

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, June 24, 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/91304210127?pwd=uRJ5mislgyzh8rVsux5Orm4AbnfG8B.1>
Meeting ID: 913 0421 0127
Passcode: 670462

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 of June 10, 2024.
 - B. Approve Personnel Action
 - C. Approve Financial Reports

- D. Approve the Purchases and Issuing of Accounts Payable.
 - E. Approve recommendation for SDHSAA West River At-Large Representative election ballot.
 - F. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
- A. End of Year Data Presentation.
11. Superintendent Items:
- A. District Wellness Committee Update.
12. Fiscal Resources Items:
13. Operational Support Services Items:
- A. Approve First Reading of Revised Policy Regulation GCLA-R, Travel Allowance.
14. Reports:
- A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
15. Upcoming Calendar Events:
- July 4-5 Holiday-All Buildings Closed
 - July 15 - BOE Regular & Annual Meeting, 5:00 pm
 - July 22-25 - Adaptive Schools Training for Staff
 - August 8-9 - ASBSD Joint Convention, Sioux Falls
 - August 12 - BOE Regular Meeting, 5:00 pm
16. Executive Session
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 | | | |
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| 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, June 10, 2024

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, June 10, 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: Absent, 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.

Superintendent Kevin Case commended Executive Director of Operational Support Services, Bud Gusso for his twenty-five years of service to the Douglas School District and his invaluable knowledge of the district with its systems and policies.

There was nothing for public forum.

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

Motion to approve the consent agenda. This motion, made by Chris Misselt and seconded by Tonya Welch, Carried.

Approved Regular Meeting Minutes of May 28, 2024.

Approved Personnel Action for June 10, 2024. (Attachment)

Approved Accounts Payable for May 15, 2024 and May Payroll Report. (Attachments)

Approved declaring items as surplus (surplus for sale or discard).

Approved moving the July Regular Board of Education Meeting and Annual Organizational Meeting to Monday, July 15, 2024.

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

Approved the reelection of one hundred eighty-two (182) certified contracts for the 2024-25 school year.

Approved the reelection of of fourteen (14) administrator contracts for the 2024-25 school year.

Elementary and Secondary Curriculum and Instruction Items:

Motion to approve the K-12 Student Handbooks for School Year 2024-25. This motion, made by Chris Misselt and seconded by Tonya Welch, Carried.

Operational Support Services Items:

Motion to Approve Second Reading of Items 12A & 12B as one motion. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Approved Second Reading of Reviewed, Revised, or Deleted Board Policies, Section I, Instruction, IGBC - INGA.

- Revised Board Policy IGBC - English Learner Instruction
- Reviewed Board Policy IGBG - Homebound Instruction
- Revised Board Policy IGBH - Alternative School Program
- Revised Board Policy Regulation IGBH-R - Alternative School Program Regulation
- Reviewed Board Policy IGCB - Distance Learning
- Revised Board Policy IGD - Extra-Curricular Activities
- Reviewed Board Policy IGDF - Student Fundraising Activities
- Reviewed Board Policy IGDG - Student Activities Funds Management
- Reviewed Board Policy IGDJ - Concussion Awareness and Prevention
- Reviewed Board Policy Exhibit IGDJ-E - Return to Competition Form
- Revised Board Policy IGEB - Honorary High School Diplomas for WWII Veterans
- Deleted Board Policy IH - Instructional Arrangements - Distant Delivered Instruction
- Reviewed Board Policy IHB - Class Size
- Reviewed Board Policy IIAA - Educational Materials Acquisition and Evaluation
- Revised Board Policy IIAC - Library Materials Selection and Adoption
- Reviewed Board Policy IIBE - Instructional Multimedia
- Reviewed Board Policy IIBGB - Internet Access and Technology Use
- Deleted Board Policy IICA - Field Trips and Activity Trips
- Reviewed Board Policy IICC - School Volunteers
- Revised Board Policy IICD - Chaperones for School-Related Activities
- Reviewed Board Policy IJ - Guidance Program
- Revised Board Policy IK - Academic Achievement
- Revised Board Policy IKAD - Reporting to Parents
- Revised Board Policy Regulation IKAD-R - Reporting to Parents
- Revised Board Policy IKB - Homework
- Revised Board Policy IKE - Promotion and Retention of Students
- Revised Board Policy IKF - Graduation Requirements
- Reviewed Board Policy IKFC - Alternative High School Credit Attainment
- Reviewed Board Policy Regulation IKFC-R - Alternative High School Credit Attainment
- Reviewed Board Policy Exhibit IKFC-E - Student Application Alternative Credit
- Revised Board Policy IL - Testing Programs
- Revised Board Policy ILB - State Required Assessments
- Revised Board Policy INB - Teaching about Controversial Issues
- Revised Board Policy IND - School Ceremonies and Observances
- Revised Board Policy ING - Animals in Schools and Classrooms
- Deleted Board Policy INGA - Animals in the Classroom

Approved Second Reading of new Board Policy GCDA - Tuition Assistance/Loan Program and Exhibit GCDA-E(1) - Interest Free Loan Application.

Motion to Approve Revised Job Descriptions. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Activities Secretary Job Description
Attendance Secretary Job Description
Central Registrar Job Description
Counselor's Secretary Job Description
Instructional Aide Description
Instructional Aide, Title Interventionist Job Description
Lead Library Aide Job Description
Library Aide Job Description
Pre-K Teacher Job Description
Principal's Secretary Job Description
Special Education Secretary Job Description
Technology Coordinator Job Description

Reports:

Superintendent Kevin Case reported that 37 staff members attended the Adaptive School Training last week. Classified staff were well represented and some were taking it the second time. Another session will be offered July 22-25.

Buildings and Grounds Coordinator Jace Waltman gave an update on the track and football field project. The field stabilization portion is complete, and they are now working on drainage. The project is on schedule to be completed on time.

Committee Reports from Board Members and Comments from Associate Board Members

Tonya Welch reported that the Booster Club had an additional meeting to consider a special request from the football team.

Jo Anne Mulholland stated the Back-to-School Roundup will be July 27 on Ellsworth Air Force Base.

Motion to adjourn the meeting at 5:20 p.m. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 06/10/2024****Certified Professional Growth Plans**

| | Name | Building | Position | |
|--|-----------------|-----------------|---------------------|--|
| | Emily Trainer | DMS | 6th Science Teacher | |
| | Melissa Hartley | VES | 4th Grade Teacher | |

Certified AOS Payments

| | | |
|-------------------|------------|--|
| Amy Rowe | \$300.00 | |
| Amanda Awe | \$400.00 | |
| Bridget Bolinger | \$1,050.00 | |
| Robert Harrington | \$150.00 | |
| Denise Stiles | \$100.00 | |
| Lorie Meade | \$600.00 | |
| Krisa Engel | \$900.00 | |
| Kimberly Kearns | \$200.00 | |
| Arianna Grindle | \$300.00 | |
| Christie Apland | \$300.00 | |
| David Carrol | \$650.00 | |
| Brandy Perkins | \$50.00 | |
| Katie Bell | \$300.00 | |
| Mary Smith | \$300.00 | |
| Laressa Finney | \$400.00 | |
| Micheal Munoz | \$400.00 | |
| Brian Palmer | \$150.00 | |
| Marlee Wieman | \$100.00 | |
| Travis Miller | \$300.00 | |
| Nicholas Knutson | \$150.00 | |
| Karley Colicheski | \$550.00 | |
| Sheila Sivertsen | \$600.00 | |
| Brianna Marty | \$1,000.00 | |
| Megan Kvernum | \$1,200.00 | |
| Kaitlin Heier | \$300.00 | |
| Melissa Owen | \$200.00 | |
| Nick Ferguson | \$1,650.00 | |
| Michelle Crane | \$450.00 | |
| Sherri Horan | \$750.00 | |
| Tara Lipp | \$150.00 | |
| Tonia Vahlberg | \$400.00 | |
| Rebekah Varilek | \$50.00 | |
| Holly Howie | \$150.00 | |
| Kayla Rivera | \$150.00 | |

Early Resignation Incentive Pay

| | Name | Amount | Effective | |
|--|-----------------|---------------|------------------|--|
| | Susan Waterson | \$1,000 | 6/21/2024 | |
| | Timothy Fischer | \$1,500 | 6/21/2024 | |
| | Rebecca Nelson | \$1,500 | 6/21/2024 | |
| | Lori Kindle | \$1,500 | 6/21/2024 | |
| | Joie Drysdale | \$1,500 | 6/21/2024 | |
| | Janice Hemen | \$1,500 | 6/21/2024 | |
| | Georgia Simon | \$500 | 6/21/2024 | |

