

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, February 10, 2025

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/96693817296?pwd=ICBjmKbSVgTByNKWCzy1C07bTVIs5r.1>
Meeting ID: 966 9381 7296
Passcode: 472247

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:
National School Counselors Week February 3-7
School Board Recognition Week February 17-21
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 January 27, 2025.
 - 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. Approve Soffit and Fascia Solution at Badger Clark.
 - F. Acknowledge receipt of letter from the Douglas Education Association indicating the desire to enter into negotiations for the 2025-26 school year.
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
- A. Review of Acadience Data for Grades K-5
 - B. Update on Pre-Kindergarten and Summer School Programming
11. Superintendent Items:
- A. Approve Student Assignment Requests as recommended to attend Douglas School District for the 2024-25 school year.
12. Fiscal Resources Items:
- A. Approve appointment of Election Workers and Counters for the June 3, 2025 School Board Election as follows:
 - Election Workers: Tanya Steffens, Kayse Emeline & Robert Hughes
 - Election Counters: Monica Knapp, Beverly Gabriel & Brenda Johnson
13. Operational Support Services Items:
- A. Approve Second Reading of Revised Board Policy GCDB - Criminal Background Checks
 - B. Approve Second Reading of Revised Board Policy IKF -R - Required Courses
 - C. Informational Reading of New Board Policy GCPB-E(2) - Acknowledgement of Liquidated Damages Form
14. Reports:
- A. Superintendent:
 - 1. Legislative Update.
 - 2. Parent/Caregiver Survey Update.

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

15. Upcoming Calendar Events:

- Week of Feb 10-13 - Parent/Teacher Conferences
- February 14 - No School, Conference Comp
- February 17 - Holiday, No School
- February 19 - Capital Outlay Meeting, 2-4
- February 24 - BOE Meeting, 5:00 pm
- February 25 - Facilities Master Planning

16. Executive Session for Superintendent Evaluation 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
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Public Participation at Board Meetings

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

	Name & Address	Email & Phone #	Topic / Item #
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SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
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Introduction to Public Forum

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, January 27, 2025

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, January 27, 2025 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: Absent, Tonya Welch: Present. Paul Koecher: Associate Board Member, Present; Jo Anne Mulholland: Alternate Associate Board 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.

There was nothing for public forum.

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

Motion to approve the consent agenda, Items 7A-E. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Approved Regular Meeting Minutes for January 13, 2025 and Special Meeting Minutes for January 6, 2025.

Approved Personnel Action for January 27, 2025. (Attachment)

Approved December 2024 Financial Report. (Attachment)

Approved Accounts Payable Report. (Attachment)

There were no conflicts defined in SDCL 3-23.

Superintendent Items:

Superintendent Kevin Case presented a draft of the District Scorecard and explained the success measures for SY 2024-25 in the four focus areas of the Strategic Direction: Identity, Adaptability, Community & Wellbeing, and Ownership. Under Identity, different surveys will be sent to various groups to get feedback to establish baseline data and implement short learning cycles. The first survey will be available for parents/caregivers during parent-teacher conferences. A QR code will be available for parents/caregivers to take the 15-question survey. The staff, student and district services surveys will be rolled out over the coming months. Under Ownership, a Graduate Profile will be developed and implemented for next school year. A

Graduate Profile is a framework that outlines the key skills, competencies, and attributes a district believes students should develop by the time they graduate. It is often used in decision-making about instructional curriculum and strategies.

Superintendent Kevin Case reported on the Facilities Master Plan and committee. An email was sent today to approximately 30 staff and community members to participate in the process. It will be a 6-8 month process planned and facilitated by Ellynor Martinez of Leadership Matters, Jared Carda of CoOp Architects, and Superintendent Kevin Case. The Facilities Master Planning Committee will provide a recommendation to the BOE regarding ALL future district facilities' needs. The following considerations will be taken into account, but not limited to: the historical District perspective, existing state of facilities, potential changes to building configurations, an awareness of the impact of potential growth on ALL facilities, including transportation, maintenance, central office, technology, auxiliary services, potential specialized programming needs for students with disabilities, and the 18-21 Transition Program. The committee's first meeting is scheduled for February 25.

Motion to approve resolution opposing the school voucher program. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Fiscal Resources Items:

Business Manager Trista Olney presented the District Financial Information and explained current and historical data for revenue, expenses, cash balances and tax valuations.

Operational Support Services Items:

Motion to Combine and Approve Second Readings of revised Board Policy AF - Dangerous Weapons in the Schools and Board Policy DK - Payment Procedures. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to combine and approve First Readings of Revised Board Policy GCDB - Criminal Background Checks and Board Policy Regulation IKF-R - Required Courses. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Motion to Approve the Amended TOSA, Student Success Coach Job Description. This motion, made by Tonya Welch and seconded by Ben Frerichs, Carried.

Motion to Approve Heating Maintenance for Vandenberg, Carrousel, and Central Office in the amount of \$203,750.00. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Reports:

Superintendent Kevin Case shared the Inclement Weather Update which will be sent to parents and staff tomorrow as a reminder that we have used one snow day of the six pre-approved snow days. It will also explain how the two days in May will be used as make-up days if we use more

than 6 snow days, and the decision-making process for determining snow days and delayed starts.

