

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, March 11, 2024

**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/96079293091?pwd=eII1MXJ0R1h2dUU5RDB6N29ZVnFjZz09>
Meeting ID: 960 7929 3091
Passcode: 821000

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.

{{Name: Agenda Item Name}}

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Review of Board Working Agreements:
 - We ask
 - We learn
 - We lead
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes for February 26, 2024.
 - B. Approve Personnel Action
 - C. Approve the Purchases and Issuing of Accounts Payable and Payroll

- D. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
 - E. T. Rasmussen Request for Waiver of Liquidated Damages.
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
11. Superintendent Items:
- A. Mammoth Outdoor Sports Facilities Presentation
12. Fiscal Resources Items:
- A. Review 2024-2025 Capital Outlay Requests
13. Operational Support Services Items:
- A. Approve SECOND READING of REVIEWED and REVISED Policies, Section K, KL-KMB.
 - B. Approve FIRST READING of REVISED Policy IIBGA District Assigned Computers and Exhibit IIBGA-E1.
 - C. Hear INFORMATIONAL Reading of Policy IIBFA - Use of Artificial Intelligence Technology.
 - D. Overview of Results From Classified Listening Sessions.
14. Reports:
- A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
15. Upcoming Calendar Events:
- March 15 - Staff Inservice, No School for Students
 - March 25 - BOE Meeting, 5:00 pm
 - April 1-5 - Spring Break/No School
16. Executive Session for Personnel according to SDCL 1-25-2.1.
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, February 26, 2024

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, February 26, 2024 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present, Tonya Welch: Present. Patrice Holmes, Associate Member: present; Jo Anne Mulholland, 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.

President Tanya Gray recognized Douglas's school bus drivers--the first and last faces each day that our students see. Thank you for being an important part of our school community.

She also recognized the Douglas Booster Club. Member Tonya Welch introduced Kyla Wright and Andrea Fleming from Highmark Federal Credit Union. Highmark is partnering with the Douglas Booster Club as part of their Spirit Card program. Students, parents, staff and community members can request a Douglas Patriot Spirit debit card that earns money for the Booster Club.

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. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Approved the Regular Meeting Minutes for February 12, 2024.

Approved Personnel Action for February 26, 2024. (Attachment)

Approved January 2024 Financial Reports. (Attachment)

Approved the Accounts Payable Report for February 29, 2024. (Attachment)

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

Elementary and Secondary Curriculum and Instruction Items:

Special Services Director Monica Waltman reported on historical special education trend data for the district and state. It included disability, enrollment and financial data. The category for Autism Spectrum Disorder has been growing not only at Douglas, but also on the state and national levels. Behavior-based disabilities are increasing, which requires more staffing.

Fiscal Resources Items:

Business Manager Trista Olney gave an update on possible updates to the high school track and football field. The existing facilities are 20+ years old and in need of repairs. Mammoth Sports Construction has submitted a proposal and will be updating the cost figures for the project. The repair and upgrades to the high school track and football field will be part of the Capital Outlay process. If the Board approves the project, Mammoth can begin work this spring to be completed by fall football season.

Operational Support Services Items:

Motion to award Bid #2307 for construction of Douglas High School secure entrance to Seco Construction \$111,200. This approves the bid only, not the project work. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to Approve Second Reading of Revised Policy IKFA and IKFA-E - Early Graduation. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Motion to Approve Second Reading of Reviewed or Revised Board Policies Section K, KA-KK. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

- Reviewed Policy KA - School and Community Relations Goals
- Reviewed Policy KB - School and Community Relations
- Reviewed Policy KBA - Public's Right to Know
- Revised Policy KBC - News Media Relations
- Revised Policy KBCA - News Releases
- Reviewed Policy KC - Parental Involvement in Decision Making
- Revised Policy KG - Community Use of School Facilities
- Deleted Policy Exhibit KG-E - Building Use Application
- Revised Policy KGB - Public Conduct on School Property
- Revised Policy KGC - Smoking, Vaping and Tobacco Use on School Grounds/In School Facilities
- Revised Policy KH - Public Gifts and Memorials to Schools
- Revised Policy KI - Public Solicitations, Bingo and Lotteries, and Advertising in the Schools
- Reviewed Policy KJ - Posting of National Motto
- Revised Policy KK - Visitors to the Schools

Motion to Approve First Reading of Reviewed or Revised Policies, Section K, KL-KMB. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

- Reviewed Policy KL - Complaint Against School Employee
- Revised Policy Regulation KL-R - Complaint Procedure
- Reviewed Policy Exhibit KL-E(1) - Complaint Against School Employee Report Form
- Reviewed Policy Exhibit KL-E(2) - Appeal to the Superintendent
- Reviewed Policy Exhibit KL-E(3) - Appeal to the School Board
- Reviewed Policy KLA - Public Complaints

Revised Policy KLB - Public Complaints about the Curriculum or Instructional Materials
Reviewed Policy Exhibit KLB-E - Citizen's Request for Reconsideration of Educational/
Library Materials
Revised Policy KLC - Public Complaints about Library Materials
Revised Policy KLD - Public Complaints for Federal Programs
Reviewed Policy KMA - Relations with Parent Organizations
Reviewed Policy KMB - Title 1 Parent Involvement

Reports:

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

Tonya Welch reported the Booster Club is excited about the Spirit Card partnership with Highmark Federal Credit Union. Tomorrow night, the proceeds of the 50/50 drawing at the Box Elder Chamber of Commerce Mixer will be donated to the Booster Club. The next meeting is March 4.

Trista Olney commented that being part of the legislative process for the two funding bills was a positive experience even though it didn't turn out as needed. They made a lot of good connections and partnerships, and had the opportunity to educate people about Douglas's unique needs.

Tanya Gray will be attending the Black Hills Special Services Cooperative board meeting on Wednesday. She also recently attended the Associated School Boards of South Dakota board meeting and promoted the Douglas CTE program there.

Motion to adjourn meeting at 5:34 p.m. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 2/26/2024****Classified Service Factor Bonus**

	Name	Position/Years	Amount	Dates of Service
	Denea Hinzman	Food Service / 5 Years	\$109.15	2/25/29- 2/25/2024

Certified Retirements

	Name	Position	Location	Effective Date
	Elke Kuegle	World Language	HS	05/23/2024

Certified Resignations/Terminations

	Name	Position	Location	Effective Date
	Corey Hyde	5th Grade Teacher	VES	05/23/2024

Certified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Caroline Raymond	BC/1st Grade Teacher	\$56,625.00	2024-2025
	Jordan Travis	BC/3rd Grade Teacher	\$60,875.00	2024-2025
	George Johnson	BC/FC Physical Education Teacher	\$52,875.00	2024-2025
	Michele Mlinar	VES/Special Ed. Teacher	\$56,625.00	2024-2025
	Holly Enright	HS/Science	\$61,625.00	2024-2025

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Wendall Sanders	Trans/Bus Driver	\$20.02	02/27/2024

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

January 1, 2024 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION	
BALANCE 12/31/23	556,701.08	1,835,517.07	2,134,162.92	
RECEIPTS:				
TAXES	20,512.85	12,016.49	6,425.98	
INTEREST	478.53	0.00	0.00	
ADMISSIONS	5,401.00	0.00	0.00	
LOCAL	38.55	(22.60)	0.00	
COUNTY	13,872.63	0.00	0.00	
STATE	1,277,037.00	0.00	273,928.00	
FEDERAL	0.00	0.00	48,429.00	
OTHER	2,612.00	0.00	0.00	
INTERFUND TRAN.	19,264.89	0.00	0.00	
TOTAL RECEIPTS:	1,339,217.45	11,993.89	328,782.98	
DISBURSEMENTS:				
VERIFIED CLAIMS	317,173.58	120,819.33	348,513.28	
SALARIES	1,744,365.09	0.00	378,810.78	
TRANSFERS OUT				
BALANCE 01/31/24	(165,620.14)	1,726,691.63	1,735,621.84	26,163,279.62
BALANCE 01/31/23	734,753.03	5,313.72	1,217,116.09	21,890,514.92

January 1, 2024 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 12/31/23	(3,754,051.09)	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	104,637.38	0.00
REIMBURSEMENTS	22,060.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	126,697.38	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	11,934.15	0.00
SALARIES	88,364.33	0.00
TRANSFERS OUT		
BALANCE 01/31/24	(3,727,652.19)	49,497.51
BALANCE 01/31/23	(3,099,729.62)	50,169.11

