

DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION

**AGENDA**

**Tuesday, May 27, 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/98944773329?pwd=UF8Xyo4qYcuvfgfGyJVOxwTGuB1i6c.1>  
Meeting ID: 989 4477 3329  
Passcode: 359856

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: Special Education Director of the Year Award
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 May 12, 2025.
  - B. Approve Personnel Action
  - C. Approve Financial Reports.

- D. Approve the Purchases and Issuing of Accounts Payable.
  - E. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
- A. Add Staff to PreK Programming
  - B. Approve Memorandum of Understanding Between Lifeways, Inc. and the Douglas School District for the school year 2025-26.
  - C. Douglas High School Activities – Year in Review and Future Planning
11. Superintendent Items:
- A. Consideration of Resolution 2025-05 - Objection to Conditional Use Permit COCU 25-0012 and Gravel Mining in Pennington County, located at the corner of 225th Street and 151st Avenue near the City Limits of Box Elder, South Dakota.
12. Fiscal Resources Items:
13. Operational Support Services Items:
- A. Approve Second Reading of Revised Board Policy JECB - ADMISSION OF NON-RESIDENT STUDENTS (OPEN ENROLLMENT)
  - B. Approve First Reading of Revised Board Policy GCPD-(N) - SUSPENSION WITHOUT PAY AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
  - C. Approve First Reading of Revised Board Policy GBN - STAFF FLEX TIME
  - D. Approve First Reading of New Board Policy IKFB: GRADUATION CEREMONY DECORATION
  - E. Approve First Reading of New Board Policy GBED - FRAGRANCE FREE WORKPLACE
  - F. Approve Bid #385 for Purchase of One (1) 32 Passenger Special Needs Bus (Diesel) as recommended.
  - G. Approve HVAC TECHNICIAN Job Description
14. Reports:
- A. Superintendent:

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

15. Upcoming Calendar Events:

June 9 - BOE Meeting, 5:00 pm

June 23 - BOE Meeting, 5:00 pm

16. Executive Session

17. Action As A Result of Executive Session

18. Adjournment

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BDDH</b>
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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.

	<b>Name &amp; Address</b>	<b>Email &amp; Phone #</b>	<b>Topic / Item #</b>
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SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BDDH-E(2)</b>
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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, May 12, 2025

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, May 12, 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: Present, Tonya Welch: Present. Jo Anne Mulholland: Alternate 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 recognized the ten staff members retiring this year. They represent 270 total years of service.

There was nothing for public forum.

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

Motion to approve the consent agenda Items 7A-7I. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried. Abstain: T Gray.

Approved Regular Board Meeting Minutes of April 28, 2025.

Approved Personnel Action for May 12, 2025. (Attachment)

Approved Accounts Payable Report and April 2025 Payroll Report. (Attachments)

Acknowledged presentation of staff and volunteer recognition awards for the 2024-25 school year.

Approved election ballots for representation on the South Dakota High School Activities Association (SDHSAA) Board as recommended.

- Small Group Representative - Billy Clanton of Harding County
- East River At Large Rep - Tim Leibel of Hitchcock/Tulare
- Division I Representative - Jordan Bauer of Rapid City Central
- Division III Representative - Jeff Sheehan of Hamlin

Approved Amendments No. 1-5 to the South Dakota High School Activities Association (SDHSAA) By-Laws as recommended.

Approved South Dakota High School Activities Association (SDHSAA) Annual Membership Resolution for the 2025-26 school year.

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

Approved declaring library books from Douglas High School, Badger Clark and Vandenberg libraries as surplus (surplus for sale or discard).

**Elementary and Secondary Curriculum and Instruction Items:**

Motion to approve the adoption of My Perspectives by Savvas Learning for Grades 6-8 English Language Arts (ELA) and Creative Curriculum for PreKindergarten, as recommended by the respective curriculum committees. This motion, made by Tonya Welch and seconded by Ben Frerichs, Carried.

Executive Director of Elementary Academics Ann Pettit reported on the first year of the PreKindergarten program. The program was a relative success with a few minor adjustments identified for future improvement. Due to current facility constraints, the program is unable to be expanded, despite continued high interest from families. This spring, the screening process was revised to include all applicants. Approximately 125 children participated in the screening, and we will now move forward with selecting 36 students (18 per classroom) for enrollment in the upcoming school year. Looking ahead, we plan to incorporate the PELI (Preschool Early Literacy Indicators) assessment into our regular assessment schedule, similar to how we use Acadience for K-5. This will allow us to monitor early literacy development and bring relevant student data to the board starting in fall 2025.

**Superintendent Items:**

Motion to approve the following resolution for retiring staff. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

BE IT RESOLVED THAT the Douglas School Board hereby recognizes and commends the following staff members on the occasion of their retirement. Their many years of dedication and service to the Douglas School District have benefited countless staff and students. The Board wishes them success and happiness in the future.

Kristine Boeding	32 Years
Mary Braun-Coates	38 Years
Tamara Merrill	10 Years
Tammy Pacheco-Bahr	8 Years
Kevin Plooster	33 Years
Pegge Poppe-Basham	26 Years
Denise Schleusner	28 Years
Luann Schock	35 Years
Lisa Scofield	33 Years
Deborah Smith	27 Years

**Operational Support Services Items:**

Motion to Approve First Reading of Policy JECB – Admission of Non-Resident Students (Open Enrollment). This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Informational Reading of Revised or New Board Policies as follows:

Revised Board Policy GCPD-(N) - Suspension without Pay and Dismissal of Professional Staff Members

Revised Board Policy GBN - Staff Flex Time

New Board Policy IKFB - Graduation Ceremony Decoration

New Board Policy GBED - Fragrance Free Workplace

Motion to approve low bid for one (1) Thomas 32 passenger special needs bus (diesel) in the amount of \$156,500 awarded to Foreman Sales & Service Company. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Motion to approve the low bid for the High School Locker Room Remodel project including Alternates #01 and #02 for a total of \$757,000 awarded to SECO Construction Company. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to approve the low Base Bid with Alternate #01 and #02 for the Francis Case Ceiling Repair project for a total cost of \$370,000 awarded to SECO Construction Company. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

### **Reports:**

Superintendent Kevin Case and BOE President Tanya Gray attended the Pennington County Planning Commission meeting today with regard to a proposed rock quarry east of town on the south side of 225th Street. June 23 is the date of the next commission meeting. The District may want to consider making an official recommendation in response.