Classified Service Factor Bonus

| | Name | Position/Years | Amount | Dates of Service |
|--|-----------------|-------------------------------|---------------|-------------------------|
| | Brandy Aukerman | VES Principal's Sec. 15 Years | \$1,058.22 | 6/11/09- 6/11/2024 |
| | Michelle Brown | VES Sped Aide 15 Years | \$934.07 | 6/1/09- 6/1/2024 |

Classified Resignations/Terminations

| | | | | |
|--|------------------|-----------|-----|------------|
| | Joaquin Grijalva | Custodian | FC | 05/31/2024 |
| | Kelly Earnest | FSW | VES | 05/26/2024 |

Certified Staff Hiring

| | Name | Location / Position | Wage | Effective Date |
|--|---------------|----------------------------|-------------|-----------------------|
| | Kelli Waddell | VES/Elementary Teacher | \$58,200.00 | 2024-2025 |

Temporary Hires

| | Name | Position | Salary | Effective Date |
|--|---------------------|----------------------|---------------|-----------------------|
| | Amanda Miller | CO Summer Help | \$20.70 | 2023-2024 |
| | Rebecca Kenoyer | CO Summer Help | \$20.70 | 2023-2024 |
| | Brandy Aukerman | CO Summer Help | \$21.45 | 2023-2024 |
| | Courtney Crosswait | Dakota Dreams Mentor | \$500.00 | 2023-2024 |
| | Robert Hughes | Bus Driver/Summer | \$25/hr | 6/1/24 |
| | Beverly Gabriel | Bus Driver/Summer | \$25/hr | 6/1/24 |
| | Christina Campbell | Bus Driver/Summer | \$25/hr | 6/1/24 |
| | Kelly Earnest | Bus Driver/Summer | \$25/hr | 6/1/24 |
| | Laura Savage | Bus Driver/Summer | \$25/hr | 6/1/24 |
| | Rosemary Black Bear | Bus Driver/Summer | \$25/hr | 6/1/24 |
| | Chandra Canaan | S2S Coordinator | \$600.00 | 9/5/23 |
| | Jennifer Collins | S2S Coordinator | \$600.00 | 9/5/23 |
| | Andrew Divis | Grounds Summer | \$15/hr | 5/24/24 |

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

Board Report - For School Board 06/15/2024

| <u>Vendor Name</u> | <u>Check #</u> | <u>Expensed</u> | <u>Amount</u> |
|--|----------------|-----------------|---------------|
| A TO Z SHREDDING | 184115 | | 367.76 |
| AMERICINN-SIOUX FALLS | 184116 | | 6,027.28 |
| BOX ELDER HARDWARE | 184117 | | 292.89 |
| BROOKINGS SUPER 8 | 184118 | | 964.00 |
| CENTURYLINK | 184120 | | 491.90 |
| CITY OF BOX ELDER/PUBLIC WORKS DEPT | 184122 | | 4,738.16 |
| CLIMATE CONTROL SYSTEMS AND SERVICE | 184123 | | 342.35 |
| COLLEGE BOARD | 184124 | | 1,508.00 |
| CROW, DARLING | 184125 | | 71.20 |
| DAKOTA PARTY | 184126 | | 24.22 |
| DAKOTA POTTER'S SUPPLY | 184127 | | 649.20 |
| DAKOTA SUPPLY GROUP, INC. | 184128 | | 92.15 |
| DB SOUND LLC | 184129 | | 237.50 |
| EVERGREEN OFFICE PRODUCTS | 184130 | | 65.97 |
| FIDUCIARY ACCOUNT | 184131 | | 3,944.21 |
| GAUDINO, JESSICA | 184133 | | 33.35 |
| HILLYARD INC | 184134 | | 2,038.68 |
| HOLIDAY INN - CITY CENTER | 184135 | | 321.00 |
| HOLSWORTH, KARA | 184136 | | 72.83 |
| JOHNSON, APRIL | 184137 | | 93.84 |
| LIFETOUCH PUBLISHING, INC. | 184139 | | 1,739.98 |
| MCPHERSON, JACKIE | 184140 | | 39.60 |
| MG OIL COMPANY, INC. | 184141 | | 8,689.50 |
| MONTANA DAKOTA UTILITIES COMPANY, INC. | 171 | | 6,165.54 |
| NORTH CENTRAL BUS & EQUIPMENT CO. INC | 184142 | | 65.24 |
| O'CONNOR COMPANY, INC. | 184143 | | 4,842.77 |
| PENNINGTON COUNTY SHERIFF | 184144 | | 34,011.00 |
| PRESSURE SERVICES INC | 184145 | | 468.03 |
| PRINCIPALS CONFERENCE-GARRETSON HIGH | 184146 | | 200.00 |
| RIVERSIDE TECHNOLOGIES INC | 184148 | | 1,400.00 |
| SASD | 184149 | | 180.00 |
| SDSLHA | 184151 | | 150.00 |
| STURGIS OPTIMIST | 184152 | | 80.00 |
| TIE | 184153 | | 2,450.00 |
| VOYAGER FLEET SYSTEMS, INC. | 184154 | | 326.81 |

Board Report - For School Board 06/15/2024

| <u>Vendor Name</u> | <u>Check #</u> | <u>Expensed</u> | <u>Amount</u> |
|------------------------------------|----------------|-----------------|-------------------|
| WEST RIVER ELECTRIC-AUTOPAY | 170 | | 1,273.22 |
| WESTERN COMMUNICATIONS, INC. | 184155 | | 215.72 |
| GENERAL FUND | | | 84,673.90 |
| CENTURY BUSINESS | 184119 | | 9,149.71 |
| FOLLETT CONTENT SOLUTIONS, INC | 184132 | | 1,553.75 |
| CAPITAL OUTLAY | | | 10,703.46 |
| CHILDREN'S CARE HOSPITAL & SCHOOL | 184121 | | 5,780.00 |
| KIELHOLD, NANCY | 184138 | | 109.20 |
| RATWIK, ROSZAK & MALONEY, P.A | 184147 | | 265.00 |
| SASD | 184149 | | 843.00 |
| SD DEPARTMENT OF HUMAN SERVICES | 184150 | | 29,606.80 |
| SPECIAL ED | | | 36,604.00 |
| Sub Total | | | 131,981.36 |
| ALSCO | 12447 | | 298.96 |
| CASH-WA DISTRIBUTING COMPANY, INC. | 12448 | | 493.27 |
| CHILD AND ADULT NUTRITION | 12449 | | 2,388.95 |
| DAKOTA WAREHOUSE | 12450 | | 120.00 |
| FIDUCIARY ACCOUNT | 12451 | | 775.00 |
| GENERAL FUND | 12452 | | 56,495.42 |
| PRAIRIE FARMS | 12453 | | 490.89 |
| FOOD SERVICE | | | 61,062.49 |
| Grand Total: | | | 193,043.85 |

PAYROLL EXPENDITURES

MAY 7 2024

MAY 21 2024

TOTALS

\$1,124,236.81

\$1,205,787.80

DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 6/24/2024

Classified Resignations/Terminations

| Name | Position | Location | Effective Date |
|-------------|---------------------------|----------|----------------|
| Duncan Witt | Summer Instructional Aide | BC | 6/10/2024 |

Classified Voluntary Transfer Request

| Name | From Bldg / Position / Hrs / Wage | To Bldg / Position / Hrs / Wage | Effective Date |
|-----------------|-----------------------------------|---------------------------------|----------------|
| Chelsie Huseby | MS/Instruction Aide | FC/Instructional Aide | 2024-2025 |
| Princess Thomas | VES/Lunchroom Aide | VES/Instructional Aide | 2024-2025 |

Certified Staff Hiring

| Name | Location / Position | Wage | Effective Date |
|---------------|------------------------------|----------|----------------|
| Alexis Marran | HS Special Education Teacher | \$63,200 | 2024-2025 |

Classified Staff Hiring

| Name | Location / Position | Wage | Effective Date |
|------------------|-----------------------------|---------|----------------|
| Ryan Sobecki | Carr. Instructional Aide EC | \$17.75 | 2024-2025 |
| Kacey Short | VES/FSW | \$15.50 | 2024-2025 |
| Laura Rencountre | HS/Food Services | \$16.20 | 2024-2025 |