January 1, 2024 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 12/31/23	1,744.52	(3,761.88)	26,548,333.54
RECEIPTS:			
INTEREST	0.00	0.00	19,264.89
FEDERAL	0.00	0.00	0.00
LOCAL	1,051.68	2,093.72	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,051.68	2,093.72	19,264.89
DISBURSEMENTS:			
VERIFIED CLAIMS	1,105.44	3,615.17	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	19,264.89
BALANCE 01/31/24	1,690.76	(5,283.33)	26,548,333.54
BALANCE 01/31/23	491.39	(1,315.34)	22,983,716.54

January 1, 2024 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 12/31/23	291,517.74	258,056.42
RECEIPTS:		
INTEREST		
SALES	52,372.52	0.00
STATE	0.00	0.00
FEDERAL	116,005.51	0.00
LOCAL	175.38	28,758.59
OTHER		
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	168,553.41	28,758.59
DISBURSEMENTS:		
VERIFIED CLAIMS	47,793.83	25,934.98
SALARIES	24,720.08	0.00
BALANCE 01/31/24	387,557.24	260,880.03
BALANCE 01/31/23	290,247.61	237,876.32

Board Report - For School Board 02/28/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ALLEGIANT AIR	183689		340.00
AMAZON.COM	183690		3,183.51
AMERICINN OF CHAMBERLAIN	183691		1,504.00
ASBSD	183692		25.00
BEST WESTERN KELLY INN	183693		1,011.94
BEST WESTERN RAMKOTA- PIERRE	183694		82.00
BJ'S INSTRUMENT REPAIR	183695		60.00
BLACK HILLS ENERGY- AUTO PAY	151		37,592.77
BOX ELDER HARDWARE	183696		1,014.93
CAROLINA BIOLOGICAL SUPPLY COMPANY	183697		56.05
CARQUEST AUTO PARTS	183698		717.82
CENTURY BUSINESS	183699		118.82
CLUBHOUSE HOTEL & SUITES	183701		370.12
DAKOTA BUS SERVICE, INC.	183702		14,213.25
DAYS INN-CASPER	183703		558.00
DELTA AIR LINES	183689		1,613.80
DEMCO, INC	183704		368.58
DUNCAN LAW FIRM, LLP, THE	183705		20,120.00
EVERGREEN OFFICE PRODUCTS	183707		97.00
FIDUCIARY ACCOUNT	183708		7,816.11
FOLLETT CONTENT SOLUTIONS, INC	183709		171.32
GHOLSON, SEAN	183710		59.98
GILL ATHLETICS	183711		156.12
GRIMMS PUMP SERVICE, INC.	183712		2,004.55
HAUFF MID-AMERICA SPORTS INC.	183713		566.05
HIGH POINT NETWORKS, LLC	183714		14.80
HILLYARD INC	183715		2,253.25
HOBBY LOBBY CREATIVE CENTER	183689		63.86
HOLE IN THE WALL NFL DISTRICT	183716		290.00
INNOVATIVE OFFICE SOLUTIONS	183717		197.28
IVANTI	183718		2,100.00
JENNER EQUIPMENT COMPANY, INC.	183719		1,490.81
JOHNSON CONTROLS INC	183720		755.21
KIEFFER SANITATION, INC.-AUTO PAY	150		2,467.36
LEADERSHIP MATTERS LLC	183721		8,735.90

Board Report - For School Board 02/28/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
LYNN JACKSON SHULTZ & LEBRUN PC INC	183722		1,577.00
MG OIL COMPANY, INC.	183723		1,716.00
NAESP	183724		259.00
NAFIS	183689		1,400.00
NORTH CENTRAL BUS & EQUIPMENT CO. INC	183725		617.65
OLNEY, TRISTA	183726		179.52
QUADIENT	183727		182.85
QUILL CORPORATION	183689		160.00
RAMKOTA HOTEL	183728		109.00
RAPID CITY JOURNAL	183729		296.45
RED CLOUD HIGH SCHOOL	183730		70.00
ROBOTICS EDUCATION & COMPETITION	183731		240.00
SAM'S CLUB	183689		194.38
SCHOOL NURSE SUPPLY	183732		657.98
SDCA	183733		425.00
STARFALL EDUCATION	183689		195.00
SUPER 8	183734		218.00
SWEETWATER SOUND INC	183689		51.49
TANDEM SPORT	183735		586.49
TARGET BANK	183689		117.88
TEACHERS SYNERGY, LLC	183736		52.00
TIMMONS MARKET	183737		216.46
UNITED AIR LINES	183689		70.00
US BANK	183689		70.00
WPPI-EMERALD	183689		70.00
GENERAL FUND			121,922.34
AMAZON.COM	183690		30.95
CHRIS SUPPLY, INC.	183700		1,188.00
INNOVATIVE OFFICE SOLUTIONS	183717		21,613.74
CAPITAL OUTLAY			22,832.69
AMAZON.COM	183690		325.76
EDUCATIONAL CLASSROOM SYSTEMS	183706		59.22
EVENBRITE	183689		55.20
SPECIAL ED			440.18
COUNCIL FOR EXCEPTIONAL CHILDREN	183689		1,228.00
LOVES TRAVEL STOP	183689		263.57

Board Report - For School Board 02/28/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PIZZA HUT- BOX ELDER	183689		480.00
UNITED AIR LINES	183689		2,112.60
GRANTS			4,084.17
Grand Total:			149279.38

**DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 03/11/2024**

Classified Service Factor Bonus

Name	Position/Years	Amount	Dates of Service
Brandon Porubensky	Custodian/ 5 Years	\$324.29	3/4/2019-3/4/2024

Certified Resignations/Terminations

Name	Position	Location	Effective Date
John Pierson	ELA Teacher	HS	05/23/2024
Timothy Rasmussen	Phy Ed. Teacher	FC	03/07/24 assess \$4000 penalty per contract terms.
Kelsey Duncan	2nd Grade Teacher	BC	05/23/2024
Amber Lyons	Math Teacher	HS	05/23/2024
** Carrie Bergen	Spec. Ed. Teacher	HS	05/23/2024
** Stacey Schmidt	Inst. Leader	FC	05/23/2024

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Emilee Lyon	Cheerleading	MS	03/28/2024
Emilee Lyon	Counseling Secretary/Registrar	HS	03/28/2024
Jon Pierson	Asst. Wrestling Coach	HS	05/23/2024
Shelly Torbett	Curriculum Secretary	CO	05/09/2024
Chelsie Sears	Food Services	VES	03/29/2024
Lindsay Lowery	Instructional Aide 18 to 21 Transition	Carr	03/21/2024

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Sarah Lewis	Carr/Early Intervention/ Sped Teacher	FC/PreK Teacher	2024-2025

Classified Voluntary Transfer Request

Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date	
Ethan Roberts	MS/Night Custodian	VES/Night Custodian	2/12/2024	Assignment
Trent Musfelt	BC/Night Custodian	MS/Night Custodian	2/12/2024	Assignment

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Amanda Ladwig	MS/Sped Teacher	\$61,625.00	2024-2025
Samantah Brewer	VES/ 5th Grade	\$52,125.00	2024-2025
Tim Kosters	CO/Exec Dir. Operational Support Services	\$120,000.00	2024-2025

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Rosemary Black Bear	Trans/Bus Driver	\$20.85	03/05/2024
Gered Pitts	MS/Food Service Worker	\$15.45	03/18/2024

	Princess Thomas	Trans/Sped Bus Aide	\$14.70	03/11/2024	
Temporary Hires					
	Name	Position	Salary	Effective Date	
	Jamie Williams	Summer Admin Intern	\$8,757.00	7/1/24 - 7/30/24	
Certified Non-Renewals					
**	See Attachment				
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.				