The Douglas Senior Graduation will be Sunday at the Box in Box Elder.

Committee Reports from Board Members and Comments from Associate Board Members

Board members thanked retiring staff members for their many years of service to our Douglas students.

Amy McGovern will attend the Box Elder Chamber of Commerce next week. Also, there is a virtual Facilities Master Planning Committee meeting this week.

Motion to move into executive session at 5:33 p.m. for negotiations according to SDCL 1-25-2.4. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

President Tanya Gray called the Board out of executive session at 5:42 p.m.

Motion to approve staff negotiations for the 2025-26 school year as presented, Items 16A-C. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Approved Certified Negotiations.

Approved Classified salary schedule and handbook language changes.

Approved Administrative salaries.

Motion to go into Executive session at 5:44 p.m. for personnel according to SDCL 1-25-2.1. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

President Tanya Gray called the Board out of executive session at 6:40 p.m.

No action taken.

Motion to adjourn the meeting at 6:41 p.m. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

\_\_\_\_\_  
Tanya Gray, President

\_\_\_\_\_  
Trista Olney, Business Manager

\_\_\_\_\_ Initials

\_\_\_\_\_ Date

Published once at the total approximate cost of \_\_\_\_\_.

**DOUGLAS SCHOOL DISTRICT****PERSONNEL ACTION 05/12/2025****Classified Resignations/Terminations**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Shelby Tillett	Bookkeeper 1	CO	4/28/2025
Ashley Feller	Instructional Aide	BC	05/15/2025
Mallory Walker	Instructional Aide Library	MS	05/16/2025
Tamara Davis	Lunchroom Aide	VES	5/5/2025
Nicole Prescott	Asst. Dance Coach	HS	2024-2025
Jason Eddy	Asst. Wrestling Coach	HS	5/23/2025

**Classified Staff Hiring**

<b>Name</b>	<b>Location / Position</b>	<b>Wage</b>	<b>Effective Date</b>
Amanda Johnson	CO/Bookkeeper	\$20.50/hr	5/27/2025
Michael Herren	HS/Science Teacher	\$58,950.00	8/5/2025

**Temporary Hires**

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
Jennifer Johnson	Summer Feeding	\$15.50 / hr	5/27/2025 - 6/30/2025
Jennifer Johnson	Summer Feeding	\$15.50 / hr	7/1/2025 - 8/5/2025
Grant Ludwig	MS 7th Head FB	\$3,437.00	2025-2026
Kaitlin Heier	Summer School	\$43.73	6/2/2025 - 6/30/2025
Sherri Horan	Summer School	\$51.07	6/2/2025 - 6/30/2025
Helen Miller	Summer Feeding	\$17.75	5/30/2025 - 6/30/2025
Kayla Neuschwander	Summer Feeding	\$15.50	5/27/2025 - 6/30/2025
Nathan Robers	MS 7th Asst FB	\$2,443.00	2025-2026

**Substitute Hires**

<b>Name</b>	<b>Substitute Teacher</b>	<b>Substitute Classified</b>	<b>Effective Date</b>
Olivia McLoughlin	Substitute Teacher	Per Substitute Pay Rate	5/2/2025
Bailey Clark	Substitute Teacher	Per Substitute Pay Rate	5/9/2025

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

**Board Report - For School Board 05/15/2025**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMSTERDAM PRINTING & LITHO CORPORATION	185713		490.51
AUSMAN, ANGELA	185714		16.97
BEST WESTERN PLUS RAMKOTA HOTEL	185715		1,225.00
BLACK HILLS ENERGY- AUTO PAY	232		32,509.18
BOX ELDER HARDWARE	185716		258.07
BOYLE, WANDA	185717		1,000.00
CARDA, PAM	185718		1,000.00
CASH - CO	185719		552.00
CENTURY BUSINESS	185720		107.84
CENTURYLINK	185721		518.65
CITY OF BOX ELDER/PUBLIC WORKS DEPT	185723		6,566.02
CLARK PRINTING, INC.	185724		447.85
CLASS SOLVER LLC	185725		57.60
COLUMN SOFTWARE PBC	185726		417.53
CRESCENT ELECTRIC	185727		300.20
CROSSWAIT, COURTNEY	185728		32.29
HILLYARD INC	185729		420.88
JW PEPPER & SONS, INC.	185730		3.20
KIEFFER SANITATION, INC.-AUTO PAY	230		3,016.85
LEADERSHIP MATTERS LLC	185731		1,800.00
MENARDS	185732		411.22
MG OIL COMPANY, INC.	185733		7,599.80
MIDCONTINENT COMMUNICATIONS- AUTO PAY	231		1,565.80
MS MAIL	185734		69.85
NORMAN, LINDA	185735		1,000.00
PRINCIPALS CONFERENCE, THE	185737		200.00
PRINCIPALS' CONFERENCE - PRIMARY	185736		200.00
QUADIENT	185738		182.85
RAMKOTA HOTEL	185739		234.00
REED REPAIR	185741		1,544.84
RIVERSIDE TECHNOLOGIES INC	185742		5,500.00
SANFORD HEALTH OCCMED	185743		420.00
SPEARFISH SCHOOL DISTRICT	185746		1,225.00
TEMPERATURE TECHNOLOGY INC	185747		692.18
TIMMONS MARKET	185748		71.49

**Board Report - For School Board 05/15/2025**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
TRAINING ROOM INC.	185749		292.31
VANWAY TROPHY & AWARD, INC.	185751		654.20
VERIZON WIRELESS	185752		397.36
VOEGELI, BEAU	185753		112.82
VOYAGER FLEET SYSTEMS, INC.	185754		372.57
WAL-MART STORES INC	229		179.67
WALL SCHOOL DISTRICT	185755		50.00
WESTERN COMMUNICATIONS, INC.	185756		1,071.88
<b>GENERAL FUND</b>			<b>74,788.48</b>
TEMPERATURE TECHNOLOGY INC	185747		65,625.00
<b>CAPITAL OUTLAY</b>			<b>65,625.00</b>
CASH - CO	185719		298.00
CHILDREN'S CARE HOSPITAL & SCHOOL	185722		7,060.00
RATWIK, ROSZAK & MALONEY, P.A	185740		1,365.71
SD DEPARTMENT OF HUMAN SERVICES	185744		11,735.91
SHINING PATHWAY ABA, LLS	185745		21,960.00
TIMMONS MARKET	185748		43.21
USD CENTER FOR DISABILITIES	185750		250.00
<b>SPECIAL ED</b>			<b>42,712.83</b>
CASH-WA DISTRIBUTING COMPANY, INC.	12746		2,848.60
GENERAL FUND	12747		53,502.11
PAN-O-GOLD BAKING COMPANY, INC.	12748		233.32
PIZZA HUT- BOX ELDER	12749		342.00
PRAIRIE FARMS	12750		3,137.85
REINHART FOOD SERVICE LLC	12751		3,552.06
SERVALL TOWEL & LINEN SUPPLY, INC.	12752		93.90
<b>FOOD SERVICE</b>			<b>63,709.84</b>
<b>Grand Total:</b>			<b>246,836.15</b>