Superintendent Kevin Case gave an update on current state legislation and the status of federal funding. He stated two bills have been introduced in the South Dakota State Senate to support Douglas School District: 1) Senate Bill 6 makes an appropriation to support capital and infrastructure projects necessitated by the expansion of Ellsworth Air Force Base and to declare an emergency; and 2) Senate Bill 16 sets aside certain contractor's excise tax collections relating to the Ellsworth Air Force Base, to create a fund for the collections, and to provide an appropriation thereafter. Senator Rounds has written \$42 million appropriation for Elementary School #1 into the federal budget, which should be passed in March. He and Business Manager Trista Olney will be in Washington DC the week before which will be good timing.

Committee Reports from Board Members and Comments from Associate Board Members
There were no committee reports from board members.

Superintendent Kevin Case shared a BOE Monthly Meeting Planning Guide and Big Picture Concepts for board members input on system tools to assist them. The Board will work more on this at the February 24 board meeting.

Motion to move into executive session at 6:07 p.m. for personnel according to SDCL 1-25-2.1. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

President Tanya Gray called the Board out of executive session at 6:37 p.m.

No action taken.

Motion to move into executive session at 6:38 p.m. to prepare for Superintendent's evaluation according to SDCL 1-25-2.1. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

President Tanya Gray called the Board out of executive session at 7:21 p.m.

No action taken.

Motion to adjourn the meeting at 7:21 p.m. This motion, made by Amy McGovern 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 01/27/2025****Classified Service Factor Bonus**

Name	Position/Years	Amount	Dates of Service
Marilyn Knodel	Bldg & Grounds Secretary/10 Yrs	\$858.96	1/20/2015-1/20/2025
Wendy Ross	Bookkeeper/10 Yrs	\$884.43	1/20/2015-1/20/2025

Certified Retirements

Name	Position	Location	Effective Date
Luann Schock	Instructional Aide Sped	FC	5/23/2025

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Wendall Sanders	Bus Driver	Transportation	1/7/2025
Carrie Barbee	LRA	VES	1/10/2025
Ashley Evrard	Building Secretary	MS	06/04/2025
Nicole Daugherty	Attendance Secretary	MS	04/28/2025
Dale Daugherty	Asst. Football Coach	HS	01/10/2025

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Jesse Hamer	HS/ELA	HS/Student Success	2025-2026

Classified Voluntary Transfer Request/ Assignments

Name	From Bldg / Position /	To Bldg / Position / Hrs	Effective Date
Leslie Violet	BC/Instructional Aide, Sped	BC/Instructional Aide, Title	01/14/2025

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Erin Alfson	DMS/Math Teacher	\$58,200.00 - Pending 25-26 Negotiations	2025-2026
Catherine Wren	BC/1st Grade	\$60,200.00 - Pending 25-26 Negotiations	2025-2026
Alison Reinke	FC/Classroom Teacher	\$63,200.00 - Pending 25-26 Negotiations	2025-2026
Caitlin Murray	HS ELA Teacher	\$55,950.00 - Pending 25-26 Negotiations	2025-2026

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Chloe Floyd	BC/Lunchroom Aide	\$15.50/hr	1/27/2025
Maarin Waltman	BC/Instructional Aide	\$17.00/hr	2/10/2025

Temporary Hires

Name	Position	Salary	Effective Date
Kaylee Reinert	6th Intramural Track	\$1,218.00	2024-2025
Nicole Simmons	6th Intramural Track	\$1,218.00	2024-2025

December 1, 2024 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 11/30/24	745,894.86	(315,225.19)	2,469,923.28
RECEIPTS:			
TAXES	109,490.14	78,581.29	41,329.56
INTEREST	1,135.48	0.00	0.00
ADMISSIONS	3,047.00	0.00	0.00
LOCAL	83.68	0.00	0.00
COUNTY	18,554.74	0.00	0.00
STATE	1,368,767.00	0.00	299,176.00
FEDERAL	0.00	0.00	0.00
OTHER	437.00	41.99	0.00
INTERFUND TRAN.	16,109.62	0.00	0.00
TOTAL RECEIPTS:	1,517,624.66	78,623.28	340,505.56
DISBURSEMENTS:			
VERIFIED CLAIMS	137,409.92	195,862.82	5,662.15
SALARIES	1,826,392.54	0.00	463,367.31
TRANSFERS OUT			
BALANCE 12/31/24	299,717.06	(432,464.73)	2,341,399.38
BALANCE 12/31/23	556,701.08	1,835,517.07	2,134,162.92

December 1, 2024 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 11/30/24	685,198.35	49,497.51
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	302,450.96	0.00
REIMBURSEMENTS	0.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	302,450.96	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	1,300.55	348.81
SALARIES	78,974.24	0.00
TRANSFERS OUT		
BALANCE 12/31/24	907,374.52	49,148.70
BALANCE 12/31/23	(3,754,051.09)	49,497.51

December 1, 2024 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 11/30/24	(346.64)	(11,634.29)	27,685,539.54
RECEIPTS:			
INTEREST	0.00	0.00	16,109.62
FEDERAL	0.00	0.00	752,613.00
LOCAL	3,170.88	7,594.45	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	3,170.88	7,594.45	768,722.62
DISBURSEMENTS:			
VERIFIED CLAIMS	1,106.68	2,656.99	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	16,109.62
BALANCE 12/31/24	1,717.56	(6,696.83)	28,438,152.54
BALANCE 12/31/23	1,744.52	(3,761.88)	26,548,333.54