PAYROLL EXPENDITURES

FEBRUARY 7 2024

FEBRUARY 21 2024

TOTALS

\$1,135,481.55

\$1,227,267.08

Board Report - For School Board 03/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	183743		50.22
AMAZON.COM	183744		7,264.30
AMERICINN-SIOUX FALLS	183745		5,408.00
APPLE EDUCATION	183746		1,664.95
BEST WESTERN PLUS RAMKOTA HOTEL	183747		5,165.97
CARAHSOFT	183749		3,813.29
CASH - CO	183750		474.00
CENTURYLINK	183752		474.35
CITY OF BOX ELDER/PUBLIC WORKS DEPT	183754		4,995.89
CLUBHOUSE HOTEL & SUITES	183756		782.36
DAKOTA BUS SERVICE, INC.	183757		11,713.75
DAKOTA EDUCATION CONSULTING	183758		3,000.00
DAYS INN SIOUX FALLS	183759		475.00
DB SOUND LLC	183760		357.63
DEMCO, INC	183761		526.78
FIDUCIARY ACCOUNT	183762		2,186.50
FLAG STORE USA	183763		657.55
FLINN SCIENTIFIC INC	183764		2,019.54
GOPHER SPORT	183766		719.49
GRIMMS PUMP SERVICE, INC.	183767		234.47
HARLOW'S BUS SALES, INC.	183768		768.77
HIGH POINT NETWORKS, LLC	183769		20.80
HILLYARD INC	183770		6,971.47
JOHNSON CONTROLS INC	183771		536.93
LEAD/DEADWOOD SCHOOL DISTRICT	183772		50.00
LEARNING A-Z	183773		132.00
MENARDS	183775		113.94
MG OIL COMPANY, INC.	183776		10,555.02
MID-AMERICAN RESEARCH CHEMICAL	183777		713.02
MIDCONTINENT COMMUNICATIONS- AUTO PAY	152		1,522.87
MILLER, TRAVIS	183778		1,570.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	153		13,125.54
NORTH CENTRAL BUS & EQUIPMENT CO. INC	183780		500.29
O'CONNOR COMPANY, INC.	183781		546.66
RAPID CITY JOURNAL	183782		216.48

Board Report - For School Board 03/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
RIVERSIDE TECHNOLOGIES INC	183784		4,000.00
SDHSAA	183785		1,040.00
SPEARFISH SCHOOL DISTRICT	183787		184.18
TIE	183789		2,800.00
TIMMONS MARKET	183790		198.48
USES KNIFE, MARGIE	183791		80.00
VANCE PETERSON MEMORIAL CLINICS	183792		270.00
WEST RIVER ELECTRIC-AUTOPAY	154		<u>2,414.31</u>
GENERAL FUND			100,314.80
AMAZON.COM	183744		54.21
BLACK HILLS ROOFING, INC.	183748		81,731.00
CLIMATE CONTROL SYSTEMS AND SERVICE	183755		228,867.90
FOLLETT CONTENT SOLUTIONS, INC	183765		2,294.75
RIVERSIDE TECHNOLOGIES INC	183784		6,598.00
TEMPERATURE TECHNOLOGY INC	183788		<u>81,800.00</u>
CAPITAL OUTLAY			401,345.86
AMAZON.COM	183744		647.22
CASH - CO	183750		114.00
CHILDREN'S CARE HOSPITAL & SCHOOL	183753		2,380.00
FIDUCIARY ACCOUNT	183762		838.00
NCS PEARSON, INC.	183779		516.48
RATWIK, ROSZAK & MALONEY, P.A	183783		106.00
SONOVA USA INC	183786		5,345.74
TIMMONS MARKET	183790		4.92
WESTERN PSYCHOLOGICAL SERVICES	183793		<u>198.00</u>
SPECIAL ED			10,150.36
AMAZON.COM	183744		200.20
CASH - CO	183751		4,523.00
LEXIA LEARNING	183774		<u>99.00</u>
GRANTS			4,822.20
			<u>516,633.22</u>
ALSCO	12353		149.48
BAGUBE, BENITO	12354		158.45
CASH-WA DISTRIBUTING COMPANY, INC.	12355		7,552.60
COCA-COLA BOTTLING CO HIGH COUNTRY	12356		364.00
PAN-O-GOLD BAKING COMPANY, INC.	12357		59.60
PIZZA HUT- BOX ELDER	12358		1,178.00

Board Report - For School Board 03/15/2024

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PRAIRIE FARMS	12359		3,490.00
REINHART FOOD SERVICE LLC	12360		<u>4,489.41</u>
FOOD SERVICE			<u>17,441.54</u>
Grand Total:			<u>534,074.76</u>

Capital Outlay Proposals 2024-25						
Department	Amount Proposed	Priority 1 (Approved)	Priority 2 (Approved)	Priority 2 (Not Approved)	Priority 3 (Not Approved)	Sum
Building Requests	\$2,400	\$2,400	\$0	\$0	\$0	\$2,400
Food Services	\$92,450	\$80,550	\$11,900	\$0	\$0	\$92,450
Transportation	\$125,050	\$125,050	\$0	\$0	\$0	\$125,050
Technology	\$590,475	\$524,675	\$65,800	\$0	\$0	\$590,475
Buildings & Grounds	\$5,790,500	\$5,790,500	\$0	\$0	\$0	\$5,790,500
Curriculum	\$134,400	\$134,400	\$0	\$0	\$0	\$134,400
Library	\$27,000	\$0	\$27,000	\$0	\$0	\$27,000
SPED	\$42,750	\$42,750	\$0	\$0	\$0	\$42,750
DMS Athletics	\$22,075	\$4,500	\$17,575	\$0	\$0	\$22,075
DHS Athletics	\$86,225	\$43,975	\$42,250	\$0	\$0	\$86,225
Printing	\$90,000	\$90,000	\$0	\$0	\$0	\$90,000
Total District	\$7,003,325	\$6,838,800	\$164,525	\$0	\$0	\$7,003,325
Tax/Impact Aid Dollars Available						
Possible Grant Opportunities						
Dollars Remaining						

Highlight of this color indicates that we are gathering additional information and will have more specific information available in the near future.

Highlight of this color indicates that grant dollars are available for at least a portion of the cost - the dollar amount indicated is the total cost, so will likely end up less than what is presented.