**PAYROLL EXPENDITURES**

**APRIL 7 2025**

**APRIL 21 2025**

**TOTALS**

**\$1,174,505.54**

**\$1,222,721.27**

**DOUGLAS SCHOOL DISTRICT****PERSONNEL ACTION 5/27/2025****Certified Resignations/Terminations**

Name	Position	Location	Effective Date
Alexis Marran	Special Education Teacher	HS	2025-2026

**Classified Resignations/Terminations**

Name	Position	Location	Effective Date
Lance Carter	Skilled Maintenance	District	6/30/2025
Morgan Miller	Night Custodian	BC	5/13/2025
Jesse Hamer	Student Council	HS	5/23/2025
Bailey James	Instructional Aide	Carr	5/23/2025
Rayna Johnson	6th Girls Basketball	MS	5/23/2025

**Certified Voluntary Transfer Request/ Assignments**

Name	From Bldg/Position	To Bldg/Position	Effective Date
Karley Colicheski	VES/ Special Ed Teacher	Carr/ TOSA Sped Case Manager	2025-2026

**Certified Staff Hiring**

Name	Location / Position	Wage	Effective Date
Joe Back	MS/TOSA Special Ed Case	\$58,950.00	2025-2026
Kayla Langer	VES/Special Ed Teacher	\$63,200.00	2025-2026
Steven Lundquist	Carr/TOSA Sped Case Manager	\$53,700.00	2025-2026

**Classified Staff Hiring**

Name	Location / Position	Wage	Effective Date
Pamela Crowther	BC/Instructional Aide	\$17.00	2025-2026
Megan Soelzer	BC/Instructional Aide	\$17.00	2025-2026

**Temporary Hires**

Name	Position	Salary	Effective Date
Terri Smith	Grounds/Seasonal	\$19.00	5/27/2025
Chandra Canaan	S2S Cordinator	\$600.00	2024-2025
Jennifer Collins	S2S Cordinator	\$600.00	2024-2025
Keri Flint	S2S Cordinator	\$600.00	2024-2025
Shelley Mitchell	S2S Cordinator	\$600.00	2024-2025
Amanda Miller	S2S Cordinator	\$600.00	2024-2025
Lucas Ferdinand	HS Asst. Football Coach	\$4,465.00	2025-2026
Tucker Paris	Summer Grounds	\$15.50	05/19/25-8/21/2025
Jude Sand	Summer Youth Grounds	\$13.50	5/27/2025-8/21/2025
Maarin Waltman	ESY Para	\$17.00	6/1/2025-6/30/2025
Maarin Waltman	ESY Para	\$17.75	7/1/2025-7/25/2025
Marla Ulrich	ESY Para	\$17.75	6/1/2025-6/30/2025
Marla Ulrich	ESY Para	\$18.50	7/1/2025-7/25/2025
Allie Truitt	ESY Speech Pathologist	\$48.79	6/1/2025-6/30/2025
Allie Truitt	ESY Speech Pathologist	\$50.14	7/1/2025-7/25/2025
Lexi Prange	ESY Speech Para	\$27.00	6/1/2025-6/30/2025
Lexi Prange	ESY Speech Para	\$27.75	7/1/2025-7/25/2025

	Melissa Owen	ESY Teacher	\$56.32	6/1/2025-6/30/2025
	Melissa Owen	ESY Teacher	\$56.37	7/1/2025-7/25/2025
	Tara Lipp	ESY Teacher	\$54.73	6/1/2025-6/30/2025
	Tara Lipp	ESY Teacher	\$55.84	7/1/2025-7/25/2025
	Teresa Crooks	B-3 Early Childhood ESY	\$56.37	6/1/2025-6/30/2025
	Teresa Crooks	B-3 Early Childhood ESY	\$56.92	7/1/2025-7/25/2025
	Livvy Bright	ESY Para	\$17.75	6/1/2025-6/30/2025
	Livvy Bright	ESY Para	\$18.50	7/1/2025-7/25/2025
	Helen Miller	Summer Feeding	\$18.50	7/1/2025-8/6/2025
	Gered Pitts	Summer Feeding	\$17.75	7/1/2025-8/6/2025
	Gered Pitts	Summer Feeding	\$17.00	5/27/2025-6/30/2025
	Kayla Neuschwander	Summer Feeding	\$16.25	6/1/2025-6/30/2025
	Stacey Biberdorf	ESY Para	\$21.50	6/1/2025-6/30/2025
	Stacey Biberdorf	ESY Para	\$22.25	7/1/2025-7/25/2025
**	Personnel Action additions and updates made after initial publication and before scheduled school board			

<b>April 1, 2025 FINANCIAL</b>	<b>GENERAL FUND</b>	<b>CAPITAL OUTLAY</b>	<b>SPECIAL EDUCATION</b>
BALANCE 3/31/2025	(936,183.40)	(858,422.32)	1,903,308.49
RECEIPTS:			
TAXES	107,607.55	90,259.69	44,976.12
INTEREST	1,252.08	0.00	0.00
ADMISSIONS	400.00	0.00	0.00
LOCAL	2,842.08	26.00	0.00
COUNTY	12,306.71	0.00	0.00
STATE	1,368,495.00	0.00	305,997.00
FEDERAL	0.00	31,261.75	96,026.93
OTHER	395.00	842.40	0.00
INTERFUND TRAN.	14,817.26	0.00	0.00
TOTAL RECEIPTS:	1,508,115.68	122,389.84	447,000.05
DISBURSEMENTS:			
VERIFIED CLAIMS	190,245.11	106,325.79	128,800.17
SALARIES	1,759,478.98	0.00	449,769.21
TRANSFERS OUT			
<b>BALANCE 04/30/25</b>	<b>(1,377,791.81)</b>	<b>(842,358.27)</b>	<b>1,771,739.16</b>
BALANCE 04/30/24	(1,243,766.52)	1,419,572.50	1,699,594.56