Temporary Hires

| Name | Position | Salary | Effective Date |
|---------------------|------------------------------------|------------|----------------|
| Paul Ferdinand | HS Asst. FB Coach | \$4,526.00 | 2024-2025 |
| Tabitha Finney | Summer Instructional Aide | \$18.50/hr | 2024-2025 |
| Luanne Stukerjurgan | CO Summer Help | \$19.20/hr | 6/10/2024 |
| Jason Boeding | MS Asst. FB Coach | \$2,648.00 | 2024-2025 |
| Kaylin Smith | HS Summer Help As Needed | \$16.20/hr | 2023-2024 |
| Chris Wieman | HS Social Studies Dept. Head | \$1,500.00 | 2024-2025 |
| Brenda Johnson | Transportation Corrdinator Stipend | \$5.69 | 2024-2025 |
| ** Theresa Ames | ESY Bus Aide | \$14.70 | 6/1/2024 |
| Edwin Snarks | ESY Bus Aide | \$18.45 | 6/1/2024 |
| Tammy Koch | ESY Bus Driver | \$24.15 | 6/1/2024 |
| Lisa Scofield | ESY Bus Driver | \$24.15 | 6/1/2024 |
| Lucas Giersberg | Summer Helper/Tech Dept | \$13.00/hr | 6/7/2024 |

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

| May 1, 2024 FINANCIAL | GENERAL FUND | CAPITAL OUTLAY | SPECIAL EDUCATION |
|----------------------------------|-------------------------|---------------------------|------------------------------|
| BALANCE 4/30/24 | (1,243,766.52) | 1,419,572.50 | 1,699,594.56 |
| RECEIPTS: | | | |
| TAXES | 1,716,725.27 | 1,447,640.01 | 761,039.52 |
| INTEREST | 802.71 | 0.00 | 0.00 |
| ADMISSIONS | 1,064.08 | 0.00 | 0.00 |
| LOCAL | 2,783.18 | 7,000.00 | 0.00 |
| COUNTY | 6,456.74 | 0.00 | 0.00 |
| STATE | 1,269,916.00 | 0.00 | 273,928.00 |
| FEDERAL | 0.00 | 125,280.00 | 61,257.00 |
| OTHER | 127.00 | 137.20 | 0.00 |
| INTERFUND TRAN. | 19,150.87 | 0.00 | 0.00 |
| TOTAL RECEIPTS: | 3,017,025.85 | 1,580,057.21 | 1,096,224.52 |
| DISBURSEMENTS: | | | |
| VERIFIED CLAIMS | 241,684.62 | 1,614,623.18 | 21,371.78 |
| SALARIES | 1,746,763.34 | 0.00 | 407,239.17 |
| TRANSFERS OUT | | | |
| BALANCE 05/31/24 | (215,188.63) | 1,385,006.53 | 2,367,208.13 |
| BALANCE 05/31/23 | 338,999.81 | 2,104,437.24 | 1,826,919.83 |

| May 1, 2024 FINANCIAL | FEDERAL PROJECTS | UNEMPLOY- MENT FUND |
|----------------------------------|-----------------------------|--------------------------------|
| BALANCE 4/30/24 | (3,936,293.66) | 49,497.51 |
| RECEIPTS: | | |
| LOCAL | | |
| STATE | | |
| FEDERAL | 246,889.54 | 0.00 |
| REIMBURSEMENTS | | |
| OTHER (LOCAL) -AFROTC | 0.00 | 0.00 |
| INTERFUND TRAN. | | |
| TRANSFER IN | | |
| TOTAL RECEIPTS: | 246,889.54 | 0.00 |
| DISBURSEMENTS: | | |
| VERIFIED CLAIMS | 44,961.18 | 0.00 |
| SALARIES | 94,533.87 | 0.00 |
| TRANSFERS OUT | | |
| BALANCE 05/31/24 | (3,828,899.17) | 49,497.51 |
| BALANCE 05/31/23 | (2,944,652.36) | 49,497.51 |

| May 1, 2024 FINANCIAL | DEP CARE | MEDICAL REIMB | IMPACT AID |
|----------------------------------|-----------------|----------------------|----------------------|
| BALANCE 4/30/24 | 2,331.59 | (1,262.64) | 28,706,929.54 |
| RECEIPTS: | | | |
| INTEREST | 0.00 | 0.00 | 19,150.87 |
| FEDERAL | 0.00 | 0.00 | 2,803,610.00 |
| LOCAL | 1,051.68 | 2,093.72 | 0.00 |
| OTHER | | | |
| INTERFUND TRAN. | | | |
| LOANS | | | |
| TOTAL RECEIPTS: | 1,051.68 | 2,093.72 | 2,822,760.87 |
| DISBURSEMENTS: | | | |
| VERIFIED CLAIMS | 1,241.90 | (49.60) | 0.00 |
| EXPENDITURES/TRANSFERS OUT | 0.00 | 0.00 | 19,150.87 |
| BALANCE 05/31/24 | 2,141.37 | 880.68 | 31,510,539.54 |
| BALANCE 05/31/23 | 75.07 | 3,002.43 | 27,848,776.54 |

| May 1, 2024 FINANCIAL | FOOD SERVICE | FIDUCIARY FUNDS |
|----------------------------------|-------------------------|----------------------------|
| BALANCE 4/30/24 | 239,391.15 | 293,046.81 |
| RECEIPTS: | | |
| INTEREST | | |
| SALES | 41,723.06 | 0.00 |
| STATE | 0.00 | 0.00 |
| FEDERAL | 137,986.87 | 0.00 |
| LOCAL | 745.49 | 53,259.71 |
| OTHER | | |
| INTERFUND TRAN. | | |
| LOANS | | |
| TOTAL RECEIPTS: | 180,455.42 | 53,259.71 |
| DISBURSEMENTS: | | |
| VERIFIED CLAIMS | 65,765.31 | 42,667.91 |
| SALARIES | 79,728.02 | 0.00 |
| BALANCE 05/31/24 | 274,353.24 | 303,638.61 |
| BALANCE 05/31/23 | 333,796.75 | 280,298.38 |

Board Report - For School Board 06/30/2024

| <u>Vendor Name</u> | <u>Check #</u> | <u>Expensed</u> | <u>Amount</u> |
|---------------------------------------|----------------|-----------------|---------------|
| AMAZON.COM | 184172 | | 1,021.52 |
| AMERICAN AIRLINES | 184156 | | 1,175.92 |
| AQUA CHEM | 184173 | | 675.00 |
| ATHLETIC.NET LLC | 184156 | | 125.00 |
| BELLE FOURCHE COUNTRY CLUB | 184156 | | 6.00 |
| BLACK HILLS DOOR SYSTEMS, INC. | 184174 | | 8.10 |
| BLACK HILLS ENERGY- AUTO PAY | 173 | | 29,135.28 |
| BORDER STATES ELECTRIC INC | 184175 | | 1,367.98 |
| BOX ELDER HARDWARE | 184176 | | 802.61 |
| CASH - BUILDINGS & GROUNDS | 184177 | | 17.50 |
| CASH - CO | 184178 | | 1,096.00 |
| CHURCHILL, MANOLIS, FREEMAN, KLUDT & | 184181 | | 8,617.39 |
| CITY OF BOX ELDER/PUBLIC WORKS DEPT | 184182 | | 4,471.55 |
| COLUMN SOFTWARE PBC | 184183 | | 642.03 |
| DEMCO, INC | 184185 | | 54.39 |
| Diamond Vogel | 184186 | | 1,657.84 |
| EBACH ENTERPRISES | 184187 | | 18,420.00 |
| FIDUCIARY ACCOUNT | 184188 | | 302.75 |
| FRANCK, SYDNEY | 184189 | | 100.00 |
| GOOD STUFFED, THE | 184156 | | 750.00 |
| HAGGERTYS MUSICWORKS | 184190 | | 559.35 |
| HART RANCH GOLF COURSE | 184156 | | 15.00 |
| HIGH POINT NETWORKS, LLC | 184191 | | 27.20 |
| HILLYARD INC | 184192 | | 4,332.68 |
| HOBBY LOBBY CREATIVE CENTER | 184156 | | 248.23 |
| INNOVATIVE OFFICE SOLUTIONS | 184194 | | 813.68 |
| KIEFFER SANITATION, INC.-AUTO PAY | 174 | | 2,486.32 |
| LEADERSHIP MATTERS LLC | 184195 | | 10,499.48 |
| LYNN JACKSON SHULTZ & LEBRUN PC INC | 184196 | | 3,988.00 |
| MCDONALDS | 184156 | | 249.00 |
| MENARDS | 184199 | | 1,145.96 |
| MIDCONTINENT COMMUNICATIONS- AUTO PAY | 175 | | 1,477.55 |
| MR LOCK INC | 184156 | | 45.61 |
| MUSIC THEATRE INTERNATIONAL | 184156 | | 1,774.76 |
| NEFF COMPANY/JOSTENS | 184200 | | 803.25 |