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
BUILDING REQUESTS					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	VES	Radios (playground, security, etc) (5)	\$2,400.00	B&G	1		Many of our school radios are currently work so we'd like to them all in working order. Four are currently broken. Applying for Homeland Security Grant for funding
TOTAL			\$2,400.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
FOOD SERVICE					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	Food Service	On Demand Water Heaters for BC&FC	\$67,650.00	BC/FC/B&G	1	unknown	Water temperature not hot enough to adequately wash dishes and remove residue from cooking. Mr. Waltman stated he was going to put on capital outlay as some falls under FS and some under BG.
<input checked="" type="radio"/>	Food Service	FC Double Ovens	\$12,900.00	FC	1	1988	Cooks unevenly even though it has been repaired, support that holds oven racks has broken and been welded. A new oven will produce better quality, evenly cooked consistency for our students. \$9,987.08 will be covered with a grant
<input checked="" type="radio"/>	Food Service	BC/FC Warmer Replacements	\$11,900.00	BC/FC	2	1985	Working on replacement cycle for warmers in the district to maintain consistency, ease of repair and ordering parts.
<input type="radio"/>							
TOTAL			\$92,450.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
TRANSPORTATION					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
A	Trans	77 Passenger Bus (Bus #9)	\$125,050.00	Trans	1	2009	Round 16 Rebate, International, IH CE Vision, 77 Passenger, 92,868 miles - already had engine rebuilt - has to go; \$31,000 rebate through Clean Diesel Grant
TOTAL			\$125,050.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	
					2	Needed / Yearly Allocation	
TECHNOLOGY					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
A	Tech	Switch (48 port)	\$3,400.00	HS	1	2018	Addresses growth/need for additional network ports/connections in HS and for eSports at DMS - E-rate = 60% discount
A	Tech	Switch license refresh (3yr)	\$27,625.00	DSD	1	NA	DSD-wide hardware (switches & AP's) license co-termination extension for 3 years (current licenses co-terminate 7/17/2024) E-rate = 60% discount
A	Tech	Switch UPS	\$13,000.00	TD	1	2015/2016	Switch UPS + battery packs; this is year 2 of 3-4 year refresh 10+ units beyond EOL with latest lithium ion technology and 10yr warranty. E-rate = 60% discount
A	Tech	Wi-Fi Access Points (WAP)	\$39,600.00	TD	1	NA (2018)	Completes phase 2 of 3 year refresh for WAP (228 MR42 units) due to WAP EOL (must complete 2025. Phase 1 - 83 units replaced 2023-2024; Phase 3 will replace remainder 2025; E-rate = 60% discount
A	Tech	WAP License refresh (3yr)	\$49,500.00	TD	1	NA (2018)	Completes phase 2 of 3 year refresh for WAP (228 MR42 units) due to WAP EOL (must complete 2025. Phase 1 - 83 units replaced 2023-2024; Phase 3 will replace remainder 2025; E-rate = 60% discount
A	Tech	Chargers for Student laptops	\$1,800.00	HS; MS	1	2023	(60ct) Fortis charger replacements for those lost, damaged, stolen 23-24 SY.
?	Tech	Student iPads (classroom assigned) (250)	\$105,000.00	FC; BC	1	2018	(250ct) Addresses large EoL bubble (~780ct) over course of FY24/25/26. Notes: iPad 10.9" (10th gen), 2yr AppleCare, Impact shield. Price increase fm \$420 to \$508 per.
?	Tech	Student iPads (lab) (28)	\$14,225.00	HS (23); MS (05)	1	DHS - 2018 DMS - 2016 & 2018	HS Art (23). Pends final needs assessment determination by principal. Current iPads retired. MS/HS eSports (05). Will refresh current iPads past EoL and on loan from TD as a pending supported program
?	Tech	Student laptops (1:1 & Classroom assigned) (not lab) (250)	\$120,750.00	DMS; HS	1	2018	(250 ct) Begins to address Stream inventory at EoL.3 refresh plan: Year 1 (FY25) (250ct) stands up DMS 6th with Fortis and bumps up HS fm 750 to ~800 devices. Year 2 (500ct new for VES); Year 3 (500ct for BC & FC 3rd grade).
?	Tech	Staff desktops (60)	\$72,850.00	TD; Tran	1	2014-2018	(60ct) HP 840 G9 AiO Touch Screen. State contract specs. 1TB drive. 3yr warranty. Includes 01 x for Transportation's Fuel System. Calc: 251 (staff+student need (excludes DHS lab EoL, see Student Desktop)) -191 (remaining in service, 2019 or newer) equals 60 gap/need. Other variables: 30ct EoL in 2018 purchase group, remainder are older. Also, staff laptop refresh of 22 would align with 10yr tech plan. Alternatively, staff could go at risk and extend use
?	Tech	Staff laptops (62)	\$59,525.00	TD	1	2019	(62ct) HP 860 G10, 3yr warranty. 16" screen. 8GB memory. State contract. Aligns with staff laptop refresh of 60 + Pre-K staff growth (10yr tech plan). EoL = 0 in FY25, but 160 in FY26 so important to align with regular regimin of tech plan. Have 365 in service; staff/sub need = 361.
?	Tech	Staff Docking station (62)	\$9,250.00	TD	1	NA	(62ct) This is a standard allocation item for all newly purchased staff laptops and must be the same as quantity of staff laptops approved for purchase.
?	Tech	Staff iPads (16 new use)	\$8,150.00	TD	1	2018	(08ct) - Needed to rectify alignment in purchase SWIVL (2ea. for BC, FC, VES, DMS). (08ct) - MS Hall Monitor. Devices provide dedicated access to Hall Monitor app via Clever for a classroom. Approved by Mr. Case (2/15). DMS to prototype interimly with iPads removed from service.
A	Tech	Switch UPS	\$12,000.00	TD	2	2015/2016	Switch UPS + battery packs; this is year 2 of 3-4 year refresh 10+ units beyond EOL with latest lithium ion technology and 10yr warranty. E-rate = 60% discount

Capital Outlay Proposals 2024-25					1	Required / Top Priority	
					2	Needed / Yearly Allocation	
TECHNOLOGY					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
A	Tech	Monitor/display (standard) (20)	\$4,000.00	TD	2	2015/2016	(20ct) Playing catch up with inventory at EoL. We've 181 in service, but 121 will be at/beyond EoL, leaving 60 in good standing. As we've 114 staff actually allocated monitors, our true need/gap is 54. Therefore, proposal is to apply 10yr Tech Plan annual purchase standard of 20ct and go at risk for remainder of gap.
A	Tech	Staff (Admin) tablet	\$1,400.00	TD	2	NA	TD has no spares. Spare provided to new Curriculum Director
A	Tech	Document Cameras for Elementary Classrooms	\$21,000.00	VES (20); BC(24);	2	2010-2015	(70ct) Webcam + stand determined inadequate function/quality for ES classrooms. \$300 best estimate as we work to prototype/select.
?	Tech	Laptop Chargers for Device Carts	\$22,500.00	HS (450); MS (300)	2	NA	(750ct) Outfit additional 15 laptop computer carts at HS & 10 carts at MS to: #1 support rapid delivery of fully charged laptops on date of issuance to students; #2 maintain powered computers over summer to keep them current with latest security updates which will create great efficiencies for TD staff during a compressed summer season and ensure readiness for new school year. [When
?	Tech	Student Laptop Cases (100)	\$2,000.00	DMS	2	NA	(100ct) Estimate 650 remaining serviceable cases by end of school year (count includes MS & HS in service (370 purchased last year + 350 existing) minus a 10% depreciation based on observed wear). Need = 750 for all MS therefore 100 cases is the gap.
?	Tech	ViewBoard (01)	\$2,900.00	TD	3	2021-2023	ViewSonic Viewboard 75" with standard base and 4K webcam, 5YR on-site support warranty. 01 x spare needed to support the field; we have 0 spares (moved spare to gap/need in FC library).
TOTAL			\$590,475.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
BUILDINGS & GROUNDS					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	B&G	Roofing Design/Replace	\$2,400,000.00	HS	1		\$15.00/sq ft replacement (Kevin will get estimate for design cost)
<input checked="" type="radio"/>	B&G	Roofing Replace (no design cost)	\$56,000.00	CO	1		All Roofing Warranties have expired between 1997-2018
<input checked="" type="radio"/>	B&G	Replace Track/Field	\$3,127,000.00	HS	1		This facility is now becoming a safety issue.
<input checked="" type="radio"/>	B&G	Clocks	\$3,500.00	District	1		Continue with replacement schedule, as many as we can for \$3,500/year - use current Douglas logo of the Patriot with no surrounding detail
<input checked="" type="radio"/>	B&G	Replace Van	\$25,000.00	B&G	1		Mechanical issues that are costly
<input checked="" type="radio"/>	B&G	Office Addition	\$15,000.00	Warehouse	1		Needed Office Space; Fire Wall Concern
<input checked="" type="radio"/>	B&G	District Record Storage Vault	\$7,500.00	Warehouse	1		Non Compliant Vault - Safety Issue with District storage in Vault (Fire/Security)
<input checked="" type="radio"/>	B&G	Repair Wall music department	\$3,000.00	HS	1		Looks like it may be a structural issue
<input checked="" type="radio"/>	B&G	Replace Mower	\$35,000.00	B&G	1		Existing equipment failing (worn out)
<input checked="" type="radio"/>	B&G	Replace Front Office Ceiling down SPED hallway (design cost only)	\$7,500.00	FC	1		Possible safety issue - apply to pay for design planning with OLDCC grant
<input checked="" type="radio"/>	B&G	Renovate Front Entrance	\$111,000.00	HS	1		Safety/Security Mr. Case request applied for Homeland Security Grant
		TOTAL	\$5,790,500.00				