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<b>April 1, 2025 FINANCIAL</b>	<b>FEDERAL PROJECTS</b>	<b>UNEMPLOY- MENT FUND</b>
BALANCE 3/31/2025	1,038,827.13	48,686.70
RECEIPTS:		
LOCAL		
STATE		
FEDERAL	0.00	0.00
REIMBURSEMENTS	85,911.18	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	85,911.18	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	96,069.47	0.00
SALARIES	92,006.97	0.00
TRANSFERS OUT		
<b>BALANCE 04/30/25</b>	<b>936,661.87</b>	<b>48,686.70</b>
BALANCE 04/30/24	(3,936,293.66)	49,497.51

<b>April 1, 2025 FINANCIAL</b>	<b>DEP CARE</b>	<b>MEDICAL REIMB</b>	<b>IMPACT AID</b>
BALANCE 3/31/2025	2,342.18	(4,132.94)	30,796,811.54
RECEIPTS:			
INTEREST	0.00	0.00	14,817.26
FEDERAL	0.00	0.00	2,489,017.00
LOCAL	1,585.44	3,627.22	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,585.44	3,627.22	2,503,834.26
DISBURSEMENTS:			
VERIFIED CLAIMS	2,171.68	1,829.90	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	14,817.26
<b>BALANCE 04/30/25</b>	<b>1,755.94</b>	<b>(2,335.62)</b>	<b>33,285,828.54</b>
BALANCE 04/30/24	2,331.59	(1,262.64)	28,706,929.54

<b>April 1, 2025 FINANCIAL</b>	<b>FOOD SERVICE</b>	<b>FIDUCIARY FUNDS</b>
BALANCE 3/31/2025	170,641.08	218,495.14
RECEIPTS:		
INTEREST		
SALES	60,411.90	0.00
STATE	0.00	0.00
FEDERAL	81,783.69	44,055.05
LOCAL	339.00	0.00
OTHER	65.51	
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	142,600.10	44,055.05
DISBURSEMENTS:		
VERIFIED CLAIMS	146,713.01	19,422.89
SALARIES	30,418.89	0.00
<b>BALANCE 04/30/25</b>	<b>136,109.28</b>	<b>243,127.30</b>
BALANCE 04/30/24	239,391.15	293,046.81

**Board Report - For School Board 05/30/2025**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMAZON.COM	185770		7,948.60
ASBSD	185771		25.00
ATLANTIS LLC DBA THE BOX ELDER EVENT	185772		1,152.50
BELLE FOURCHE HIGH SCHOOL	185773		120.00
BEST WESTERN PLUS RAMKOTA HOTEL	185774		110.00
BLACK HILLS CHEMICAL CO	185775		2,120.00
BLACK HILLS URGENT CARE	185776		200.00
BOX ELDER HARDWARE	185777		174.26
BRADSTREAM, GEORGE	185778		452.54
BROWN'S SMALL ENGINE REPAIR	185779		532.90
CARQUEST AUTO PARTS	185780		84.27
CITY OF BOX ELDER	185784		47,156.74
CLARK, KARLINE	185785		161.66
COLUMN SOFTWARE PBC	185786		157.65
CRESCENT ELECTRIC	185789		154.57
DB SOUND LLC	185790		500.00
DENNIS SUPPLY-RC	185791		87.96
DENNY MENHOLT CHEVROLET	185792		246.50
EDGEMONT SCHOOL DISTRICT	185793		50.00
EVERGREEN OFFICE PRODUCTS	185794		1,641.26
FLOYD'S TRUCK CENTER	185795		4,249.58
GREAT WESTERN TIRE COMPANY	185796		10,188.10
HAGGERTYS MUSICWORKS	185797		85.00
HILLYARD INC	185798		959.17
INNOVATIVE OFFICE SOLUTIONS	185799		3,260.86
JENNER EQUIPMENT COMPANY, INC.	185800		400.36
JJ KELLER & ASSOCIATES, INC	185801		1,063.72
JOSTENS INC	185802		803.25
LAKOTA NATION INVITATIONAL	185804		1,930.00
LONG, HUMPHREY	185805		150.00
LOWE ROOFING, INC.	185806		232.13
LYMAN SCHOOL DISTRICT 42-1	185807		120.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	185808		1,131.00
MENARDS	185810		507.38
MG OIL COMPANY, INC.	185811		2,578.50

**Board Report - For School Board 05/30/2025**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
MIDWEST BUS PARTS, INC.	185812		200.67
MILLER, TRAVIS	185813		182.35
MISA-MCSAS	185814		1,500.00
MORENO, JEREMIAH	185815		1,000.00
NATIONAL HIGH SCHOOL ATHLETIC	185816		500.00
POMP'S TIRE	185818		60.26
POWER HOUSE	185819		518.76
RAPID CITY MIDDLE SCHOOL ACTIVITIES	185820		100.00
REED REPAIR	185822		511.04
SAM'S CLUB	233		19.98
SPARTAN STORES, LLC.	185826		65.94
VANWAY TROPHY & AWARD, INC.	185827		133.20
WAL-MART STORES INC	233		70.67
WARNE CHEMICAL & EQUIPMENT, INC.	185829		450.00
WEST MUSIC CO	185830		1,918.39
WESTERN DAKOTA TECHNICAL INST.	185831		150.00
YELLOWHAWK, GERALD	185832		500.00
<b>GENERAL FUND</b>			<b>98,616.72</b>
CENTURY BUSINESS	185782		7,121.65
CITY OF BOX ELDER	185784		15,000.00
CO-OP ARCHITECTURE	185787		61,000.00
<b>CAPITAL OUTLAY</b>			<b>83,121.65</b>
AMAZON.COM	185770		263.35
FAMILY 05302025	185781		120,000.00
CHILDREN'S CARE HOSPITAL & SCHOOL	185783		6,001.00
CREATIVELY FOCUSED LLC	185788		3,750.00
KIELHOLD, NANCY	185803		558.35
MACKIE, BRENDA	185809		451.36
MISA-MCSAS	185814		750.00
NCS PEARSON, INC.	185817		144.00
RATWIK, ROSZAK & MALONEY, P.A	185821		2,828.50
RIVERSIDE INSIGHTS	185823		1,857.73
SD DEPARTMENT OF HUMAN SERVICES	185824		11,357.33
SHINING PATHWAY ABA, LLS	185825		3,669.50
<b>SPECIAL ED</b>			<b>151,631.12</b>
<b>AMAZON.COM</b>	<b>185770</b>		<b>4,134.96</b>

