>How long ago did you do any of these?</u> Over a year ago? - Between three months and a year ago? -Within the last three months?</p>		

Low Risk

- ✓ Inform parent/guardian that student was referred to counselor/social worker/psychologist due to concern for risk of suicide
- ✓ Outpatient services referral (counseling, medical provider)
- ✓ Complete Safety Plan if necessary
- ✓ Means restriction discussion with parent/guardian.
- ✓ Release student to parent/guardian.

Moderate Risk

- ✓ Maintain supervision of student, do not leave student alone.
- ✓ Inform parent/guardian
- ✓ Emergency Outpatient services referral (counseling, medical provider, BMS crisis appt)
- ✓ Means restriction discussion with parent/guardian.
- ✓ Complete safety plan if proceeding with outpatient services
- ✓ Have parent sign the Parent Acknowledgement Form.
- ✓ Release student only to parent/guardian/law enforcement
- ✓ Notify administrator
- ✓ When possible, create re-entry plan with student and parent if student left school after incident and complete a Safety Plan.

High Risk

- ✓ Maintain supervision of student, do not leave student alone.
- ✓ Escort to a location where student can be monitored away from other students.
- ✓ Notify administrator/call parent or guardian
- ✓ Initiate local psychiatric admission process by contacting the Emergency Room Social Worker or CRN (755-8222) to inform of risk assessment and need for further assessment at the hospital.
- ✓ Inform parent of need for assessment at the hospital. Have parent sign the Parent Acknowledgement form.
- ✓ Means restriction discussion with parent.
- ✓ Stay with student until released to parent/guardian or law enforcement officer.
- ✓ Work with student and guardian to create a re-entry plan whenever possible and complete/update safety plan when student returns to school.

In cases when student is referred due to concern for suicide and student responds “no” to all CSSRS screening questions:

- ✓ Complete Potential Suicide Intervention Report Form
- ✓ Contact parent/guardian to inform that student was referred to provider for suicide risk assessment.
- ✓ Provide information to parent/guardian of community resources, safety precautions.
- ✓ Give copy of the CSSRS/Potential Suicide Intervention Report Form to building administrator, Assistant Superintendent of Educational Services.

Summary of Intervention: (Include subjective/objective data, assessment, plan and outcome)

This screening tool represents what the student chose to reveal at one moment in time. School counselors/social workers are not qualified to accurately assess suicidality risk, as it takes multiple approaches and means from the mental health and medical field. Please contact your school counselor/social worker/psychologist if you would like assistance with a referral to community resources.

Parent/Guardian Acknowledgement Form

School:	Student:	Date:
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- As the parent/guardian of _____, I have authority to make decisions on behalf of my child and have the authority to sign this document. I acknowledge that I have been advised by school staff member _____ on _____ (date) that my child has expressed suicidal ideation and may be at risk of suicide.

- I agree to provide appropriate information to _____ (name of school staff member) regarding any evaluations and/or treatment received from the mental health provider that will prepare the school to support my child’s reentry into the academic setting.

 _____(name of staff member) will follow up with me and/or my child within one week from the date of this letter as well as other times that the staff member determines.

- I understand the services/supports that have been recommended. I also understand that any referral information provided to me that identifies medical, mental health, or related health providers is meant for my consideration only and not a requirement that I use these providers. I am free to select other providers of my choice.

- The school/district is not responsible for evaluation expenses for any service providers.

Parent/Guardian Information

Name	Date:
Address:	Parent/Guardian Signature:
Phone:	

Copies provided to Parent/Guardian, School Counselor	Date: Staff Signature:
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SAFETY PLAN			
Student:	School:	Staff:	Date:
Step 1: Warning Signs (thoughts, images, mood, situation, behavior) that a suicidal crisis may be developing			
1.			
2.			
3.			
Step 2: The one thing that is most important to me and worth living for is:			
Step 3: Trusted adults at school, at home, or in my community whom I can ask for help			
1. Name:		Phone:	
2. Name:		Phone:	
3. Name:		Phone:	
Step 4: Internal coping strategies- things I can do to take my mind off my problems without contacting another person (relaxation techniques, physical activities)			
1.			
2.			
Step 5: Making the environment safe			
1.			
2.			
Step 6: Professionals or agencies I can contact during a crisis:			
Monument Health Hospital Emergency Room 353 Fairmont Blvd, Rapid City 605-755-1000 Behavior Management Systems 350 Elk Street, Rapid City 605-343-7262 National Crisis Text Line: Text 'CONNECT' to 741741 National Suicide Prevention Lifeline Phone: 1-800-273-TALK (8255) or 988 Wellfully Adolescent Crisis Care Center 22 Waterloo St, Rapid City 605-277-3750 9-1-1			

Student Signature _____ Staff Signature _____

SECTION	E	TITLE	SUPPORT SERVICES	FILE	EFB
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FREE AND REDUCED PRICE FOOD SERVICES

The District will take part, as feasible, in the National School Lunch Program and other food programs that may become available to see that all children in the District receive proper nourishment.

As required by law and regulations of the State, the Board will offer free and reduced price lunches and free milk to those qualifying children.

Reduced price meals:

- a. The District may cover the costs of reduced price meals for all students in the District with annual Board approval.
- b. The School Nutrition Coordinator or designee, will annually make a recommendation to the Board regarding the viability of offering reduced price meals at no cost.

The School Nutrition Coordinator and Superintendent’s designee will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

All financial records of these programs will be kept in a separate account by the Business Manager or designee.

REFERENCES

State Reference:

Policy Reference:

Adoption History

First Reading	03/26/2015		
Approved	04/13/2015		
First Reading-Revision	11/14/2022		
Approved	12/12/2022		