Capital Outlay Proposals 2024-25

					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
CURRICULUM					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	SS	1-year renewals McGraw Hill	\$8,800.00	HS	1	7 years	Expire Aug. 2024, need one year renewal to conduct a proper adoption.
<input checked="" type="radio"/>	Science	1-year renewals McGraw Hill	\$22,575.00	HS	1	7 years	Expire Aug. 2024, need one year renewal to conduct a proper adoption.
<input checked="" type="radio"/>	ELA 6-8	Reading Plus Intervention program	\$12,000.00	MS	1	Current needs would be a renew charge	We are currently using Reading plus curriculum to support reading intervention
<input checked="" type="radio"/>	Math 6-8	Dreambox Math intervention	\$11,150.00	MS	1	Current needs would be a renew charge	We are currently using for Math intervention
<input checked="" type="radio"/>	Math 6-8 math lab	Bridges Math Intervention Curriculum	\$10,000.00	MS	1	NEW	Would use within the math lab classes and it is resources for students that are 3-4 grade levels behind
<input checked="" type="radio"/>	SPED	Do the Math RTI intervention bundle ALSO SPED teachers	\$4,500.00	MS	1	NEW	
<input checked="" type="radio"/>	SS	1-year renewals McGraw Hill	\$16,400.00	MS	1	7 years	Expire Aug. 2024, need one year renewal to conduct a proper adoption.
<input checked="" type="radio"/>	Science	1-year renewals McGraw Hill	\$15,500.00	MS	1	7 years	Expire Aug. 2024, need one year renewal to conduct a proper adoption.
<input checked="" type="radio"/>	Early Intervention/CA RR/BC/FC	Stages Learning Curriculum	\$33,475.00	CARR	1	new	Moving toward scripted curriculum for addressing developmental and academic needs for student in EI that will move to self-contained setting in Kindergarten
<input type="radio"/>							
<input type="radio"/>	TOTAL		\$134,400.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
LIBRARY					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	HS	Replenish Library books and materials	\$6,000.00		2		Yearly Allocation
<input checked="" type="radio"/>	MS	Replenish Library books and materials	\$6,000.00		2		Yearly Allocation
<input checked="" type="radio"/>	VES	Replenish Library books and materials	\$5,000.00		2		Yearly Allocation
<input checked="" type="radio"/>	BC	Replenish Library books and materials	\$5,000.00		2		Yearly Allocation
<input checked="" type="radio"/>	FC	Replenish Library books and materials	\$5,000.00		2		Yearly Allocation
		TOTAL	\$27,000.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
SPECIAL EDUCATION					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	SPED	Add shower to mod	\$3,750.00	Bridge Program	1		teaching/maintaining student hygiene for paid work experiences
<input checked="" type="radio"/>	SPED	Update kitchen	\$12,000.00	Bridge Program	1		not enough space for teaching kitchen safety
<input checked="" type="radio"/>	SPED	New lift for student	\$5,000.00	HS	1	?	replace outdated Hoyer lift for students with limited mobility. DakotaLink was out 1.22 to evaluate current lift and sending quote for replacement lift
<input checked="" type="radio"/>	SPED	Chainlink grass play area	\$22,000.00	Early Intervention/ CARR	1		safety and security for preschool students with disabilities (also required for Preschool Levels of Excellence) - Applied for Homeland Security Grant
<input checked="" type="radio"/>	SPED	Classroom Furniture		Early Intervention/ CARR	1		Classrooms have been hodge-podging furniture since Happy Days closed down and much of the Pre-K furniture was scavenged by elementaries or thrown away; approximately \$25,000 per set - ESSER funds will cover cos
		TOTAL	\$42,750.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
DMS ATHLETICS					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	Football	Football Helmet Reconditioning	\$2,800.00	MS	1	1-9 years old	Done yearly for safety
<input checked="" type="radio"/>	Knowledge Bowl	Knowledge Bowl Polos	\$1,700.00	MS	1	Unknown	It has been 10+ years since anything was bought for this program
<input checked="" type="radio"/>	Cheer	Cheer Uniforms	\$3,500.00	MS	2	7	Replacement as per uniform rotation
<input checked="" type="radio"/>	Volleyball	Volleyball uniforms	\$3,700.00	MS	2	7	Replacement as per uniform rotation
<input checked="" type="radio"/>	Volleyball	Volleyball Standards	\$10,375.00	MS	2	1991	Nets are deteriorating and can't find nets to fit the standards we currently have.
		TOTAL	\$22,075.00				

Capital Outlay Proposals 2024-25					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
DHS ATHLETICS					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
A	Football	Football Helmets Replacements	\$7,300.00	DHS Activities	1	2014	Annual replacement of outdated helmets that have exceeded the 10-year window of reconditioning
A	Football	Football Shoulder Pad Replacement	\$3,675.00	DHS Activities	1	2014	Annual replacement of outdated helmets that have exceeded the 10-year window of reconditioning
A	Cheer	Cheer Matt Replacement	\$13,000.00	DHS Activities	1	2008	Current cheer mats are original mats bought for the year the program started up. Concern is safety due to wear and tear
A	Weights	1/2 Racks for Weight Room	\$16,000.00	DHS Activities	1	1988	Great safety concerns from wear and tear and out of date equipment
A	Track/Field	Track Hurdles	\$4,000.00	DHS Activities	1	20+ years old	safety concern due to wear and tear of current hurdles; numerous that are currently broken; needed for practice and meets; would like to start purchasing of hurdles on a rotation (ex. 24 every 5-7 years)
A	Cross-Country	Cross-Country Uniforms	\$6,500.00	DHS Activities	2	2018	Five-Year Uniform Replacement Cycle
A	Volleyball	Volleyball Uniforms	\$8,000.00	DHS Activities	2	2018	Five-Year Uniform Replacement Cycle
A	Football	Football Home Uniforms	\$13,750.00	DHS Activities	2	2018	Five-Year Uniform Replacement Cycle
A	G Wrestling	Girls Wrestling Uniforms	\$4,000.00	DHS Activities	2		Order to accommodate the growth of our girls wrestling program; original uniforms were ordered in 2023 and were not taken into consideration budgetary wise when boys uniform rotation took place this past year
A	Volleyball	Volleyball Standard System (Nets & Poles)	\$10,000.00	DHS Activities	2	25+ years old	Current pulley system (poles & nets) have been in use for over 25 years and are made of metal; this system would include updated and new protective padding
?	Theater	Sound and Electrical Boards in Theater		DHS Activities	2		Outdated equipment resulting in regular occurrences in malfunctioning (See B&G tab)
TOTAL			\$86,225.00				

Capital Outlay Proposals 2023-24					1	Required / Top Priority	Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.
					2	Needed / Yearly Allocation	
ANNUAL PRINTING REQUESTS					3	If Extra Funds / Future Purchase	
Approve /Deny	Department	Project or Equipment	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Rationale
<input checked="" type="radio"/>	BC	Yearly Printing Allocation	\$9,500.00		1		Yearly Allocation
<input checked="" type="radio"/>	FC	Yearly Printing Allocation	\$13,000.00		1		Yearly Allocation
<input checked="" type="radio"/>	VES	Yearly Printing Allocation	\$12,750.00		1		Yearly Allocation
<input checked="" type="radio"/>	DMS	Yearly Printing Allocation	\$12,000.00		1		Yearly Allocation
<input checked="" type="radio"/>	DHS	Yearly Printing Allocation	\$11,000.00		1		Yearly Allocation
<input checked="" type="radio"/>	SPED	Yearly Printing Allocation	3,500.00		1		Yearly Allocation
<input checked="" type="radio"/>	TECH	Yearly Printing Allocation	2,750.00		1		Yearly Allocation
<input checked="" type="radio"/>	CO	Yearly Printing Allocation	7,000.00		1		Yearly Allocation
<input checked="" type="radio"/>	B&G	Yearly Printing Allocation	13,000.00		1		Yearly Allocation
<input checked="" type="radio"/>	TRANS	Yearly Printing Allocation	2,750.00		1		Yearly Allocation
<input checked="" type="radio"/>	FS	Yearly Printing Allocation	2,750.00		1		Yearly Allocation
<input type="radio"/>							
TOTAL			\$90,000.00				

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL
---------	----------	-------	---	------	-----------

COMPLAINT AGAINST SCHOOL EMPLOYEE

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.

The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee’s conduct, performance, or an employee’s administration of a curricular, co-curricular or extra-curricular program. Complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.

When a complaint against a school employee is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person’s complaint, but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is 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. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, that the Board and board members become involved.

Allegations that an employee may be in violation of The South Dakota Department of Education Professional Teachers Ethics as set forth in ARSD 24:08:03 or the South Dakota Professional Administrators Ethics ARSD 24:11:03 will be investigated and addressed appropriately according to Policy GBC.

REFERENCES

- State Reference:**
 State Reference:
 ARSD 24:08
 ARSD 24:11
 SDCL 13-10-2
 SDCL 13-32-6

SDCL 13-46
SDCL 13-8-39

Policy Reference:

Adoption History	
First Reading	03/29/16
Approved	04/11/16

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R
---------	----------	-------	---	------	-------------

COMPLAINT PROCEDURE

STEP 1: Initial Complaint

- A. The person having a complaint (“Complainant”) must initiate the complaint procedure within twenty (20) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint **regarding** ~~related to~~ a school employee must initiate the complaint procedure in one of the following ways:
 - meet and discuss the concern with the Employee involved; OR
 - meet and discuss the concern with the Employee’s **Principal Supervisor** .
 - a. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee’s **Principal Supervisor** within ten (10) calendar days of the meeting with the Employee. The **Principal Supervisor** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
 - b. If the Complainant initiates the complaint by meeting the **Principal Supervisor**, the **Principal Supervisor** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.