Board Report - For School Board 06/30/2024

| <u>Vendor Name</u> | <u>Check #</u> | <u>Expensed</u> | <u>Amount</u> |
|-----------------------------------|----------------|-----------------|-------------------|
| NORTHWEST PIPE FITTINGS, INC. | 184201 | | 678.64 |
| OLIVE GARDEN | 184156 | | 450.98 |
| OLNEY, TRISTA | 184202 | | 340.20 |
| OSTEN, CAROL | 184203 | | 98.89 |
| PAPER DIRECT | 184156 | | 133.95 |
| PETTIT, ANN | 184204 | | 10.00 |
| PRINT MARK-ET | 184205 | | 68.00 |
| SAM'S CLUB | 184156 | | 228.63 |
| SAPPHIRE BACKGROUND CHECK | 184207 | | 945.00 |
| SOFTWARE UNLIMITED INC | 184209 | | 12,700.00 |
| TACO JOHNS RAPID CITY | 184156 | | 598.75 |
| TEMPLE, JADE | 184211 | | 264.58 |
| TIMMONS MARKET | 184156 | | 29.93 |
| TRU BY HILTON | 184214 | | 422.05 |
| VANWAY TROPHY & AWARD, INC. | 184216 | | 147.95 |
| VERIZON WIRELESS | 184217 | | 392.38 |
| WAL-MART STORES INC | 172 | | 391.88 |
| GENERAL FUND | | | 116,814.74 |
| AMAZON.COM | 184172 | | (0.01) |
| LOWE'S BUSINESS ACCOUNT | 184156 | | 1,018.00 |
| MAMMOTH SPORTS CONSTRUCTION, LLC | 184197 | | 790,250.00 |
| CAPITAL OUTLAY | | | 791,267.99 |
| AMAZON.COM | 184156 | | 216.22 |
| ARK THERAPEUTIC | 184156 | | 48.97 |
| CASH - CO | 184178 | | 48.00 |
| CASH - PUPIL PERSONNEL | 184179 | | 9.80 |
| CHILDREN'S CARE HOSPITAL & SCHOOL | 184180 | | 6,120.00 |
| DELTA AIR LINES | 184156 | | 1,155.20 |
| MELTON, JODY | 184198 | | 35.36 |
| SD DEPARTMENT OF HUMAN SERVICES | 184208 | | 10,197.90 |
| SONOVA USA INC | 184210 | | 290.00 |
| TIMMONS MARKET | 184213 | | 17.38 |
| SPECIAL ED | | | 18,138.83 |
| WEBSTAIRANT STORE | 184156 | | 1,818.25 |
| FOOD SERVICE | | | 1,818.25 |
| DAVIS, ANGELA | 184184 | | 500.00 |

Board Report - For School Board 06/28/2024

| <u>Vendor Name</u> | <u>Check #</u> | <u>Expensed</u> | <u>Amount</u> |
|------------------------------------|----------------|-----------------|---------------------|
| INFINITE CAMPUS | 184193 | | 7,800.00 |
| INSTITUTE MULTI-SENSORY EDUCATION | 184156 | | 1,500.00 |
| LEADERSHIP MATTERS LLC | 184195 | | 12,709.90 |
| LOVES TRAVEL STOP | 184156 | | 148.10 |
| REAL DEAL ACTIVEWEAR, LLC | 184206 | | 19,861.00 |
| SAM'S CLUB | 184156 | | 3,209.82 |
| THINKING COLLABORATIVE, LLC | 184212 | | 2,904.00 |
| TUCKER, CONNIE | 184215 | | 1,500.00 |
| WAL-MART STORES INC | 184156 | | 501.00 |
| GRANTS | | | 50,633.82 |
| SUBTOTAL | | | 978,673.63 |
| ALSCO | 12459 | | 298.96 |
| CASH-WA DISTRIBUTING COMPANY, INC. | 12460 | | 1,967.92 |
| DOUGLAS PETTY CASH | 12461 | | 46.95 |
| GARVER, CASSANDRA | 12462 | | 41.25 |
| GENERAL FUND | 12463 | | 35,728.18 |
| KOSOBUD, CHERYL | 12464 | | 36.65 |
| PRAIRIE FARMS | 12465 | | 691.35 |
| REINHART FOOD SERVICE LLC | 12466 | | 647.08 |
| FOOD SERVICE | | | 39,458.34 |
| Grand Total: | | | 1,018,131.97 |



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
2024 RUNOFF BALLOT
West River At-Large Representative
TERM: JULY 1, 2024 TO JUNE 30, 2029**

West River At-Large Representative- To be filled by a **Superintendent.**

This position is currently held by Kelly Messmer of Harding County High School. The West River At-Large Representative may be a Superintendent from any SDHSAA member school whose high school is physically located west of the Missouri River. This position must be filled by a Superintendent. **Any member school may nominate a person for this position and all member schools have the opportunity to vote.** The person elected will serve a **five-year term** on the SDHSAA Board of Directors and is unable to run for re-election in the West River At-Large Representative slot.

You may vote for one candidate.

The deadline for the return of this ballot is **JULY 25, 2024.**

- Chris Long, Lyman School District**
- Mark Naugle, Custer School District**

| | |
|------------------------------|---------------|
| Douglas School District 51-1 | June 24, 2024 |
| Name of Member School | Date |

| | |
|---|------------------------------------|
| Signature (Superintendent or Principal) | Signature (School Board President) |
| Kevin Case | Tanya Gray |

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

Chris Long, Lyman- Thank you for the opportunity to introduce myself as a candidate for the SDHSAA's Board of Directors and its West River At-Large Superintendent position. I've been an educator in four South Dakota communities and am currently the superintendent in the Lyman School District. I feel that my education, extra-curricular and sports officiating experiences in South Dakota provide insights that would enable me to be an effective member of the SDHSAA Board of Directors.

The SDHSAA is an organization I have been fortunate to work with often. Since 1997, I've had tenures as a head and assistant football coach and as a head golf coach. I served a term on the SDHSAA Golf Advisory Board and, in cooperation with the SDHSAA, was the Class B State Golf meet director in 2017. I've been a certified high school basketball official since 2002. These experiences, along with many others, led to my interest in the Board of Directors and this open position.

I appreciate your district's consideration and would truly appreciate the opportunity to represent the schools of South Dakota on the SDHSAA Board of Directors.

Mark Naugle, Custer- With 33 years dedicated to public education, including over two decades as a school administrator and fifteen years as a Superintendent, I would bring a wealth of experience and a deep commitment to serving the students and schools of South Dakota as a member of the SDHSAA Board. Whether in the classroom, on the field, or within the community, I see every opportunity as a chance to make a positive impact and leave a lasting legacy of service and dedication. Joining the SDHSAA would not only be a continuation of this journey but also a new chapter filled with opportunities to serve the schools and students of our state. My journey in education has seen me wear many hats as a teacher, coach, principal, activities director, sports official, and finally, superintendent. After graduating from Custer High School and Black Hills State, I started my teaching/coaching career in Groton, with stops in Elk Point and Sturgis. Along the way, I completed my master's degree in education administration from South Dakota State and my education specialists and doctoral coursework from USD. I have served as a superintendent in South Dakota for fifteen years in Custer and Hill City and as a secondary principal/activities director in Philip and Hill City. In 2006, I was selected as the South Dakota Middle School Principal of the Year, and just this month, I was named the 2023 Outstanding Superintendent for South Dakota by the South Dakota School Superintendent's Association (SDSSA).

These experiences have helped me understand the importance of extracurricular activities in shaping students' lives. As a high school student, I personally witnessed school activities keep a classmate in school and become the first in his large family to graduate from high school. Without the support of teachers, coaches, and the activities he was involved in, he admitted he would not have graduated.

As a certified basketball official in South Dakota for 25 years, I've had the privilege of officiating multiple state tournaments. I was honored as the NFHS Boys' Basketball Official of the Year in 2010-2011 and inducted into the Black Hills Sports Officials Hall of Fame in 2023. I served as the SDHSAA Sports Advisory Council secretary for 17 years, and the SDHSAA Budget and Calendar Committee. Serving as the National President of the Federal Lands Impacted Schools Association for two years was a great learning experience, and I am currently a member of their executive board. Serving as the president of the South Dakota School Superintendent's Association (SDSSA) for two years was an honor, and I currently serve as a representative to the national superintendent's group, AASA, on their governing board.

Staff Wellness Survey Summary

Douglas School District
May 2, 2024

What are the most important components to consider as we begin creating a robust employee wellness plan for DSD?