**Board Report - For School Board 05/30/2025**

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
CITY OF BOX ELDER	185784		6,256.42
VENTRIS LEARNING	185828		1,505.00
<b>GRANTS</b>			<b>11,896.38</b>
AMAZON.COM	12759		679.03
CASH-WA DISTRIBUTING COMPANY, INC.	12760		14,399.93
COCA-COLA BOTTLING CO HIGH COUNTRY	12761		915.00
DAKOTA WAREHOUSE	12762		40.00
HELTNE, PATRICK	12763		50.00
PAN-O-GOLD BAKING COMPANY, INC.	12764		1,119.80
PIZZA HUT- BOX ELDER	12765		1,111.50
PRAIRIE FARMS	12766		6,509.52
REINHART FOOD SERVICE LLC	12767		8,613.81
SERVALL TOWEL & LINEN SUPPLY, INC.	12768		281.70
<b>FOOD SERVICE</b>			<b>33,720.29</b>
<b>GRAND TOTAL:</b>			<b>378,986.16</b>

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

This is a Public Document

Name of the school official requesting the waiver: Tanya Gray

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

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

Identify the following:

- a) all parties to the contract: Bailey Clark
- b) the person's role in the contract: Douglas Substitute Teacher
- c) the purpose(s)/objective(s) of the contract: - per job description / contract
- d) the consideration or benefit conferred or agreed to be conferred upon each party: - per DSD contract for subs
- e) the length of the contract: remainder 2024-2025 year + 2025-2026 school year.
- f) any other relevant information: Wa

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

\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
Signature of School Official

5/12/2025  
Date

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

Conflict of Interest Disclosure of a Direct Benefit, dated May 12, 2025

was received from BOE member Tanya Gray.

The Disclosure was considered by the Douglas School District School Board during a meeting held on May 27, 2025.

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May 27, 2025  
Date

\_\_\_\_\_  
School Board President Signature

Amy McGovern, 1st Vice-President  
Printed Name

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



## **Memorandum of Understanding**

Between

**Lifeways, Inc.**

and

**The Douglas School District**

This Memorandum of Understanding (MOU) is to clarify the agreement between Lifeways, Inc. (Lifeways) and the Douglas School District (District) in Box Elder, South Dakota.

### **I. PURPOSE AND SCOPE**

- a. The purpose of this MOU is to clearly identify the roles and responsibilities of each party regarding Lifeways' provision of substance use prevention and treatment services within the District to begin in school year 2025-2026.
- b. Lifeways is accredited by the Department of Social Services, Division of Behavioral Health for substance use prevention and treatment. Lifeways Counselors delivering both prevention and addiction services are credentialed by the South Dakota Board of Addiction and Prevention Professionals.

### **II. BACKGROUND**

- a. Established in 2003 with the intent of "meeting youth where they at" by delivering substance use prevention services in the school setting – a model that continues to be at the core of our service delivery. Lifeways' vision is "Youth empowered to be substance free," and our mission is: "Through prevention, intervention, and connection, Lifeways partners with schools and communities to inspire and equip youth to be healthy and substance free."
- b. In May 2024, Lifeways was approached by the District's Executive Director of Secondary Academics to reconnect with Lifeways and the District to consider a partnership. What resulted was an agreement for Lifeways to provide limited prevention services for the District's middle school in 2024-2025 at no financial cost to the District.

### **III. LIFEWAYS RESPONSIBILITIES UNDER THIS MOU**

- a. Lifeways will provide substance use prevention, early intervention and addiction counseling services which will include the following.
  - i. Assign a full-time Lifeways Counselor to the District's middle school as identified and/or requested by the District, within the budgetary and human resource availability of Lifeways.
  - ii. Adherence to all school policies and procedures as they apply to Lifeways' school and student support services.



- iii. Adherence to all confidentiality laws related to alcohol and drug prevention, intervention and/or treatment records which are protected under the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), 45 C.F. R. Pts. 160 & 164, and 42 U.S.C. §§ 290 dd-2 and cannot be disclosed without student (client) and guardian written consent unless otherwise provided for in the regulations.
- iv. The Lifeways Counselor will collaborate with middle school leadership and personnel to
  - 1. Implement evidence-based universal substance use prevention programming and make curriculum available to District as requested.
  - 2. Provide evidence-based selective substance use prevention (targets high risk individuals) programming in the form or groups or individual education on an as needed basis.
  - 3. Identify and implement process with school leadership for referring individual students to Lifeways that may have issues related to substance use.
  - 4. Administer initial screenings and/or assessments to determine recommendations for guardian and student for the appropriate level of care concerning substance use or additional referrals outside of Lifeways’ scope of practice.
  - 5. Provide the middle school community with substance use prevention education and awareness including prevention campaigns and facilitation of a peer-to-peer prevention group.
- v. The Lifeways Counselor and Lifeways leadership will evaluate capacity to additionally collaborate with high school leadership and personnel to implement items #3-5 above.

**IV. THE DOUGLAS SCHOOL DISTRICT’S RESPONSIBILITIES UNDER THIS MOU**

- a. The District will provide the following services, space, and materials for Lifeways
  - i. Collaborate with the Lifeways Counselor and leadership to determine the District’s needs regarding substance use prevention and early intervention and Lifeways implementation of services.
  - ii. A District laptop computer and related technical support that is compatible with the District’s IT accessibility.
  - iii. Reasonable office space for Lifeways Counselor that allows for privacy and confidentiality of student clients and their families.
  - iv. Facilitate and pay the associated costs for the District’s criminal background investigation of the Lifeways Counselor and other pertinent Lifeways staff and provide full access to the results of the criminal background investigation of Lifeways staff by the Lifeways Executive Director.



**V. TERM OF MOU**

- i. This MOU is effective upon the day and date last signed by both parties and shall remain in effect for one year from the signed date. At that time, both parties will review for changes or updates.
- ii. This MOU may be terminated, without cause, by either party at any time by contacting the director of each party.
- iii. The District shall have the option of terminating this agreement immediately if any of the following instances of default occur:
  - 1. Lifeways dissolves or is administratively dissolved.
  - 2. Lifeways enters any type of proceedings related to its insolvency, whether bankruptcy, receivership, or otherwise.
  - 3. Lifeways cease to be a nonprofit organization.