- B. Upon the Complaint Form being signed and dated by the Complainant, the **Principal Supervisor** shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and **Principal Supervisor** present. At the meeting, the **Principal Supervisor** shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the **Principal Supervisor** on the merits of the complaint by making the request on the Complaint Form.

- C. If the **Principal Supervisor** is asked to make a decision on the merits of the complaint, the **Principal Supervisor** has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and **Principal Supervisor**. The **Principal Supervisor** shall render a decision in

writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the ~~Principal~~ **Supervisor** may be extended by the ~~Principal~~ **Supervisor** for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the ~~Principal's~~ **Supervisor's** determination/resolution.

- D. The ~~Principal's~~ **Supervisor's** decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the ~~Principal's~~ **Supervisor's** written decision pursuant to Step 2. If the ~~Principal~~ **Supervisor** does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

*Should the complaint be against a ~~Principal~~ **Supervisor**; the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3. Should the complaint be against the Superintendent, the Complaint Form, Exhibit KL-E(1) shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.*

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the ~~Principal's~~ **Supervisor's** decision made in Step 1, or if the ~~Principal~~ **Supervisor** failed to render a decision in the required time frame:

- A. The appeal shall be in writing using Exhibit KL-E(2). The appealing party must attach the Complaint and the ~~Principal's~~ **Supervisor's** written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and ~~Principal~~ **Supervisor**, or (c) meet and discuss the matter with the ~~Principal~~ **Supervisor**.
- D. 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 Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and ~~Principal~~ **Supervisor** shall receive copies of the decision. The Superintendent may uphold, reverse or modify the ~~Principal's~~ **Supervisor's**

decision. The Superintendent may also refer the matter back to the ~~Principal~~ **Supervisor** for further investigation. The ~~Principal~~ **Supervisor** may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the ~~Principal~~ **Supervisor**; and the ~~Principal~~ **Supervisor** rendered a second decision, that decision may also be appealed to the Superintendent.

- E. 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 pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.
- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

STEP 3: Complainant's Appeal to the School Board

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

- A. An appeal to the School Board shall be in writing using Exhibit KL-E(3). 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 if any, and the Superintendent's decision if one was rendered.
- B. 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, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the School Board:
 - a. 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.
 - b. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
 - c. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.

- d. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
- e. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.
- f. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
- g. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and school board members may ask questions of any witness.
- h. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.
- i. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
- j. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.").
- k. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
- l. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.
- m. Within twenty (20) calendar days of the hearing, the School Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
- n. 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 Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the Complaint in the absence of a Superintendent's decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.

- o. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

REFERENCES

State Reference:

Policy Reference:

Adoption History

Was a meeting held between the person having the complaint and the employee?

Yes _____ No _____

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: _____

If a meeting was not held, explain why not: _____

Resolution requested/sought by complainant: _____

Date

Complainant

Date

School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached: Yes _____ No _____

If resolution, manner in which the complaint was resolved:

Complainant (initial/date) _____ Employee (initial/date) _____

If no mutually agreed upon resolution was reached, I request a decision by the Principal on the merits of the complaint:

Yes ____ No ____ Complainant (initial _____) Date _____

Yes ____ No ____ Employee (initial _____) Date _____

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KLA
---------	----------	-------	---	------	------------

PUBLIC COMPLAINTS

PUBLIC COMPLAINTS

Constructive criticism of the schools and school personnel will be considered by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be directed to take their concern to the appropriate staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving personnel, instruction, discipline, learning materials, or progress, including Federal Regulations, will be as follows:

1. Teacher or employee
2. Principal
3. Superintendent
4. Board

Matters referred to the superintendent and/or Board must be in writing and should be specific in terms of the action desired.

If a complaint, which was presented to the Board and referred back through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files. If no apparent resolution may be found after having been through proper channeling, the complainant may request an executive session before the board. Executive session will be conducted as per Douglas Board Policy BDC.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

The Board places trust in its employees and desires that employees are freed from excessive, spiteful, or negative criticism and complaints. The Board expects the community to make complaints

in such a way that does not substantially disrupt the learning environment as per SDCL 13-32-6. Violation of this statute is a Class 2 misdemeanor and punishable by law.

Complaints of Sexual Harassment, Bullying, and/or Discrimination will be governed by procedures found in other School District policies and not through this policy.

School employees who are sued as a consequence of performing their assigned duties will be provided legal services in accordance with state law. Exceptions to this policy will be made when the complaints concern Board actions or Board operations only.

Anonymous letters and phone calls will not be given serious consideration.

REFERENCES

State Reference:

SDCL 13-17-39

SDCL 13-32-6

Policy Reference:

BDC

Adoption History

First Reading	01/09/89
Approved	01/30/89
First Reading – Revision	05/08/05
Approved	05/22/06
First Reading - Revision	03/10/08
Approved	03/25/08
First Reading – Rename	03/29/16
Approved	04/11/16

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KLB
---------	----------	-------	---	------	------------

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL/LIBRARY MATERIALS

The Board reserves to itself the final responsibility for all **library and** instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively. **It is further the policy of the Board to provide a broad range of materials to enrich and support curriculum and to encourage recreational reading.**

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses, **library**, or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives, and upon criteria for selection of **instructional** materials.

Staff members will make a good faith effort to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and questions by instructional staff and the Board.

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step.

~~Complaints that reach Step 3 will be reported to the Board.~~

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and the teacher or building library staff. The results of the meeting will be reported to the ~~Assistant Superintendent of Curriculum, Instruction and Technology.~~ **Executive Director of Elementary/Secondary Academics.** If satisfaction is not gained, the complainant will complete the form "Citizen's Request for Reconsideration of Educational Materials,

(KLB-E)" in order to proceed to Step 3.

3. The Superintendent will instruct the ~~Assistant Superintendent of Curriculum, Instruction and Technology~~ **Executive Director of Elementary/Secondary Academics** to appoint and chair a committee composed of the following members:

- One building principal
- One certified librarian
- Two teachers
- Three parents

~~The committee members will be requested to read or view the material and respond to the "Citizen's Request for Reconsideration of Educational Materials" form submitted by the complainant. A complainant may appear before the district level committee to present their concern. The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he/she may continue with Step 4.~~

The committee members will review the completed form submitted by the complainant and will read or view the challenged material in its entirety. They will read reviews of the material from professional sources and review in full the materials and not form opinions based on isolated segments or images. The committee will respond to the complainant's answers to the questions on the form, "Request for Reconsideration of Instructional/Library Materials." The committee may recommend by simple majority, by anonymous vote, that the questioned material be retained, moved to a different level, or not retained. The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he may continue with Step 4.

4. The Superintendent and the complainant will meet to make a good faith effort to resolve the problem. If an impasse develops, the matter is to be directed to the Board in Step 5.

~~5. The complainant will appear before the Board as the final step in the request for reconsideration of instructional materials:~~

5. The School Board will review the recommendation of the review committee and examine all documentation prior to reaching a decision. Board members are encouraged to read the challenged materials. The decision of the Board is the final step in the request for reconsideration of instructional materials.

The challenged material will continue to be used during the reconsideration process, unless the Superintendent suspends its use.

Decisions on reconsidered materials will stand for three (3) years before new requests for reconsideration of those items will be entertained.

Three (3) years must pass before material that has been censored or banned can be reinstated, or considered for reinstatement. After that time, the board may entertain a request by a parent/guardian, student, citizen, librarian or other district employee to consider reinstatement of the materials previously

banned or censored.