December 1, 2024 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 11/30/24	209,359.17	256,794.44
RECEIPTS:		
INTEREST		
SALES	49,155.21	0.00
STATE	0.00	0.00
FEDERAL	66,228.44	0.00
LOCAL	228.68	23,418.55
OTHER	0.00	0.00
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	115,612.33	23,418.55
DISBURSEMENTS:		
VERIFIED CLAIMS	20,870.24	29,008.02
SALARIES	29,544.65	0.00
BALANCE 12/31/24	274,556.61	251,204.97
BALANCE 12/31/23	291,517.74	258,056.42

Board Report - For School Board 01/23/2025

<u>Vendor Name</u>	<u>Check #</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	185184	404.14
ACE HARDWARE - BOX ELDER	185185	325.10
ACE SERVICES	185186	500.00
ACP CreativIT, LLC	185187	3,900.00
ACTION MECHANICAL INC	185188	195.00
AMICK SOUND INC	185189	438.10
ANCORA PUBLISHING	185190	14,387.72
BEST WESTERN PLUS RAMKOTA HOTEL	185245	192.00
BLACK HILLS ENERGY- AUTO PAY	213	33,980.39
BLACK HILLS RAPTOR CENTER	185191	300.00
CARQUEST AUTO PARTS	185192	5.83
CHEERLEADING COMPANY	185193	1,283.91
CRESCENT ELECTRIC	185196	682.72
DAKOTA BUS SERVICE, INC.	185246	3,920.00
DEMCO, INC	185197	196.27
EVERGREEN OFFICE PRODUCTS	185198	5,631.88
FRERICHS, BENJAMIN	185200	232.98
GRAY, TANYA	185201	325.39
GREAT WESTERN TIRE COMPANY	185202	1,443.76
HARLOW'S BUS SALES, INC.	185203	802.52
HAUFF MID-AMERICA SPORTS INC.	185204	1,150.00
HILLYARD INC	185205	782.41
IDEMIA	185206	10,244.00
INNOVATIVE OFFICE SOLUTIONS	185207	2,993.79
JJ KELLER & ASSOCIATES, INC	185208	281.82
KETEL THORSTENSON, LLP	185209	2,318.09
KIEFFER SANITATION	211	2,498.07
KSB SCHOOL LAW	185210	100.00
LAKOTA NATION INVITATIONAL	185211	1,000.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	185213	3,070.18
MAGNATAG VISIBLE SYSTEMS	185215	2,932.02
MCGOVERN, AMY	185216	241.90
MG OIL COMPANY, INC.	185217	2,325.86
MIDWEST BUS PARTS, INC.	185218	371.89
MIDWEST CONNECT	185219	144.00

<u>Vendor Name</u>	<u>Check #</u>	<u>Amount</u>
MILLER SCHOOL DISTRICT	185220	125.00
NORTHWEST PIPE FITTINGS, INC.	185221	1,401.18
OFFICE OF WEIGHTS & MEASURES	185223	28.00
PROPHET CORPORATION DBA GOPHER, THE	185224	1,067.66
RAPID CITY WINDOW & GLASS, INC.	185225	1,038.33
REGION 8 MUSIC CONTEST	185247	317.25
RIDDELL / ALL AMERICAN SPORTS CORP	185226	4,985.10
RIVERSIDE TECHNOLOGIES INC	185227	1,045.00
ROBOTICS EDUCATION & COMPETITION	185228	240.00
SAM'S CLUB	210	19.98
SANORBIX, LLC	185229	1,622.00
SCHOOLPOSTERS.COM	185230	255.90
SODAK TRACK CLINC	185234	60.00
SPECIALTY INSTALLATION LLC	185235	8,365.00
STAN HOUSTON EQUIPMENT COMPANY, INC.	185236	987.00
SUMMIT COMPANIES	185237	362.40
TEACHING STRATEGIES	185238	1,897.50
TEMPERATURE TECHNOLOGY INC	185239	3,946.56
THUNDER BASIN HIGH SCHOOL	185240	540.00
VANWAY TROPHY & AWARD, INC.	185242	85.50
WAL-MART STORES INC	210	448.00
WELCH, TONYA	185243	15.95
WHISLER BEARING COMPANY	185244	109.64
GENERAL FUND		128,564.69
CO-OP ARCHITECTURE	185195	13,125.00
FOLLETT CONTENT SOLUTIONS, INC	185199	5,801.03
SARNAFIL SERVICES, INC	185183	76,056.14
CAPITAL OUTLAY		94,982.17
CHILDREN'S CARE HOSPITAL & SCHOOL	185194	12,708.00
LET'S GO LEARN	185212	2,500.00
MACKIE, BRENDA	185214	451.36
OBOOK CONSULTING	185222	14,250.00
RATWIK, ROSZAK & MALONEY, P.A	185248	667.50
SD DEPARTMENT OF HUMAN SERVICES	185231	11,357.33
SHINING PATHWAY ABA, LLS	185233	14,745.00
TIMMONS MARKET	185241	43.05