**VI. PAYMENT TERMS**

- a. The District agrees to compensate Lifeways for the provision of substance use prevention and treatment services as outlined in this MOU.
- b. Compensation shall be awarded to Lifeways based upon negotiations with the District which shall occur annually.
- c. The negotiation for setting the compensation rate for the year shall be compatible with the District’s normal budgeting period.
  - i. First Year - FY26 Funding. The District will pay Lifeways \$20,000 annually, which will be paid in two payments of \$10,000 each. Lifeways will submit an invoice on July 1, 2025, and January 1, 2026.

\_\_\_\_\_  
Michele Brink-Gluhosky, Lifeways Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date



# DOUGLAS SCHOOL DISTRICT 51-1

ADMINISTRATIVE OFFICE

400 Patriot Drive • Box Elder, SD 57719-9749 • 605-923-0000

Mr. Kevin Case, Superintendent

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**Douglas School Board Resolution 2025-05 - Opposing Conditional Use Permit COCU 25-0012 and Gravel Mining in Pennington County located at the corner of 225th Street and 151st Avenue near the City Limits of Box Elder, South Dakota.**

**WHEREAS**, the City of Box Elder and Pennington County are committed to a strategic vision that promotes sustainable development, community well-being, and a high quality of life for its residents; and

**WHEREAS**, the proposed gravel mining operations are not congruent with the City and/or Pennington County's long-term strategic direction, which prioritizes smart growth, residential livability, and environmentally responsible practices; and

**WHEREAS**, the introduction of gravel mining poses serious **safety risks** to local residents, including increased heavy truck traffic on city and county roads, reduced visibility, and higher potential for traffic accidents, particularly near residential neighborhoods, schools, and pedestrian areas; and

**WHEREAS**, **noise pollution** resulting from blasting, crushing, and transportation activities associated with gravel mining would significantly disrupt the peace and quiet of surrounding communities, affecting residents' health, well-being, real estate property values (which ultimately impacts the school district's tax base); and

**WHEREAS**, gravel mining operations can lead to **environmental pollution**, including air quality degradation from dust and particulate matter, water contamination risks due to runoff, and long-term ecological damage to the natural surroundings; and

**WHEREAS**, the heavy equipment and continuous hauling required for gravel mining will lead to **excessive wear and tear on local roads and infrastructure**, placing an undue financial burden on the City and County for maintenance, repairs, and eventual reconstruction far beyond normal expectations for municipal roadways;

**NOW, THEREFORE, BE IT RESOLVED**, that the Douglas 51-1 School Board formally opposes the establishment and operation of gravel mining activities within or near its jurisdiction due to the incompatibility with its strategic direction, and the significant and multifaceted risks such operations pose to public safety of parents and students, environmental health, and the long-term sustainability of the community.

**BE IT FURTHER RESOLVED**, that this resolution be forwarded to appropriate city, county, and state authorities to reflect the Board's strong opposition and request that all permitting and consideration of gravel mining be denied.

Adopted this 27th day of May, 2025.

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Tanya Gray, President, Douglas 51-1 Board of Education

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JECB</b>
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## ADMISSION OF NON-RESIDENT STUDENTS (OPEN ENROLLMENT)

This policy is enacted to allow admission of non-resident students in the Douglas School District. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL 13-28-9. The term "non-resident district" means any district in which a non-resident student seeks to enroll.

The board will accept all students from other districts wishing to enroll, provided the Douglas School District can accommodate the students without adversely affecting the quality of its educational program. This determination will be based upon criteria adopted by the board, and is subject to the following conditions:

### A. GENERAL PRINCIPLES

1. A student who is a legal resident of another South Dakota school district seeking to transfer to Douglas School District must make an application to the **Douglas School District on forms provided by the Department of Education**. The application must be made by an unemancipated student's parent or guardian or by the emancipated student. Application forms must be received by the District Administrative Offices no later than 3:00 p.m. on the first Monday of August. *(The parent with the authority to request enrollment is the resident custodial parent.)*
2. The application will be approved if the transfer does not result in the Douglas School Board's inability to provide a quality educational program to its resident students as well as to non-resident students. The Board shall approve or disapprove the application at the first regular Board meeting following the deadline and notify the applicant and resident district within five days of its decision. Applications will be reviewed in the order received.
  - a. The application may be withdrawn by the applicant prior to approval of the request and upon notification to the district to which the student applied.
  - b. If approved by the Douglas School District, the applicant's intent to enroll obligates the student to attend school at Douglas during the next school year, unless the two boards agree in writing to allow a student to return to the original district or if the parent, guardian, or student changes residence to another district.
  - c. If a bona fide change of residence occurs after the deadline for applications noted in A.1. above, the applicant may apply for enrollment in the non-resident district notwithstanding the August deadline. Transfers from another school district into the District may only take place prior to the last Friday in September during the first semester of any school year, and prior to the last Friday in January during the second semester of any school year.
  - d. **Emergency Clause: The Board may consider the following applications under this Emergency clause: 1) students who are children of active duty military personnel and whose parents are required to move before the November or March deadline; and 2) students of Douglas School District employees.**

SECTION	J	TITLE	STUDENTS	FILE	JECB
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**Applications under this Emergency clause will be considered by the Board at the next regularly scheduled Board Meeting after application is made.**

3. Once enrolled in the Douglas School District, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is received.
4. The Douglas School District will accept credits granted for any course successfully completed in another accredited district. The Douglas School District may award a diploma to a non-resident only if the student satisfactorily meets the Douglas School District's graduation requirements
5. Transportation of non-resident students to school is the responsibility of the applicant.

### **B. SPECIAL EDUCATION STUDENTS**

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education for students in need of special education and related services. All applications for transfer of a special education student will first be considered by a placement committee, and the placement committee will include representatives of both the resident and non-resident districts. In addition to the other considerations of the 1997 Open Enrollment Act, the following additional considerations will apply:

1. The combined placement committee will determine if the non-resident district can provide appropriate instructional programs and facilities, including transportation, to meet the student's needs. The capacity of the program shall be a consideration in the placement.
2. If the request to transfer is granted, the non-resident district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services.
3. Notwithstanding the provisions of §13-28-45, the individualized education program team shall also determine whether the student in need of special education requires transportation as a related service. If so, the non-resident district shall provide or ensure the provision of transportation within the boundaries of the attendance center to which the student is assigned.
4. Requests to transfer the student back to the resident district shall be considered by the individualized education program team.
5. No separate dates will be in effect for notification and decision-making with respect to special education students.