REFERENCES

State Reference:

Policy Reference:

Adoption History

First Reading	01/09/89
Approved	01/30/89
First Reading - Revisions	11/26/91
Approved - Revisions	01/14/92
First Reading – Revisions	01/28/08
Approved – Revisions	02/11/08

**CITIZEN'S REQUEST FOR RECONSIDERATION
OF EDUCATIONAL / LIBRARY MATERIALS**

COMPLAINANT _____

ADDRESS-PHONE NUMBER _____

COMPLAINANT _____

REPRESENTS: _____ SELF _____ ORGANIZATION (Name) _____

_____ OTHER (Specify) _____

TITLE-AUTHOR OF MATERIAL(S) TO BE RECONSIDERED _____

PUBLISHER _____

TYPE OF MATERIAL-SUBJECT (i.e. Library book, textbook, video, DVD) _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AS THEY PERTAIN TO
THE ABOVE MATERIAL TO BE RECONSIDERED:

.....
1. To what in this material do you object? (Please be specific; cite pages or frames) _____

2. What do you feel might be detrimental or harmful to your child by reading/viewing this material? _____

3. For what age group would you recommend this material? _____

4. Did you read/view the material in its entirety? Yes _____ no _____

If not, what pages/part did you read/view? _____

5. Have you heard or read of criticism of this material from other sources?

_____ yes _____ no If yes, where _____

6. How would you like this matter resolved? (check one)

_____ do not assign it to my child and assign alternative materials. (instructional materials only)

_____ send it to the Reconsideration Committee for evaluation

_____ Other _____

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KLC
---------	----------	-------	---	------	------------

PUBLIC COMPLAINTS ABOUT LIBRARY MATERIALS

The Board reserves to itself the final responsibility for all library materials used in the district schools. It is the policy of the Board to provide a broad range of library materials to enrich and support the curriculum and to encourage recreational reading. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view.

The Board also recognizes that district residents have a right to express concern about the library materials of their schools. When citizens have concerns about library materials these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel.

All such replies will be based on the criteria for selection of library materials. However, attempts by parents or students to control what others read will be subject to careful scrutiny and questions by library staff and the Board.

Complaints against library materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the Board.

1. The material in question should first be discussed with the building library staff who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and building library staff. The results of the meeting will be reported to the ~~Director of Media Services~~ **Executive Director of Elementary/Secondary Academics**. If satisfaction is not gained, the complainant will complete the form "Citizen's Request for Reconsideration of Educational Materials, (KLB-E)" in order to proceed to Step 3.
3. The Superintendent will instruct the ~~Director of Media Services~~ **Executive Director of Elementary/Secondary Academics** to appoint and chair a committee composed of the following members:
 - One building principal
 - One certified librarian
 - Two teachers

- Three parents

The committee members will be requested to read or view the material and respond to the "Citizen's Request for Reconsideration of Educational/Library Materials" (KLB-E) form submitted by the complainant. A complainant may appear before the district level committee to present their concern. The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he/she may continue with Step 4.

4. The Superintendent and the complainant will meet to make a good faith effort to resolve the problem. If an impasse develops, the matter is to be directed to the Board in Step 5.
5. The complainant will appear before the Board as the final step in the request for reconsideration of library materials.

REFERENCES

State Reference:

Policy Reference:

Adoption History

First Reading	02/11/08
Approved	02/25/08

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KLD
----------------	----------	--------------	---	-------------	------------

PUBLIC COMPLAINTS FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder, who has a complaint regarding the **district's** use of federal ~~NCLB~~ funds and is unable to solve the issue, may address the complaint in writing to the District's Superintendent.

- The Superintendent or designee will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The Superintendent or designee will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complaint will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the District Superintendent.
- If the issue is not resolved with the Superintendent, the complaint will be forwarded to the District's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forward by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of education Complaint Procedure)

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

REFERENCES

State Reference:

Policy Reference:

JFB
JFB-R

Adoption History

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KMA
----------------	----------	--------------	---	-------------	------------

RELATIONS WITH PARENT ORGANIZATIONS

The Board is aware of the constructive role, which the parent-teacher groups can play in the school system. The effective leadership provided by these organizations is valuable to the improvement of educational programs and community support of the schools. The Board will offer these groups its full cooperation, and urges parents, teachers, and administrators to become enthusiastic participants.

The parent-teacher association (PTA) may be of service to the schools in each area of the district by fostering community undertakings, encouraging social activities, working for needed legislation, discovering and reporting facts which lead to community or school improvements, studying school problems, supporting school projects, and cooperating with other community agencies.

Each school may set up its own form of parent-teacher association. Before official recognition, their organizational plan and rules of operation must be approved by the Board. The association membership may then form its own committees, plan its own programs, study projects, and other activities in line with Board policies. Resolutions of a school's parent-teacher association will be accepted by the Board for processing and consideration when such resolutions have been adopted by a majority of the members present at an official meeting.

REFERENCES

State Reference:

Policy Reference:

ABA
KMB

Adoption History

First Reading	03/17/16
Approved	03/29/16

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KMB
----------------	----------	--------------	---	-------------	------------

TITLE 1 PARENT INVOLVEMENT

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the District will develop jointly with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the

parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive inflation and training that will assist them in helping their children at home and at school.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

THIS POLICY REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

REFERENCES

State Reference:

Federal Reference
Public Law 103-382
Public Law 107-110

Policy Reference:

IKAB
KMA

Adoption History

First Reading	03/17/16
Approved	03/29/16

SECTION	I	TITLE	Instruction	FILE	IIBGA
---------	----------	-------	--------------------	------	--------------

DISTRICT ASSIGNED COMPUTERS

This policy applies to District owned technology assigned to students. The equipment will be used to fulfill requirements of school programs. To ensure assigned devices are used to their fullest benefit and in an appropriate capacity, the Superintendent, or a designee, has developed an **Acceptable Use** ~~Device Use and Insurance~~ Agreement.

The ~~Device Use and Insurance~~ Agreement will:

1. Express and acknowledge responsibility for the care and use of District property;
2. Inform students and parents of the consequences of any violation of the District Acceptable Use Policy (IIBGB-R) ~~and Device Use Agreement~~ which could include restricted device privileges; and
3. Identify that abuse, damage, negligence, or loss of this equipment will result in an assessment of cost to the student (user); criminal prosecution and/or civil liability may also result.

A non-refundable **technology use insurance** fee must be paid, and **The Acceptable Use** ~~a Device Use and Insurance~~ Agreement must be filed, prior to device assignment and check out. Students must have a parent or legal guardian sign the **Acceptable** ~~Device Use~~ Agreement. Families experiencing financial hardship may complete a Financial Assistance Waiver (IIBGA-E(2)) which if approved, will waive the non-refundable fee for that school year.

The Superintendent, or designee, is responsible for establishing and maintaining an asset management system to inventory all District technology, maintaining records of signed **Acceptable** ~~Device Use~~ Agreements, managing the device insurance account, and delegating responsibilities to the schools for collection of payments made towards insurance or recovery of replacement fees for damaged or lost devices.

REFERENCES

Policy Reference:
 IIBGB - Internet Access and Technology Use
 IIBGB-R - Acceptable Use Policy

Adoption History

First Reading	10/13/2015		
Approved	10/26/2015		
First Reading-Revision	8/10/2020		

Approved	8/24/2020		
First Reading - Review	8/22/2022		
Approved - Revision	9/12/2022		

Douglas School District Acceptable Use Agreement

Douglas School District (DSD) will assign a laptop computer to each student grades **6–12**, and **may assign a device** to each student grades K-2 **5**. To receive the device, the student and accompanying parent/guardian must agree to the following terms and pay the **Technology Use Insurance Fee**.

CONDITIONS

- The device and *all of its components* are the property of DSD and monitored at all times. (~~DSD-AUP –Sec.3~~)
- The device is to be used by the Douglas School District student *ONLY*
- The device and its applications must be used in accordance with all school and District policies.
- The user shall have no expectation of privacy of information stored on, accessed from, or used in conjunction with the device; DSD reserves the right to inspect devices and files at any time in accordance with DSD School Board's Search and Seizure policy, GBCBAA
- The user *is* responsible for intentional or negligent actions leading to damage, loss or theft of the device. In such cases, the student may be subject to criminal prosecution and/or civil liability. In addition, the student may be charged a fee for any needed repairs *not* to exceed the replacement cost of the device.
- Accessing and/or searching inappropriate web content is strictly prohibited. (~~DSD-AUP Sec. 3; Proper Use of District Network and Computer Systems~~)
- The device may only be connected to trusted non-District Internet access points, (~~i.e. home, public government (library, airport, airline carrier, national hotel chain), commercial cellular hotspots~~) when in use off campus.
- All applications and software on the device shall remain installed and not disabled.
- Any software a user wishes to load/add to the device *must* be approved by the District Technology Coordinator.
- Users must comply with trademark and copyright laws, as well as all license agreements.
- The device shall be returned at the end of the school year in good, clean and working condition.
- **Students should review BOE Policy IIBFA regarding the use of Artificial Intelligence.**
- **Items not specifically covered by the agreement will be reviewed on a case-by-case basis.**

TECHNOLOGY USE INSURANCE FEE. The DSD **Technology Use Device Insurance Fee** provides user protection for **accidental** damage or loss of the assigned device and is a *required expense for the student to receive a District device*.