PARTICIPATION

Breakdown of Participation



148
Participants



94
Thoughts



2,788
Ratings

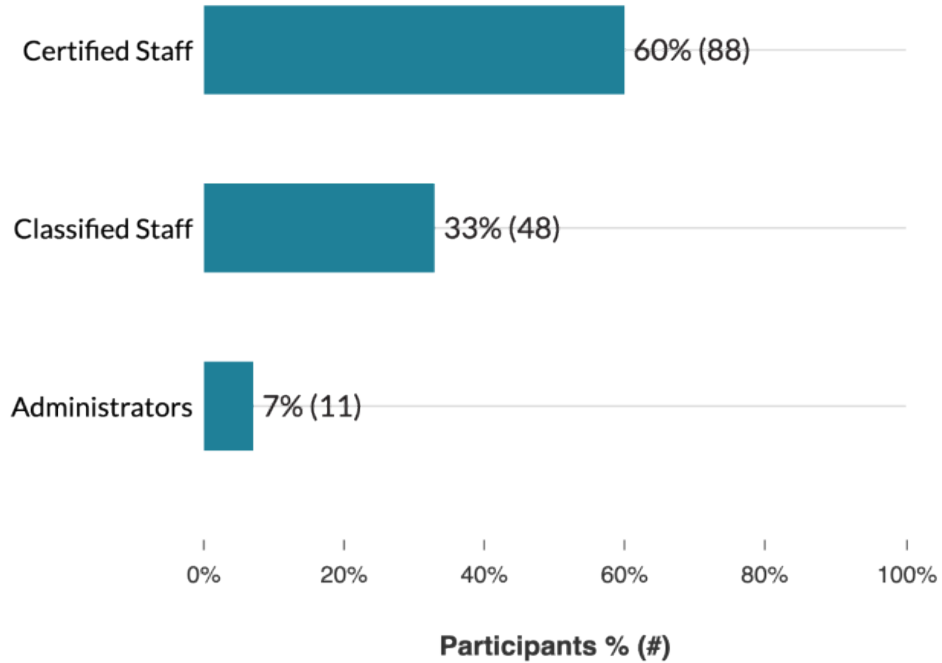


PARTICIPATION

Breakdown of Participation



What role do you identify within the district?





PARTICIPATION


Breakdown of Participation

What building do you associate with?



147

Responses

| % |  | Answer <i>(Multiple select)</i> |
|-----|--|---------------------------------|
| 7% | (10) | Central Office |
| 6% | (9) | Carrousel |
| 16% | (23) | Badger Clark |
| 16% | (24) | Francis Case |
| 15% | (22) | Vandenberg |
| 17% | (25) | Douglas Middle School |
| 21% | (31) | Douglas High School |
| 2% | (3) | Transportation |
| 2% | (3) | Computer Services |
| 2% | (3) | Food Service |
| 3% | (4) | Building & Grounds |





PARTICIPATION

Breakdown of Participation




How long have you been employed in the District



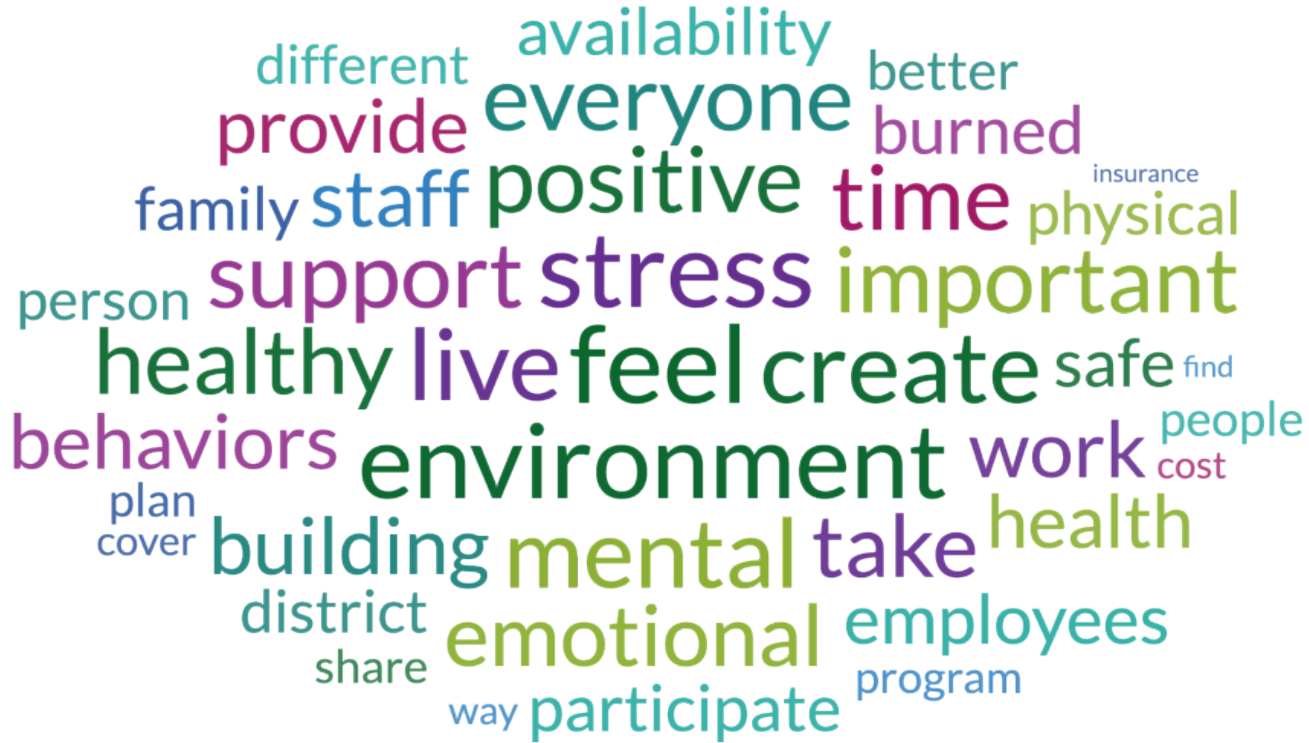
145

Responses

| % |  | Answer <i>(Multiple select)</i> |
|-----|--|---------------------------------|
| 19% | (27) | 0-1 Years |
| 8% | (12) | 1-2 Years |
| 8% | (12) | 2-3 Years |
| 5% | (7) | 3-4 Years |
| 7% | (10) | 4-5 Years |
| 18% | (26) | 5-10 Years |
| 10% | (15) | 10-15 Years |
| 11% | (16) | 15 -20 Years |
| 15% | (22) | 20+ Years |



WORDCLOUD
Top Rated





Common ground and Differences New!

Explore a topic that has division (Differences) and alignment (Common ground)



Balancing Physical and Mental Wellness

Side A

Physical Wellness

Many responses emphasized the importance of physical wellness, including access to gyms, healthier snacks, and insurance benefits. Some suggested reimbursements for utilizing wellness centers or discounts at gyms. The need for a healthy work-life balance was also highlighted, with suggestions for more time off for physical wellness and the importance of a healthy environment.

Common ground

Accessible and Inclusive Wellness Plan

Both sides agreed on the need for an accessible and inclusive wellness plan that caters to the diverse needs of all staff. This includes considerations for different shifts, stages of life, and individual needs or wants. The plan should be affordable, convenient, and offer diverse opportunities to cover all needs.

Side B

Mental and Emotional Wellness

A significant number of responses focused on the mental and emotional wellness of employees. Stress, burnout, and the need for emotional support were recurring themes. Suggestions included more emphasis on mental health, respect for differing beliefs, and the creation of a safe, supportive environment. Some respondents also suggested that mental health should be a component of sick leave.



THOUGHTS

Key Thoughts



I think mental health gets overlooked. We live and work with many stress factors in life that contribute to our overall health.

4.4  (41 )

Ranked #1 of 94

How to support staff as the load gets heavier There is a disconnect in support district-wide. Teachers are being stacked with more and more tasks and behaviors.

4.2  (41 )

Ranked #2 of 94

Mental health - having time/resources to self-evaluate and reflect on how we are feeling and coping with the stressors of our jobs. This is important to be able to effectively perform in our assigned areas of responsibility.

4.2  (41 )

Ranked #3 of 94

Emotional and mental wellness of employees Education can be demanding and important for employees to recharge.

4.2  (40 )

Ranked #4 of 94

Healthy & positive mindset Creating environments where everyone feels safe and able to share.

4.2  (40 )

Ranked #5 of 94

Listen to all staff needs for a safe, rewarding, and healthy environment. People want to feel valued and when we listen to staff needs, this will help develop the employee wellness plan.