### **C. CRITERIA FOR MAKING TRANSFER DETERMINATIONS**

The criteria will be available to any individual so requesting. Discrimination based upon race, gender, religious affiliation, or disability is prohibited. The board will consider as factors upon review following application whether the child's parent or guardian is an active military person whose duty station is in the District, whether the child's parent or guardian is an employee of the District, distance from school facilities, timeliness of open enrollment applications and other related factors. All members of the same family residing in the same household will be treated the same

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JECB</b>
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unless special education services are required (refer to page 2, B1).

1. The board will make every effort to maintain class sizes which promote efficient and effective learning.

**K-8 Class Size Standards**

The board believes there is a direct correlation between class size, student achievement and teacher effectiveness. Therefore, the board will make a reasonable effort to maintain class sizes which promote efficient and effective learning. It shall be the goal of the board to maintain a student enrollment not to exceed the average district class size for students in grades 2-8. Enrollments in specific subject areas may alter this policy, but all efforts shall be made to maintain this student-teacher ratio.

**9-12 Class Size Standards**

Class size in grades 9-12 will be determined by the facilities and program capacity. Every reasonable attempt will be made to accommodate students but class size may be limited due to available equipment and classroom space.

2. The Department of Education has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The school district will follow any and all such rules and procedures.
3. The board may deny applications for any of the following reasons:
  - a. Any criteria established in paragraph A, B or C-1 is violated;
  - b. The student is under suspension or expulsion in the resident district;
  - c. The student has been convicted of possession, use, or distribution of any controlled substance, including marijuana and is under suspension pursuant to SDCL 13-32-43;
  - d. The student has been convicted of a weapons charge relating to the schools and is under suspension pursuant to SDCL 13-32-43.

**D. MISCELLANEOUS PROVISIONS**

1. The district will make relevant information about the district, schools, programs, policies, and procedures available to all interested people.
2. Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL ch. 13-46 and the court will conduct a de nova review.

The time for appeal under SDCL 13-46 is within ninety days from the date of the decision.

**REFERENCES**

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JECB</b>
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**State Reference:**

[SDCL 13-13-10.1](#) - Education Funding  
[SDCL 13-15](#) - Intergovernmental Cooperation In Education  
[SDCL 13-28](#) - School Attendance  
[SDCL 13-32-4.3](#) -  
[SDCL 13-37-35.1](#) - Definitions  
[SDCL 13-46](#) - Appeals

Adoption History
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First Reading	02/23/93	First Reading-Revision	05/14/07
Approved	03/09/93	Approved-Revision	05/29/07
Approved-Revision	03/28/94	First Reading-Revision	10/09/07
First Reading-Revision	09/25/95	Second Reading- Revisions	10/23/07
Approved-Revision	10/09/95	Second Reading- Revisions	11/13/07
First Reading-Revision	11/13/95	First Reading - Revisions	4/8/2024
Approved-Revision	11/27/95	Approved - Revisions	4/22/2024
First Reading-Revision	04/14/97		
Approved-Revision	04/28/97		
First Reading-Revision	10/13/97		
Approved-Revision	10/27/97		
First Reading-Revision	06/28/99		
Approved-Revision	07/12/99		
First Reading-Revision	01/22/01		
Approved-Revision	02/12/01		
First Reading-Revision	10/10/06		
Approved-Revision	10/23/06		
First Reading-Revision	03/12/07		
Approved-Revision	03/26/07		

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JECB</b>
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SECTION	<b>G</b>	TITLE	<b>PERSONNEL</b>	FILE	<b>GCPD</b>
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## SUSPENSION WITHOUT PAY AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

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

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

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

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

## REFERENCES

**State Reference:**

[SDCL 13-10-15](#)  
[SDCL 13-43-6.1](#)  
[SDCL 13-43-6.2](#)  
[SDCL 13-43-6.3](#)  
[SDCL 13-43-6.4](#)  
[SDCL 13-43-6.5](#)  
[SDCL 13-43-6.6](#)  
[SDCL 13-43-6.7](#)  
[SDCL 13-43-6.8](#)  
[SDCL 13-43-6.9](#)

**Policy Reference:**

GCPDA - Professional Staff Member Administrative Leave with Pay  
 AGA - Contested Hearings  
 Negotiated Agreement, Article XI

**Adoption History**

First Reading	06/08/2015		
Approved	06/22/2015		
First Reading-Revision	06/30/2016		
Approved - Revision	07/14/2016		
First Reading-Review	05/08/2023		
Approved - Review	05/22/2023		

SECTION	G	TITLE	PERSONNEL	FILE	GBN
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## STAFF FLEX TIME

The occasional use of flex time, less than one hour per instance, requires written approval from the building/department administrator. The District will not arrange or provide substitutes during these times; it is the responsibility of the staff member to find classroom coverage at no cost to the District.

~~The occasional use of flex time, no more than one hour per week, may be flexed with the written approval of the immediate supervisor. Substitutes will not be arranged or provided by the District during these times - it will be the responsibility of the staff member. Any exceptions to the one hour per instance limit must be approved ahead of time by the building/department administrator.~~  
immediate.

Flex time may not be combined with any other type of leave.

The use of flex time by staff is time adjusted during the normal duty hours for an emergency personal need and is provided below:

### Classified Staff

~~For classified personnel, up to one hour can be flexed per week. Flex time is only permitted before and after school, not during hours students are present. Exceptions to the one-hour limit on flex time may be granted by the Superintendent or designee for emergencies or extenuating circumstances.~~

~~The occasional use of flex time shall be mutually agreed upon by the employee person making the request and their direct supervisor. It is the exception rather than the rule and should not be used to satisfy a person's regular or recurring every day or weekly schedule. Any flex time must should be made up within the same work week workweek it that flex time is used.~~

### Certified Staff

~~The normal school day for teaching staff is seven and one-half (7 ½) hours of duty in length except on Fridays when it will be seven and one-quarter (7 ¼) hours. Duty hours are exclusive of time necessarily required to perform extra-duty assignments as well as other assigned duties. Flex time adjustments may to meet the needs of the individual teacher shall only be made outside of one half hour before (15 minutes at high school) and 15 minutes after the teachers required duty hours regularly scheduled classroom day.~~