<u>Vendor Name</u>	<u>Check #</u>	<u>Amount</u>
SPECIAL ED		<hr/> 56,722.24
SD DEPARTMENT OF LABOR AND REGULATION	185232	412.00
UNEMPLOYMENT		<hr/> 412.00
		<hr/> 280,681.10
SOUTH DAKOTA STATE TREASURER	1093	770.42
Grand Total:		<hr/> <hr/> 281,451.52

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 2/10/2025****Certified Resignations/Terminations**

	Name	Position	Location	Effective Date
	Keri Flint	1st Grade Teacher	FC	5/23/2025

Classified Retirements

	Name	Position	Location	Effective Date
**	Lisa Scofield	Bus Driver	Transportation	5/23/2025

Certified Voluntary Transfer Request/Assignments

	Name	From Bldg/Position	To Bldg/Position	Effective Date
	Kaylee Reinert	MS/Reading Teacher	MS/Counselor	2025-2026
**	Courtney Crosswait	MS/Principal	CO/Executive Director of Secondary Academics	7/1/2025
**	Stacey Cowen	MS/Vice Principal	MS/Principal	7/1/2025
**	Nathan Batteen	MS/Dean of Students	MS/Vice Principal	7/1/2025

Certified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Rani Mitchell	HS/Counselor	\$63,200.00	2025-2026
	Sheryl Crofut	HS/CTE	\$63,200.00	2025-2026
	Patrick Sutliff	FC/Counselor	\$57,950.00	2025-2026
	Kathy Mraz	HS/ELA	\$63,200.00	2025-2026

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Jacqueline Roberts	MS/Instructional Aide	\$17/hr	2/3/2025
	Patricia Ongaco	VES/Lunchroom Aide	\$15.50/hr	2/5/2025

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

<u>Vendor Name</u>	<u>Check #</u>	<u>Amount</u>
A TO Z SHREDDING	185255	711.96
ACE HARDWARE - BOX ELDER	185256	225.73
AMAZON.COM	185257	6,792.32
AMICK SOUND INC	185258	1,864.11
ANCORA PUBLISHING	185259	14,054.13
APPLE EDUCATION	185260	119.00
ASBSD	185261	25.00
BELLE FOURCHE HIGH SCHOOL	185262	250.00
BEST WESTERN PLUS RAMKOTA HOTEL	185245	192.00
BEST WESTERN WEST HILLS INN	185263	2,225.00
BIG HORN HIGH SCHOOL	185264	444.00
BLACK HILLS CHEMICAL CO	185265	11,005.68
BLACK HILLS STATE UNIVERSITY	185266	300.00
BOX ELDER HARDWARE	185267	276.86
CARNEGIE LEARNING	185268	40.00
CARQUEST AUTO PARTS	185269	107.53
CASH-VES	185270	62.73
CENTRAL HIGH SCHOOL ACTIVITIES	185271	600.00
CENTURYLINK	185273	482.45
CHADRON HIGH SCHOOLS	185274	100.00
CHAMBERLAIN HIGH SCHOOL	185275	290.00
CHILDRENS HOME CHILD ADVOCACY CENTER	185276	107.28
CITY OF BOX ELDER/PUBLIC WORKS DEPT	185277	815.07
COLUMN SOFTWARE PBC	185278	301.02
CRESCENT ELECTRIC	185279	102.45
DAKOTA BUS SERVICE, INC.	185280	6,237.50
DEMCO, INC	185281	114.64
DEPARTMENT OF REVENUE	185250	7.50
DUSTBUSTERS ENTERPRISES INC	185282	2,250.00
EBACH ENTERPRISES	185283	18,420.00
FOUNDATION BUILDING MATERIALS	185284	10,414.08
HAUFF MID-AMERICA SPORTS INC.	185285	379.75
HILL CITY HIGH SCHOOL	185286	150.00
JOHNSON CONTROLS INC	185287	1,021.43
JW PEPPER & SONS, INC.	185288	561.24

KIEFFER SANITATION	211	2,498.07
MATBOSS LLC	185290	259.00
MG OIL COMPANY, INC.	185291	8,614.45
MIDCONTINENT COMMUNICATIONS- AUTO PAY	216	1,519.79
MONTANA DAKOTA UTILITIES COMPANY, INC.	209	25,089.85
MS MAIL	185292	191.90
NORTH CENTRAL BUS & EQUIPMENT CO. INC	185293	1,183.35
PIERRE SCHOOL DISTRICT	185294	100.00
POSITIVE PROMOTIONS INC.	185295	72.90
PRESSURE SERVICES INC	185296	179.90
QUADIENT	185297	182.85
REGION 8 MUSIC CONTEST	185247	317.25
RIVERSIDE TECHNOLOGIES INC	185298	5,800.00
SAM'S CLUB	210	19.98
SANFORD HEALTH OCCMED	185299	129.00
SHERATON HOTEL AND CONVENTION CENTER	185300	440.00
SPARTAN STORES, LLC.	185302	58.55
STEVENS HIGH SCHOOL ACTIVITIES	185304	295.00
TEMPERATURE TECHNOLOGY INC	185305	1,456.41
THINKING COLLABORATIVE, LLC	185306	33.00
TIMMONS MARKET	185307	94.78
ULINE SHIPPING SUPPLY SPEC.	185308	168.00
VERIZON WIRELESS	185310	397.36
VOYAGER FLEET SYSTEMS, INC.	185314	76.14
WAL-MART STORES INC	210	448.00
WEST RIVER ELECTRIC-AUTOPAY	214	4,213.91
WESTERN COMMUNICATIONS, INC.	185311	768.00
WHISLER BEARING COMPANY	185312	67.12
YANKTON HIGH SCHOOL	185313	300.00
GENERAL FUND		136,025.02
AMAZON.COM	185257	24.67
CENTURY BUSINESS	185272	8,411.99
DENNY MENHOLT TOYOTA	185249	25,000.00
CAPITAL OUTLAY		33,436.66
AMAZON.COM	185257	342.50
KIELHOLD, NANCY	185289	30.00