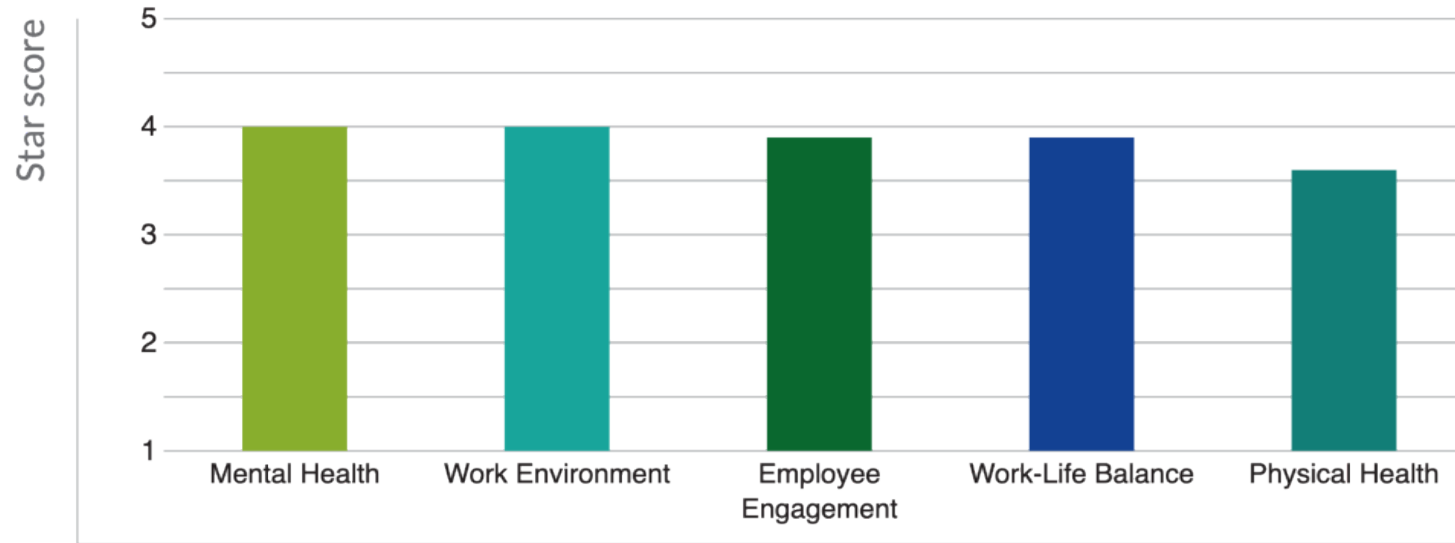
4.2  (40 )

Ranked #6 of 94



TE ARTICLE THEMES

Top Themes by star score






What are the THREE most important of the 8 health/wellness dimensions to you?



141
Responses



| % |  | Answer <i>(Multiple select)</i> |
|-----|--|--|
| 50% | (71) | Emotional: Coping effectively with life and creating satisfying relationships |
| 43% | (60) | Environmental: Good health by occupying pleasant, stimulating environments that support |
| 43% | (60) | Financial: Satisfaction with current and future financial situations |
| 20% | (28) | Intellectual: Recognizing creative abilities and finding ways to expand knowledge and skills |
| 24% | (34) | Occupational: Personal satisfaction and enrichment derived from one's work. |
| 55% | (77) | Physical: Recognizing the need for physical activity, diet, sleep, and nutrition |
| 22% | (31) | Spiritual: Expanding our sense of purpose and meaning in life |
| 43% | (61) | Social: Developing a sense of connection, belonging and a well-developed support system |







THOUGHTS

Mental Health



I think mental health gets overlooked. We live and work with many stress factors in life that contribute to our overall health. 4.4  (41 )

Mental health - having time/resources to self-evaluate and reflect on how we are feeling and coping with the stressors of our jobs. This is important to be able to effectively perform in our assigned areas of responsibility. 4.2  (41 )

Emotional and mental wellness of employees Education can be demanding and important for employees to recharge. 4.2  (40 )

Mental Health

Mental health was a recurring theme in the responses, with many participants emphasizing the importance of addressing mental and emotional wellness in the workplace. Participants expressed concerns about burnout, stress, and the need for emotional support. They suggested that the wellness plan should include resources for mental health support and stress management. The importance of creating a safe, non-judgmental environment where employees can discuss their mental health struggles was also highlighted.



THOUGHTS

Work Environment



How to support staff as the load gets heavier There is a disconnect in support district-wide. Teachers are being stacked with more and more tasks and behaviors.

4.2  (41 )

Healthy & positive mindset Creating environments where everyone feels safe and able to share.

4.2  (40 )

Listen to all staff needs for a safe, rewarding, and healthy environment. People want to feel valued and when we listen to staff needs, this will help develop the employee wellness plan.

4.2  (40 )

Work Environment

The work environment was a recurring theme in the responses. Participants expressed concerns about the increasing workload, the lack of support from supervisors, and the need for a safe and supportive work environment. They suggested that the wellness plan should address these issues and foster a positive work environment where employees feel appreciated and respected. The importance of respect, diversity, and confidentiality in the workplace was also highlighted.



THOUGHTS

Employee Engagement



How to support staff as the load gets heavier There is a disconnect in support district-wide. Teachers are being stacked with more and more tasks and behaviors.

4.2  (41 )

Healthy & positive mindset Creating environments where everyone feels safe and able to share.

4.2  (40 )

Listen to all staff needs for a safe, rewarding, and healthy environment. People want to feel valued and when we listen to staff needs, this will help develop the employee wellness plan.

4.2  (40 )

Employee Engagement







Employee engagement was a significant theme in the responses. Participants expressed the desire for a wellness plan that is inclusive, customizable, and meets the diverse needs of all staff members. They emphasized the importance of listening to everyone's ideas and ensuring that all employees feel valued and respected. The need for a sense of community and camaraderie among employees was also highlighted.



THOUGHTS

Work-Life Balance



- I think mental health gets overlooked.** We live and work with many stress factors in life that contribute to our overall health. 4.4  (41 )
- Mental health - having time/resources to self-evaluate and reflect on how we are feeling and coping with the stressors of our jobs.** This is important to be able to effectively perform in our assigned areas of responsibility. 4.2  (41 )
- Emotional and mental wellness of employees** Education can be demanding and important for employees to recharge. 4.2  (40 )

Work-Life Balance

Work-life balance was another key concern for participants. They stressed the importance of ensuring that employees have enough time for rest and personal activities outside of work. Some suggested that the wellness plan should include provisions for flexible schedules and more time off for mental and physical wellness. The need for a positive work environment that promotes a healthy work-life balance was also emphasized.



THOUGHTS

Physical Health



Using a multi-dimensional approach Wellness is multifaceted (physical, mental, emotional, social, and environmental). A holistic approach ensures all aspects are addressed

4.0  (39 )

Considering wellness as more than just the traditional "Physical " aspects of wellness... workouts,

3.9  (40 )

Discounts at health places or gyms.... more than the liberty center It is nice to have variety and many people live in Rapid City.

3.9  (12 )

Physical Health

Physical health was also a key concern for participants. They highlighted the importance of providing resources for physical wellness, such as healthier snacks, gym discounts, and access to fitness instructors. Some participants suggested that the wellness plan should include provisions for covering medications and health insurance. The need for a wellness plan that promotes a healthy lifestyle was emphasized.

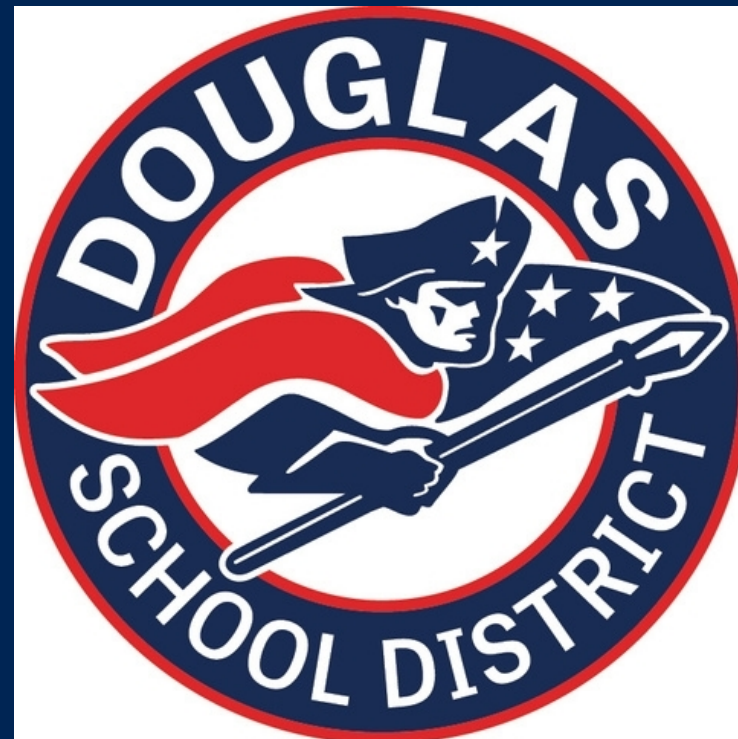


Talking Points - Next Steps



1. Thank you for your valuable insights on the importance of a comprehensive wellness plan. We understand the need for a program that caters to the diverse needs of all staff members, and we are committed to creating a plan that is inclusive and beneficial to everyone.
2. We acknowledge the importance of mental and emotional health in the workplace. We are dedicated to creating an environment that supports mental well-being and reduces burnout, ensuring that our staff can perform their best in all areas of their work.
3. We appreciate your suggestion to provide more information about wellness benefits available through our health insurance program. We will work on making this information more accessible and understandable for all staff members.
4. We understand the importance of creating a judgement-free environment where staff can openly discuss their struggles without fear of being harshly judged. We are committed to fostering a supportive and empathetic workplace culture.
5. We hear your concerns about the need for proper compensation and work-life balance. We believe that a positive work environment and fair compensation are key to reducing stress and promoting overall wellness.
6. We acknowledge the importance of providing healthier snack options and promoting a positive mindset. We will consider these suggestions as we develop our wellness plan.
7. We appreciate your feedback on the need for flexibility in our wellness plan. We understand that everyone has different needs and schedules, and we will strive to create a plan that is adaptable and accessible to all.