~~Teachers may request to alter their starting or ending times on a particular day to accommodate an emergency personal need., which time need not be made up. Flex time does not need to be made up unless otherwise directed by the principal. This adjustment shall be handled at the building level through the principal or direct supervisor's office and may involve only that time outside the regularly scheduled classroom day. Any substitute coverage needed will be arranged by the person~~

Revised

~~requesting flex time and the person covering will not receive reimbursement from the district.~~

**REFERENCES**

**Adoption History**

First Reading	03/26/2016		
Approved	04/11/2016		
First Reading-Revision	04/24/2023		
Approved-Revision	05/08/2023		

SECTION	<b>I</b>	TITLE	<b>INSTRUCTION</b>	FILE	<b>IKFB</b>
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**GRADUATION CEREMONY DECORATION**

Any Native American student may wear an eagle feather or eagle plume at that student’s graduation ceremony, or an appropriate beaded graduation cap subject to the determination of the school Administrator overseeing the graduation ceremony that the beaded graduation cap is appropriate.

A student who has enlisted in the South Dakota National Guard or in a branch of the armed forces may wear to his or her graduation ceremony a sash, stole, or other military decoration issued to that student by the military branch for the purposes of being worn at the graduation ceremony. The student should inform the Administrator overseeing the graduation ceremony of his or her intention to wear the sash, stole, or other military decoration.

**REFERENCES**

**State Reference:**

- SDCL 13-1-66      [Wearing of Eagle Feather or Plume Beaded Cap](#)
- SDCL 13-1-66.1      [Wearing of Military Decoration at Graduation](#)
- SDCL 36-1-2      [Components of Armed Forces](#)

**Federal Reference:**

**Adoption History**

First Reading			
Approved			
First Reading-Revision			
Approved			

New


SECTION	<b>G</b>	TITLE	<b>PERSONNEL</b>	FILE	<b>GBED</b>
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**FRAGRANCE FREE WORKPLACE**

Douglas School District strives to maintain a workplace environment that is conducive to effective teaching, learning, and administrative functioning, free from unnecessary distractions and annoyances. Recognizing that employees, students, and visitors to our schools and administrative offices may have sensitivity or allergic reactions to various fragrant products, Douglas School District is committed to maintaining a fragrance-free workplace.

To ensure that Douglas School District provides a fragrance-free workplace, scented products (candles, potpourri and similar items) are not permitted in district buildings or facilities.

Employees required by medical necessity to use products that contain odors perceptible to others may request a reasonable accommodation from their supervisor, principal, or the Human Resources Department. Any employee with a concern about scents or odors should contact their principal, supervisor, or the Human Resources Department.

**REFERENCES**

**State Reference:**

  
  
  
  

**Federal Reference:**

**Adoption History**

First Reading			
Approved			
First Reading-Revision			
Approved			

New

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BID ITEM #385  
 PLAN HOLDERS LIST/TAB RECORDING SHEET  
 (1) 32 PASSENGER SPECIAL NEEDS BUS (Diesel)  
 BID OPENING: APRIL 16, 2025, 10:00AM

	BIDDER	BUS TYPE	AMOUNT	TOTAL TRADE-IN	TOTAL
1	FOREMAN	THOMAS	\$156,500		
2	NORTH CENTRAL	BLUE BIRD	\$158,680		+potential tariffs pending
3	HARLOWS	INTERNATIONAL	\$159,986.42	+\$6,700 tariff prior to 12/3/2025 + \$4,400 diagnostic software - optional	\$166,686.42

POSITION TITLE & DETAILS			
<b>TITLE</b>	<b><u>HVAC TECHNICIAN</u></b>		
<b>WORK DAYS</b>	261	<b>REPORTS TO</b>	Buildings and Grounds Coordinator
<b>SALARY SCHEDULE</b>	Lane J	<b>SUPERVISES</b>	None
<b>GROUP</b>	Classified	<b>EVALUATION</b>	By Buildings and Grounds Coordinator
<b>FUNCTIONS</b>	The HVAC Technician will be responsible for the installation, repair, and maintenance of heating, ventilation, and air conditioning systems across all district school facilities. This position requires a thorough understanding of HVAC systems, controls, and safety procedures, as well as the ability to diagnose and resolve issues to ensure optimal climate control and energy efficiency in all buildings.		

MINIMUM REQUIREMENTS	
<b>Education</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Completion of an HVAC apprenticeship program or equivalent training and experience.</li> <li>• HVAC certification or licensure appropriate to the State of South Dakota (e.g., EPA Section 608 Certification).</li> <li>• Journeyman HVAC license or equivalent.</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum of 4 years of experience as an HVAC technician.</li> <li>• Knowledge of HVAC systems, controls, and safety procedures.</li> <li>• Ability to read and interpret blueprints, schematics, and technical manuals.</li> <li>• Excellent problem-solving and diagnostic skills.</li> <li>• Good communication skills and ability to work well in a team.</li> <li>• Ability to lift 50 pounds to a height of 42 inches.</li> <li>• Valid South Dakota drivers license.</li> </ul>

## **DUTIES AND RESPONSIBILITIES**

- Install, repair, and maintain HVAC systems, equipment, and components in schools within the Douglas School District.
- Ensure compliance with all applicable HVAC codes, environmental regulations, and safety standards.
- Troubleshoot HVAC issues and develop effective solutions for heating, cooling, and ventilation problems.
- Conduct routine maintenance, inspections, and performance checks on HVAC systems to ensure optimal operation.
- Respond to HVAC-related emergencies and resolve issues in a timely and efficient manner.
- Maintain accurate records of all work performed, system diagnostics, and materials used.
- Collaborate with other maintenance personnel to ensure that all school facilities within the district remain safe, comfortable, and operational.
- Provide training and guidance to school personnel on proper operation of HVAC systems and energy conservation practices.
- Attend training opportunities as directed.
- Other duties as assigned.

## **PROFESSIONAL CHARACTERISTICS**

Strong work ethic and commitment to quality workmanship.

Detail-oriented with a focus on safety, efficiency, and system performance.

Self-motivated and able to work independently with minimal supervision.

Flexible and adaptable to changing priorities and emergency situations.

Positive attitude and a collaborative approach to working with others.

Dependable, punctual, and committed to maintaining a safe and comfortable environment for students and staff.

Willingness to engage in continuous learning to stay current with HVAC technology and best practices.