RATWIK, ROSZAK & MALONEY, P.A	185248	667.50
SHINING PATHWAY ABA, LLS	185301	13,800.00
STARFALL EDUCATION	185303	195.00
TIMMONS MARKET	185307	4.58
USD CENTER FOR DISABILITIES	185309	455.00
SPECIAL ED		15,494.58
CITY OF BOX ELDER/PUBLIC WORKS DEPT	185277	26,706.58
FEDERAL PROJECTS		26,706.58
AMAZON.COM	12655	410.44
BLACK HILLS SPECIAL SERVICES COOPERATIVE	12656	60.00
CASH-WA DISTRIBUTING COMPANY, INC.	12657	8,704.74
COCA-COLA BOTTLING CO HIGH COUNTRY	12658	855.00
DAKOTA WAREHOUSE	12646	60.00
PAN-O-GOLD BAKING COMPANY, INC.	12659	1,484.18
PIZZA HUT- BOX ELDER	12648	1,197.00
PRAIRIE FARMS	12661	8,997.67
PROGUARD SERVICE & SOLUTIONS	12662	2,227.92
REINHART FOOD SERVICE LLC	12663	19,180.79
SDRA/SDRA SERVICES COMBINED	12651	760.00
SERVALL TOWEL & LINEN SUPPLY, INC.	12664	281.70
FOOD SERVICE		44,219.44
GRAND TOTAL:		255,882.28

PAYROLL EXPENDITURES

JANUARY 7 2025

JANUARY 21 2025

TOTALS

\$1,231,683.73

\$1,159,132.49



Black Hills Roofing

1840 Samco Rd.
PO Box 7740
Rapid City, SD 57709
Ph (605) 343-6488
Fax (605) 343-6285

November 8, 2024

CO-OP Architecture RFP NO. 01

Badger Clark Re-Roof
Douglas School District
400 Patriot Drive
Box Elder, SD 57719

RE: Replacement of approximately 310 Inf of embossed metal fascia

We propose to furnish labor and material subject to the conditions stated, for the sum of TEN-THOUSAND, SIX-HUNDRED EIGHTY DOLLARS AND 49/CENTS. **(\$10,680.49)**.

Scope of Work:

1. Remove existing fascia, and haul away debris
2. Install new Centria 9965 XL Dark Bronze Embossed metal fascia as per RFP 001

4'x10' Dark Bronze embossed metal -	\$3,887.00
Shipping -	\$350.00
Misc. Fasteners -	\$100.00
Fabrication Labor -	\$930.00
Install Labor -	\$3,810.00
Sales Tax -	\$247.19
Profit, Overhead, and General Liability	\$1,146.88
Excise Tax -	<u>\$209.42</u>
Total -	\$10,680.49

Project Notes:

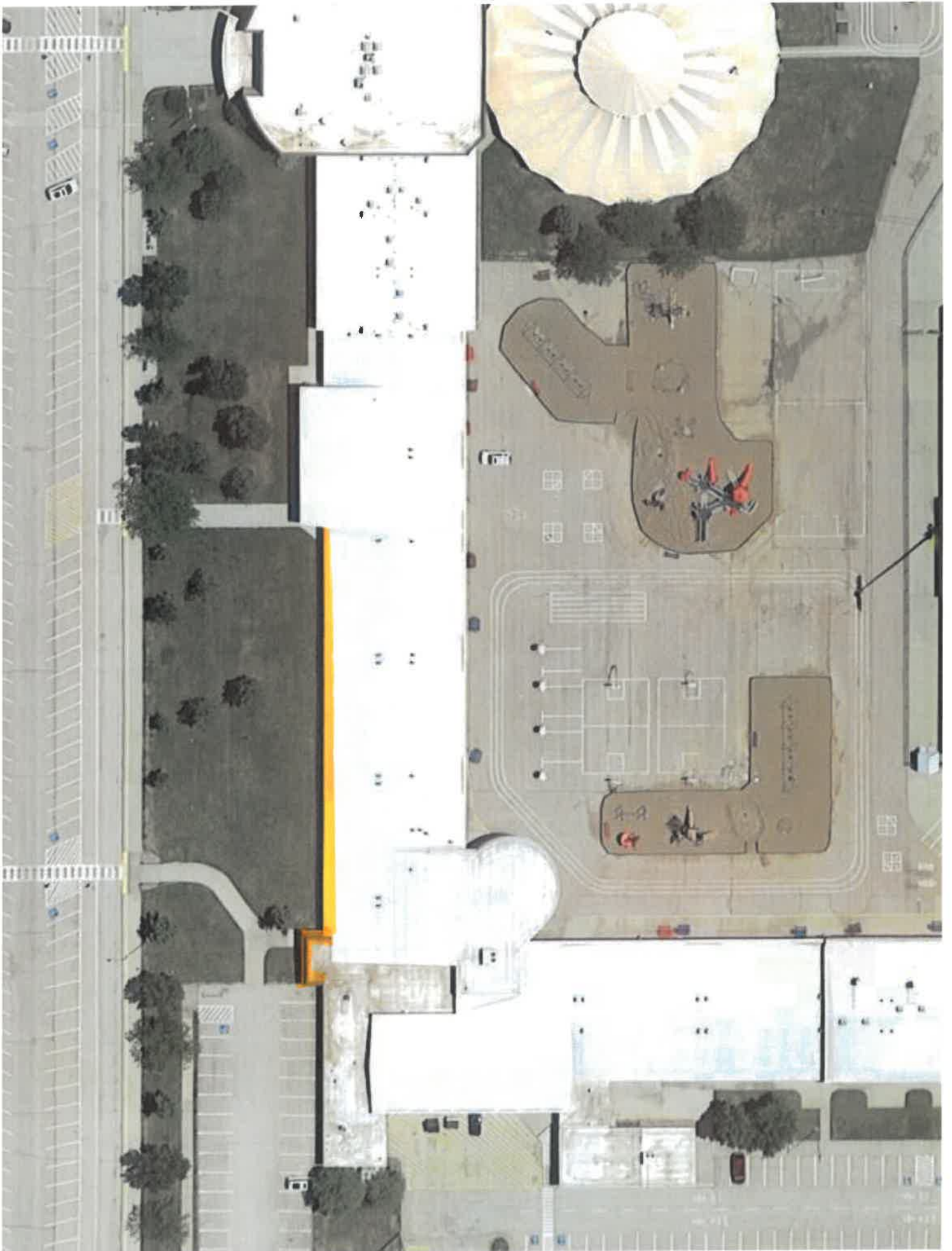
- Does not include the cost of removing and disconnecting security cameras, if deemed necessary.
- Does not include roof panels and second stage of Fascia at entry, pending color match.