In the event of damage or loss, a determination of negligence vs. accident will be made by a school administrator. If the damage/loss is determined accidental, there will be no cost incurred by the student. If the damage/loss is determined to be the result of misuse, abuse, *negligence or intent*, the student *will not be covered* by DSD and will be billed for the replacement or repair of the device at a cost not to exceed **\$400.00**.

Note: Lost/Misplaced charging cords are not covered by the Technology Use Fee. Replacement Cost for Lost/Misplaced charging cords is \$40.

*The non-refundable **Technology Use Insurance Fee** is \$25.00 per student for each school year, not to exceed \$50.00 per family household. If you have past due accounts, you will NOT receive your laptop until all charges are paid in FULL.*

Douglas School District
Device Use Acknowledgement and Insurance Agreement

Please return this page, signed to your school administration along with the payment. A device will not be issued without both signatures and payment. Your signature indicates your understanding of the aforementioned *use conditions* and all referenced DSD policies.

Douglas Device Number
(last four #'s below the barcode on the white label)

Print Student Name

Print Parent / Legal Guardian Name

Student Signature

Parent / Guardian Signature

Date

Date

School Representative Receiving Agreement

SECTION	I	TITLE	INSTRUCTION	FILE	IIBFA
---------	----------	-------	--------------------	------	--------------

USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGY

This policy outlines the guidelines for the responsible integration of artificial intelligence (AI) technology within the District, aiming to facilitate fair and equitable academic assessments, foster critical thinking, and maintain a level playing field for all students.

AI technology encompasses various forms of digital content, including text, images, videos, or audio, generated by artificial intelligence systems without direct human intervention. These systems employ advanced algorithms, machine learning techniques, natural language processing, or automated decision-making processes to produce content that simulates human creativity and decision-making.

Student Use

Students are encouraged to explore the innovative possibilities of AI technology in their assignments or projects, provided that instructional staff explicitly permits its use for specific tasks. While assignments and projects should primarily reflect human effort and intellect, students have the opportunity to leverage AI tools, under approved circumstances.

Maintaining academic integrity is paramount, and students should submit work that authentically represents their knowledge and skills. Although the use of AI technology is discouraged for the entirety of assignments, students are free to utilize it for clarification, explanations, or brainstorming ideas, with proper citation. Any direct incorporation of AI-generated content should be clearly cited.

If instructional staff allows the use of AI technology, students must disclose the AI tool employed and appropriately cite AI-generated text and images. Unauthorized use of AI technology will be considered a violation of the District’s code of conduct, Acceptable Use Policy constituting cheating, plagiarism, or academic dishonesty.

Staff Use

Recognizing the potential benefits of AI, staff members are permitted to use AI technology for tasks such as creating lesson plans, enhancing grading efficiency, designing assignments, and streamlining administrative processes. While encouraged, overreliance on AI technology is discouraged, and staff should be mindful of various considerations, including student privacy, data security, plagiarism, bias, equity, academic integrity, and the accuracy of AI-generated content.

Staff using AI technology must ensure compliance with the District’s security and privacy policies, as well as federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).

When allowing students to use AI technology, instructional staff should communicate the specific parameters, opportunities, and limitations associated with its use. Students should be educated on responsible AI use, including potential risks, safety precautions related to sharing personal data, and the awareness that AI programs can exhibit implicit biases. It is crucial for students to think critically, fact-check using primary sources, and be aware of the limitations of AI platforms.

REFERENCES

State Reference:

Policy Reference:
JFC

Adoption History

CLASSIFIED LISTENING SESSIONS

February 6 & 9, 2024

A. PROFESSIONAL DEVELOPMENT / TRAINING	B. SALARY & BENEFITS	C. WELLNESS	D. IMPROVING WORKING CONDITIONS	ADMIN RESPONSE
				Update on funding for elementary building. SB 204 & HB 1206
				Staff Classified Salary: Too early to have numbers. State has proposed 4% increase in funding. Plan to pass that amount to staff, but 4% increase from State does not equal 4% to staff due to the level of salaries.
				Central Office staff is working on 1) SUI setup & implementation for HR; 2) solution for the staff leave 2 system entry issue.
Job specific training - that is relevant + Certified PD doesn't always connect to us	Direction of library position	Self-care sessions for PD	Subbing is still an issue in sped classrooms. Doesn't get sub if one of them is out of classroom.	+ Looking at offering different options facilitated by ELT, staff chooses. Staff work calendars are a challenge, but supervisor can approve additional hours to attend PD
Examples of PD: CPR & First Aid PBIS across the district, so there is consistent language for all staff Basic Sign Language Signs of drugs / alcohol / vaping use	School Business Leave for classified - since most don't use it, can something else be done for classified?	Information on retirement options for classified	If there were 2 calendar options, why didn't we get to vote? +	+ The calendar is not a negotiated item so not subject to staff vote. There was a specific committee following a process.
Early Intervention staff would like PD training on student behaviors.	Paychecks every other Friday. +		Seating capacity on buses	+ Would need input from all staff to see how much interest. A change would affect HR, payroll, tax deductions. With current SUI implementation & staff leave system, this is not the top priority at this time.
Friday mornings are the best time to schedule training or PD for Transportation	Bonus structure offering money or time off.		Student Behaviors on the bus and discipline process +	+ Supervisor will set up 1 hour trainings on Friday mornings. Working on Tyler Technology training.
Staff training on personal leave vs sick leave. User warning when sick leave is used up.	Explanation of how personal days and sick leave work? Does staff lose personal days if not used?		Clear communication regarding bus rules and discipline process. Posting simple rules at front of bus.	
IT staff requested their own PD +	Streamlining the leave process? Currently staff need to enter in 2 systems: Frontline for sub and Weblink for leave balances.		Buildings issuing official bus passes for students to give drivers. Knowing it has been vetted and official.	+ Staff can identify what PD and the time to take to supervisor for confirmation
	Offer staff incentives for good attendance - not using LWOP		Picking up homeless students out of district - have parents call when they are not riding	
	District pay for bus driver training in exchange for employment time.		Driver shortage for district buses. Cost of CDL is \$2500 plus \$1000 for endorsement.	Encourage others to apply at Douglas
	Additional monetary compensation for special areas / assignments		Using animal symbol instead of number to identify buses for the littles.	
	IT staff would like one week of paid leave-- either right after school is out or the week of July 4th		Time of Classified Listening Sessions - makes it hard to attend +	+ There is one scheduled at 3:15 at the end of the day.
	On early releases for holiday or on PD days, classified staff get paid too without taking leave.		The condition of Don Williams Drive. Lots of potholes. +	+ District owns the street. It is a high dollar repair project.
	As a part-time classified employee, can't afford even the free medical insurance due to the high deductible of \$5000. +		Want to feel valued & appreciated. Expectations are different for different staff members. The more you do the more expected of you.	+ For FS & Transportation, if have interest to work more hours, let Bud know. There are unfilled positions everyday: FS, custodian, para, sub

CLASSIFIED LISTENING SESSIONS

February 6 & 9, 2024

A. PROFESSIONAL DEVELOPMENT / TRAINING	B. SALARY & BENEFITS	C. WELLNESS	D. IMPROVING WORKING CONDITIONS	ADMIN RESPONSE
	New staff is being hired at steps higher than existing staff who have been here are being paid. Will existing staff gain the steps we've lost?			
	Certified staff get more sick leave than classified staff in the buildings.			
	Are there any programs for classified staff to advance their education to become a teacher, etc?			+ This year the State rolled our an apprenticeship program. Douglas does have 2 staff members selected by the State to participate. Required staff to transfer to a para position to qualify.