DSD Wellness Committee and Survey Summary



Focus Area 4 – Community and Wellbeing

STRATEGY 1

Develop a robust mental health/wellness plan for the Douglas School District that is responsive to all stakeholders.

- **We have developed a voluntary Wellness committee comprised of 24 members**
 - The committee is a balanced mix of Classified, Certified, Central Office, and Board members. With Dr. Andy Koenig's guidance, this group has begun developing an all-encompassing wellness program based on the feedback from our recent District-Wide Thought Exchange.



PARTICIPATION

Breakdown of Participation



148
Participants



94
Thoughts



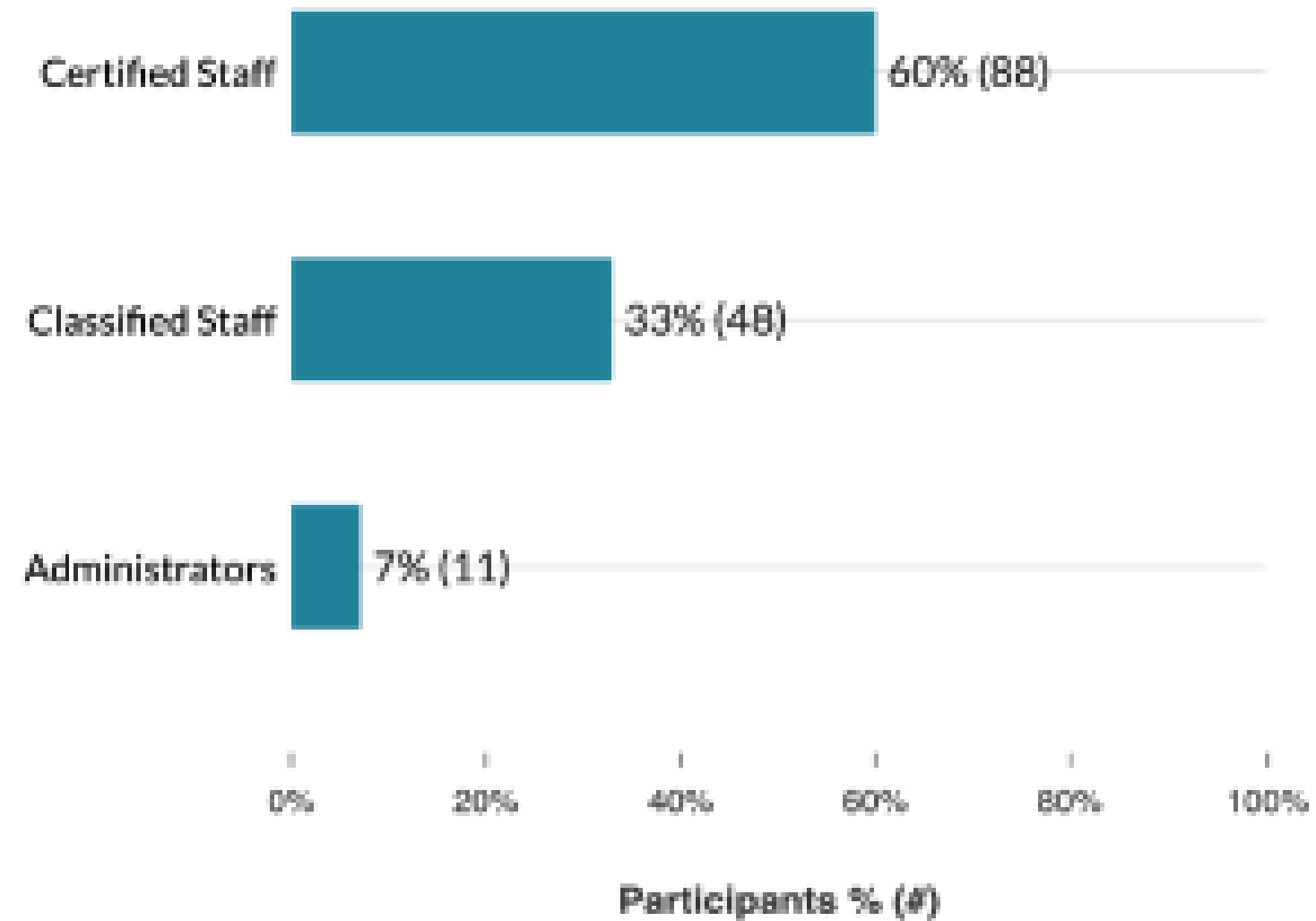
2,788
Ratings





PARTICIPATION Breakdown of Participation

What role do you identify within the district?



What building do you associate with?




147
Responses

| % | Person Icon | Answer (Multiple select) |
|-----|-------------|--------------------------|
| 7% | (10) | Central Office |
| 6% | (9) | Carrousel |
| 16% | (23) | Badger Clark |
| 16% | (24) | Francis Case |
| 15% | (22) | Vandenberg |
| 17% | (25) | Douglas Middle School |
| 21% | (31) | Douglas High School |
| 2% | (3) | Transportation |
| 2% | (3) | Computer Services |
| 2% | (3) | Food Service |
| 3% | (4) | Building & Grounds |



How long have you been employed in the District

 **145**
Responses

| % |  | Answer <i>(Multiple select)</i> |
|-----|---|---------------------------------|
| 19% | (27) | 0-1 Years |
| 8% | (12) | 1-2 Years |
| 8% | (12) | 2-3 Years |
| 5% | (7) | 3-4 Years |
| 7% | (10) | 4-5 Years |
| 18% | (26) | 5-10 Years |
| 10% | (15) | 10-15 Years |
| 11% | (16) | 15 -20 Years |
| 15% | (22) | 20+ Years |



What building do you associate with?



147
Responses

| % | 👤 | Answer <i>(Multiple select)</i> |
|-----|------|---------------------------------|
| 7% | (10) | Central Office |
| 6% | (9) | Carrousel |
| 16% | (23) | Badger Clark |
| 16% | (24) | Francis Case |
| 15% | (22) | Vandenberg |
| 17% | (25) | Douglas Middle School |
| 21% | (31) | Douglas High School |
| 2% | (3) | Transportation |
| 2% | (3) | Computer Services |
| 2% | (3) | Food Service |
| 3% | (4) | Building & Grounds |

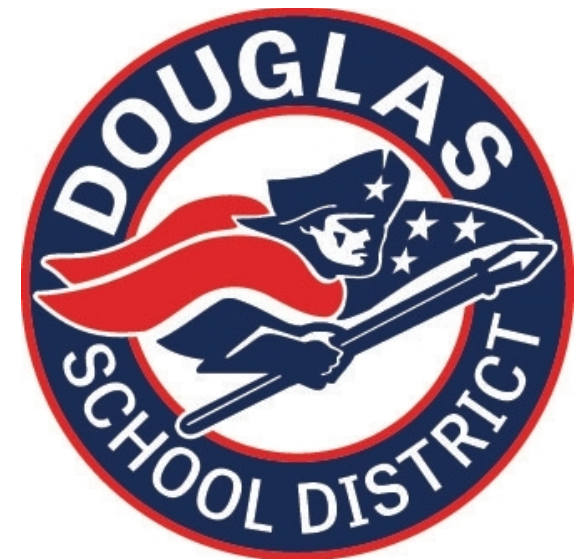


What building do you associate with?