This proposal is subject to revision if not accepted within 30 days. Thank you for the opportunity, and we look forward to working with you in the future.

Respectfully,



Chad Meissner
President





SECTION	G	TITLE	PERSONNEL	FILE	GCDB
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CRIMINAL BACKGROUND CHECKS

Authorized Persons: Individuals determined by the superintendent or designee to need access to or need to view criminal history record information in their official capacity with the District.

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SDDCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual, as well as, the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information

Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state-of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

Local Agency Security Officer (LASO): Liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall (1) maintain a list of users who have access to CHRI, (2) identify and maintain a list of persons who are authorized to use the approved hardware, software and firmware to access CHRI and ensure no unauthorized individuals have access to this technology, (3) identify and document how the equipment is connected to the state system, (4) ensure that personnel security screening procedures are being followed, (5) ensure that approved and appropriate security measures are in place and working as expected, (6) promptly notify the SDDCI of any security incidents, and (7) support any district security audits.

Noncriminal Agency Coordinator (NAC): Primary contact person for the District who serves as the liaison between the District and SD Division of Criminal Investigation, responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current and such other duties as required.

Point of Contact (POC): District's contact person when SDDCI sends out Audit information, the contact person when an onsite Audit is scheduled

Security Incident: An act of violating an explicit or implied security policy regarding CHRI including, but not limited to (1) attempts (either failed or successful) to gain unauthorized access to a system or its data, (2) unwanted disruption or denial of service, (3) the unauthorized use of a system for the processing or storage of data, and (4) changes to system hardware, firmware or software characteristics without the district's knowledge, instruction or consent.

Policy Statement

The District is committed to providing a safe learning and working environment. The District will require each person over eighteen years of age hired by the District, or ~~who is a volunteer two or more times during the school year, at the discretion of the District is employed by an entity which provides the District direct or indirect student services shall be required~~ to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. ~~Also, any person who is employed by an entity which provides the District with student services shall be required to submit to a criminal background investigation.~~ The District and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the District.

In accordance with law and to protect the District's students, criminal background checks on persons who are employed in the District, ~~who volunteer two or more times during the school year, at the discretion of the District,~~ or are employed by an entity which provides the District with student services shall be required. Examples of non-school entities which provide student services include but are not limited to food service and bus service contractors. The criminal background investigation shall be done by means of fingerprint checks by the Division of Criminal Investigation. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history records check. The District and District employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.

Designations

1. The Superintendent, as the Agency Representative, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District.
2. The Superintendent shall be the District's Point of Contact (POC) and Noncriminal Agency Coordinator (NAC) to act as the primary contact person for the District, shall serve as the liaison between the District and SD Division of Criminal Investigation, and will fulfill all responsibilities of the POC/NAC, including but not limited to being the contact person when SDDCI sends out Audit information, shall be the contact person when an onsite Audit is scheduled, and responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current.
3. The Superintendent is designated to be the Local Agency Security Officer (LASO) to act as liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall be knowledgeable in CHRI, policies and mandated rules and regulations, as well as, knowledge of IT security procedures. The LASO shall actively represent the District in all matters pertaining to information security, dissemination of information security alerts and other material within the District, and responsible for contacting SDDCI if there has been misuse of CHRI.

Criminal Background Checks

1. Each person over eighteen years of age hired by the District, ~~who is a volunteer two or more times during the school year,~~ or is employed by an entity which provides the District with student services shall be required to submit to a criminal background investigation.
2. The school district shall submit completed fingerprint cards to the Division of Criminal

- Investigation before the prospective new employee or volunteer enters into service.
3. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
 4. The District shall pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment with the District or status as a volunteer is subject to the requirements of this section.
 5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
 6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
 7. The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the District. Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District.
 8. A District employee who is employed simultaneously with another school district is only required to obtain one criminal background investigation, if the background investigation was conducted less than five years before the person was first employed by the District.
 9. The District shall run a background check on employees of contractors that provide the District with student services. Examples of contractors which provide student services include but are not limited to food service and bus service contractors. The contractor shall be responsible for the cost of the criminal background check.
 10. No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution of trafficking in controlled substances or distribution of marijuana.
 - a. The District may also refuse to employ a person who has been convicted of a crime involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as, an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.
 - b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
 - c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) in this state or any other state.
 11. The District's employment application form shall inform applicants that if no SD statutorily

disqualifying conviction is identified at the state level the fingerprints will be forwarded by the SD Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.

12. The application form shall also inform applicants that if the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. **The applicant has 30 days to provide evidence of errors or omissions related to the background check.**
13. Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his/her FBI criminal history record information (CHRI).
14. ~~Before~~ Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person, and inform the person of his/her right to appeal the accuracy or completeness of the CHRI to the SDDCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.
15. All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the District in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.
16. The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the District's expense. The District reserves the right to require any employee of an entity which provides the District with student services to submit to additional criminal background checks which shall be at the entity's or person's expense.
17. As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the School Board suspends an employee without pay, or an employee resigns, or an employee is terminated, the Superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the South Dakota Department of Education.

Training

The District will ensure that all employees who have access to CHRI shall be trained by SDDCI on the rules and responsibilities for the confidentiality, receipt, use and dissemination of the CHRI.

Confidentiality

1. Before requesting CHRI on any individual, the District will give the individual written notification that his/her fingerprints will be used to obtain the CHRI of the individual, and the District will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDB-E(1).

2. Information received by the District pursuant to a criminal background check is confidential. Only authorized persons within the District may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the District's internal purposes in determining the suitability of an applicant, employee, or other worker on District property. The District will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.
4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test, each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

Access and Retention

1. The District may print or electronically share records when necessary to determine whether the person is authorized to work for the District. In those situations, the physical or electronic copy will be destroyed immediately after the decision is made.
2. If the District runs a background check on employees of a contractor that does business with the District, the District will not provide the CHRI to the contractor. Instead, the District will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the District.
3. The District will not disseminate CHRI across state lines.
4. Upon request the District will provide a copy of the SDDCI and FBI CHRI to the person who is the subject of the background check as long as the individual provides a valid photo id. The SDDCI and FBI CHRI will only be released to the individual and not to relatives, spouses or friends. The District will note in the dissemination log that a copy was provided to the individual.
5. ~~FBI rules prohibit the District from providing a copy of the FBI CHRI to the person who is the subject of the criminal background check.~~ The results of the background investigation done by the District shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail or encrypted email.
6. ~~The results of the background investigation done by the District shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail or encrypted email.~~ The District will retain CHRI records during the period of the individual's employment or service to the District, and will retain for 5 years after employment or service has ended or no employment has been offered. All documents will be destroyed by shredding or incineration.

Recordkeeping

A Secondary Dissemination Log shall be maintained in which all authorized disseminations of FBI and State DCI criminal background check results are recorded. The following shall be recorded in the District's Secondary Dissemination Log:

1. Name of District;
2. Name of person subject to the criminal background check review;
3. Date of birth of person subject to the criminal background check review;
4. SD public school district requesting FBI and DCI criminal background check results and person/title requesting on behalf of the SD public school district;
5. Written request signed by person subject to the criminal background check review for a copy of the SDDCI criminal background check results, attached to the Secondary Dissemination Log; ~~NOTE: FBI CHRI cannot be released to the person who is the subject of the criminal background check.~~
6. Date of release of criminal background check results;
7. Description of the record that was shared;
8. How the record was sent or received
9. Person to whom criminal background check results were disseminated;
10. Signature of District employee disseminating the criminal background check review pursuant to a valid request.

The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes.

Security

The District will provide for the security of any CHRI received, including the appropriate administrative, technical and physical safeguards to provide for the security and confidentiality of the information. This includes, but is not limited to, the following:

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked cabinet in a room that is free from public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.
3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the District has electronic copies of CHRI, the District will restrict access to unauthorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured

area.

5. The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the District contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

All District employees will immediately report to the LASO information security incidents such as the theft or loss of physical records or the hacking or failure of electronic systems or suspicions that an incident has or will take place. The LASO will document receipt of all reports, investigate incidents and report incidents to SDDCI. LASO documentation will include (1) date of security incident, (2) location of security incident, (3) systems affected, (4) method of detection, (5) nature of security incident, (6) description of security incident, (7) actions taken/resolution, (8) current date, and (9) contact information for LASO.

Consequences

Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion of CHRI may also result in criminal prosecution.