147
Responses

| % | Person Icon | Answer (Multiple select) |
|-----|-------------|--------------------------|
| 7% | (10) | Central Office |
| 6% | (9) | Carrousel |
| 16% | (23) | Badger Clark |
| 16% | (24) | Francis Case |
| 15% | (22) | Vandenberg |
| 17% | (25) | Douglas Middle School |
| 21% | (31) | Douglas High School |
| 2% | (3) | Transportation |
| 2% | (3) | Computer Services |
| 2% | (3) | Food Service |
| 3% | (4) | Building & Grounds |



Common ground and Differences New!

Explore a topic that has division (Differences) and alignment (Common ground)

Balancing Physical and Mental Wellness

Side A

Physical Wellness

Many responses emphasized the importance of physical wellness, including access to gyms, healthier snacks, and insurance benefits. Some suggested reimbursements for utilizing wellness centers or discounts at gyms. The need for a healthy work-life balance was also highlighted, with suggestions for more time off for physical wellness and the importance of a healthy environment.

Common ground

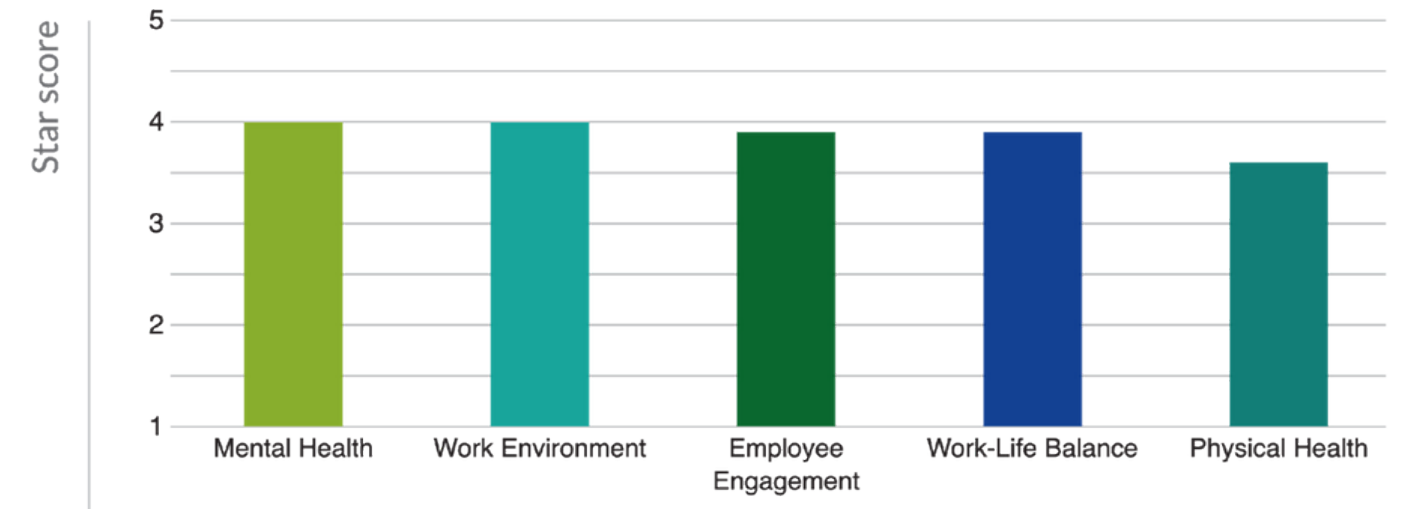
Accessible and Inclusive Wellness Plan

Both sides agreed on the need for an accessible and inclusive wellness plan that caters to the diverse needs of all staff. This includes considerations for different shifts, stages of life, and individual needs or wants. The plan should be affordable, convenient, and offer diverse opportunities to cover all needs.

Side B

Mental and Emotional Wellness

A significant number of responses focused on the mental and emotional wellness of employees. Stress, burnout, and the need for emotional support were recurring themes. Suggestions included more emphasis on mental health, respect for differing beliefs, and the creation of a safe, supportive environment. Some respondents also suggested that mental health should be a component of sick leave.



Essential Items and Focus Areas:

- **Mental Health**
- **Work Environment**
- **Employee Engagement**
- **Work-life balance**
- **Physical Health**



Mental/Emotional

Implement EAP (Employee Assistance Program).

- Offer mental health training, stress, anxiety, mindfulness, Meditation, and Gratitude.

Environmental/Social

- Consistent student behavior expectations across the district
- Adaptive School Norms –How we treat one other –Listen, respect, gratitude, appreciate
- Adaptive Schools refresher for all staff
 - Offer times for staff to share ideas/best practices –Adaptive Schools

Physical

- Offer wellness activities and education on nutrition and sleep.
- Incentivize wellness screenings and programs
- Partner with the YMCA and other area fitness options
- Wellness time during PD days –Self-Care



Next Steps:

- EAP (Employee Assistance Program) options and costs
- Start developing a Wellness Program draft for staff feedback
- Present to DSD Executive Leadership and BOE
- Secure partners
- Develop Communication Plan
- Launch program



**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

| | | | | | |
|---------|----------|-------|------------------|------|---------------|
| SECTION | G | TITLE | Personnel | FILE | GCLA-R |
|---------|----------|-------|------------------|------|---------------|

TRAVEL ALLOWANCE

The following Administrative Guidelines are established to implement Douglas School District Board of Education Policy GCLA pertaining to travel associated with attendance at professional meetings and conferences and school activities.

TRAVEL PREPARATION

1. Leave requests are to be submitted to the Building Administrator for approval and forwarded to Central Office at least five days in advance of travel.
2. Lodging reservations and method of payment are the responsibility of the secretary or clerk.
3. Airline travel reservations are to be made through a local travel agency. Ticketing and purchase order are initiated upon approval of leave request.
4. Registration fees are to be accompanied by a purchase order.
5. School vehicles are to be utilized whenever possible and feasible.

TRAVEL ALLOWANCES

The reasonable cost of travel is defined to mean:

1. Actual expenses of lodging.
2. Meal allowances for a 24-hour period shall not exceed the following amounts and will be paid only when associated with overnight travel.

In-State Allowance: (July 1, 2019)

| Meals Allowable | When Leaving Before | When Returning After |
|----------------------|---------------------|----------------------|
| Breakfast \$6.00 | 5:31 AM | 7:59 AM |
| Lunch \$14.00 | 11:31 AM | 12:59 PM |
| Dinner \$20.00 | 5:31 PM | 7:59 PM |
| Daily Total: \$40.00 | | |

Out-of-State Allowance: (July 1, 2019)

| Meals Allowable | When Leaving Before | When Returning After |
|----------------------|---------------------|----------------------|
| Breakfast \$10.00 | 5:31 AM | 7:59 AM |
| Lunch \$18.00 | 11:31 AM | 12:59 PM |
| Dinner \$28.00 | 5:31 PM | 7:59 PM |
| Daily Total: \$56.00 | | |

Student Rate Allowance: (April 2009)

| Meals Allowable | When Leaving Before | When Returning After |
|------------------------|----------------------------|-----------------------------|
| Breakfast \$5.00 | 5:31 AM | 7:59 AM |
| Lunch \$7.00 | 11:31 AM | 12:59 PM |
| Dinner \$9.00 | 5:31 PM | 7:59 PM |
| Daily Total: \$21.00 | | |

- a. Team meals may be provided by the district when the event trip is overnight or longer than ten (10) hours.
 - b. Approved team meals will be vouchered unless the event schedule or travel arrangements prohibit team meals. Cash advances may be approved by the Business Manager.
 - c. Student meal allowances will be limited to the amounts stated above.
 - d. The coach will turn in all meal receipts, vouchers and unused cash advance to the Activities Director immediately upon return to school.
3. When available, a school owned vehicle should be used. If one is not available, use of a personal vehicle may be used and is reimbursed at the state rate of ~~54~~ **65.5** cents per mile. Use of a personal vehicle as a matter of preference may be reimbursed at the rate of ~~28~~ **29.5** cents per mile if approved by the supervisor.
 4. Airfare at actual cost.
 5. Registration fees at actual cost. When the fee includes any meals, the amount of the meals included will be charged to the meal allowance.
 6. Miscellaneous expenses at actual cost excluding such items as gratuities, traffic violations and other personal expenditures.

The Board of Education permits an advance for meals only. Reimbursement for other travel expenses will be paid as follows:

TRAVEL CLAIMS

1. Submit claim within five (5) school days of trip completion.
2. Paid after Board approval.
3. When accompanied by receipts for:
 - a. Lodging
 - b. Registration fee
 - c. Miscellaneous expenses exceeding \$3.00
 - d. School vehicle charge slips
4. Submit Expense and Transportation Voucher (Form S-182) for mileage reimbursement.

Revised September 12, 2022