REFERENCES

State Reference:

SD Division of Criminal Investigation

[SDCL 13-10-12](#)

[SDCL 13-10-13](#)

[SDCL 13-10-14](#)

[SDCL 13-10-15](#)

[SDCL 13-10-16](#)

[SDCL 22-1-2 \(25\)](#)

[SDCL 22-1-2 \(9\)](#)

[SDCL 22-24B-1](#)

Federal Reference:

[CFR Title 28 §16.34](#)

[CFR Title 28 §50.12](#)

Adoption History

First Reading	08/14/2017		
Approved	08/28/2017		

First Reading-Revision	06/27/2019		
Approved - Revision	07/22/2019		
First Reading-Revision	04/24/2023		
Approved - Revision	05/08/2023		

SECTION	I	TITLE	Instruction	FILE	IKF-R
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REQUIRED COURSES

The following courses, according to the South Dakota Administrative Rules, will be the minimum courses required for graduation from Douglas High School, beginning with the ~~2025-2026~~2019-20 school year:

Diploma

Twenty-two (22) units of credit or more are required for graduation. The minimum twenty-two (22) units required must include the following:

- ~~Language Arts - 4 units to include: 1 unit of writing, 1 unit of Literature (to include .5½ unit of American Literature), and .5½ unit of speech or debate;~~
- ~~Social Studies - 3 units to include: 1 unit of United States History, .5½ unit of United States Government, ½ unit of Geography, and ½ unit World History;~~
- ~~Science - 3 units; to include: 1 unit Biology, and 2 units any lab sciences;~~
- ~~Mathematics - 3 units to include: 1 unit Algebra 1, and 1 unit Geometry;~~
- ~~Physical Education - .5½ unit;~~
- ~~Health/Health Integration - .5½ unit;~~
- ~~Fine Arts - 1 unit;~~
- ~~Personal Finance/Economics - .5½ unit;~~
- ~~Approved CTE - AND/OR World Language - AND/OR Capstone Experience - 1 unit (.5 of which must be computers)~~
- ~~Electives - 5.5 units~~

Core Subjects

- **Language Arts (4 units):** Must include 1 unit of Writing, 0.5 unit of Speech or Debate, 1 unit of Literature (including 0.5 unit of American Literature), and 1.5 units of Language Arts electives.
- **Social Studies (3 units):** Must include 1 unit of U.S. History, 0.5 unit of U.S. Government, and 1.5 units of Social Studies electives.
- **Science (3 units):** Must include 1 unit of Biology and 2 units of any lab sciences.
- **Mathematics (3 units):** Must include 1 unit of Algebra 1, 1 unit of Geometry, and 1 Math elective.

Additional Requirements

- **Physical Education (0.5 unit)**
- **Health/Health Integration (0.5 unit)**

- **Fine Arts (1 unit)**
- **Personal Finance or Economics (0.5 unit)**
- **Any Combination of the following (1 unit):** Approved CTE (Career and Technical Education), World Language, or Capstone Experience.

Electives

- **5.5 units**

With signed parent/guardian approval, a student may receive a Douglas High School diploma after having satisfactorily completed requirements for the ADVANCED CAREER ENDORSEMENT path requirements per ARSD 24:43:11:02:02.

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

Certificate of Completion

A Certificate of Completion may be substituted for the diploma if a student, completing a modified curriculum, has completed the minimum credits required by the State of South Dakota, or has met the requirements as determined by the student's IEP Team.

Douglas School District
Acknowledgement of Liquidated Damages

Today's Date: _____

I, _____, am formally requesting to be released from my certified contract for the _____ school year.

I acknowledge that this request constitutes a breach of contract and as per Douglas District Board Policy GCPB, I am subject to Liquidated Damages and potential non-renewal of my professional teaching certification as may be determined by the Secretary of Education.

This form must be completed in its entirety before an employee's resignation is submitted to the Board of Education for approval. I have read and understand the following (Initial where indicated)

Signed and dated resignation is attached

_____ (Initials)

Liquidated Damages (Board Policy GCPB)

If a professional staff member intends to resign from his/her position, notice must be given to the Board at the time of contract renewal. Should a professional staff member resign at a time other than that of contract renewal, Board approval will be required to dissolve the contract. Beginning with the 2022-23 school year, the professional staff member may be required to pay liquidated damages... (See amounts below)

_____ (Initials)

Suspension or refusal to issue or renew certificate for breach of contract. (SDCL 13-42-10)

The secretary* may suspend or refuse to issue or renew any certificate for a period not to exceed one year for breaking a contract with a school. However, the secretary may not suspend the certificate if the school board or governing body collects liquidated damages pursuant to the terms of the contract. In order to initiate proceedings pursuant to this section, the school board or governing body employing the certificate holder shall file a complaint pursuant to § 13-42-12.

_____ (Initials)

The amount of Liquidated Damages for which I am responsible is (check one).

- Checkboxes for \$1,000 after June 1, \$2,000 after July 1, \$3,000 after August 1, and \$4,000 after September 1.

Requested Payment Options (check one)

- Checkboxes for Payroll Deduction, Personal Check Lump Sum, and Payment Plan.

I am requesting Waiver of Liquidated Damages Due to the following:

- Checkboxes for Assignment of Duty Change following signature of my current year contract ** and Other reasons attached.

Employee Signature: _____ Date: _____

A copy of this form will be placed in your personnel file.

*SD Secretary of Education

**This criteria will only be accepted if the change of assignment (Policy GCI) requires the staff member to change from an Elementary to Secondary assignment or vice versa.