

DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION

**AGENDA**

**Monday, October 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/95903421805?pwd=MtQbuQsmA7MFLZhnCuZV77jeexLaSQ.1>  
Meeting ID: 959 0342 1805  
Passcode: 197257

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:
  - Pumpkin Chunkin 2025 - HS Industrial Tech & CTE Students
  - ASBSD School Board ALL 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 October 14, 2025.
  - B. Approve Financial Reports

- C. Approve the Purchases and Issuing of Accounts Payable.
  - D. Approve the Cooperative Agreement between Youth and Family Services and Douglas School District for the 2025-26 School Year.
  - E. Approve an additional \$7,150.72 for the additional Pre- Kindergarten class.
  - F. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
9. Items Removed From Consent Agenda
10. Elementary and Secondary Curriculum and Instruction Items:
- A. 1. Summer/Fall Activities Update.
11. Superintendent Items:
- A. Approve Student Assignment Request as recommended for the 2025–26 school year.
  - B. Approve Open Enrollment Application under the Board Policy JECB, Emergency Clause as recommended for the 2025-26 school year.
12. Fiscal Resources Items:
- A. Approve the following grant budgets:
    - McKinney-Vento Homeless Children & Youth
13. Operational Support Services Items:
- A. Hear Informational Reading of Revised Board Policy BD - School Board Meetings
  - B. Hear Informational Reading of Revised Board Policy BDC - Executive Sessions
  - C. Hear Informational Reading of Revised Board Policy BDDE - Parliamentary Procedure
  - D. Hear Informational Reading of Revised Board Policy CBA - Superintendent Job Description
  - E. Hear Informational Reading of Revised Board Policy IIBFA - Use of Artificial Intelligence Technology.
  - F. Hear Informational Reading of Revised Board Policy JFC - Student Conduct
  - G. Hear Informational Reading of Revised Board Policy JFA - Student Due Process Rights
  - H. Hear Informational Reading of Revised Board Policy JFCD - Student Bullying

- I. Hear Informational Reading of Revised Board Policy JFCH - Alcohol and Other Drug Use by Students

14. Reports:

A. Superintendent:

- 1. Follow Up On Parent Caregiver Survey Pulse Check
- 2. Studer Employee Engagement Survey Overview.

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

15. Upcoming Calendar Events:

- November 10 - BOE Meeting, 5:00 pm
- November 11 - Holiday, No School
- November 24 - BOE Meeting, 5:00 pm
- November 26-28 - Thanksgiving Break
- December 4 - CO Annual Staff Openhouse, 8:00-3:30

16. Executive Session for personnel according to SDCL 1-25-2.1.

17. Action As A Result of Executive Session.

- A. Approve Personnel Action
- B. T. Ladwig Request for Waiver of Liquidated Damages.

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

Tuesday, October 14, 2025

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Tuesday, October 14, 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 via zoom, Tanya Gray: Present, Amy McGovern: Present (5:07), Chris Misselt: Absent, Tonya Welch: Present via zoom, Paul Koecher: Associate Member, present.

All actions in these Minutes were by unanimous vote unless otherwise stated. Roll call vote was recorded for each action item due to zoom attendance.

President Tanya Gray called the meeting to order at 5:01 due to a minor technical difficulty.

Superintendent Kevin Case took a moment to recognize the intentionality of the professional development that happened today in the district. He observed the administrative team making connections and not leaving the expectations, connections, or next steps to chance. He recognized our staff for their hard work, dedication, and attention to detail as our district embraces our continuous improvement journey.

There was nothing for public forum.

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

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

Approved Regular Board Meeting Minutes for September 22, 2025.

Approved Personnel Action for October 14, 2025. (Attachment)

Approved October 15 Accounts Payable Report and September Payroll Report.  
(Attachments)

Approved the Club Sports Recognition Agreement for Softball for the 2025-26 school year.

Acknowledged the Indirect Cost Rates for the 2025-26 School Term as Computed by the Office of Elementary and Secondary Education, noting that the Douglas School District Restricted Rate will be 1.90% and the Non-Restricted Rate will be 17.40%.

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

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

Executive Director of Elementary Academics Ann Pettit shared an overview on a new data platform, EduClimber introduced this year. As part of the district's strategic direction to ensure all stakeholders pursue student success through data-driven goals, benchmarks, and continuous improvement, EduClimber, a new data analytics platform will be used. EduClimber will support our district in identifying, collecting, and analyzing academic, behavior, and attendance data in one integrated system. This tool will enhance our ability to make informed decisions, monitor progress toward goals, and adjust instructional and operational practices as needed. Student data is pulled from Infinite Campus every night, so the dashboards are current and up-to-date.

### **Superintendent Items:**

Motion to approve open enrollment application as recommended. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to acknowledge acceptance of Facilities Master Plan as a prioritized roadmap to address ongoing and future facilities needs with appreciation to the committee for their vision for the future. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Jared Carda from Co-Op Architects and Bob Wessel from Gustafson Builders explained the Construction Manager at Risk (CMAR) process, an overview of the middle school addition scope of work, and the proposed timeline for the work. The scope of work will include an approximate 11,000 SF front entry addition comprised of a secured port of entry with an office reception area and offices as well as 7 new classrooms; renovation of existing office space to classroom space; and parking lot upgrades. Site work will start this fall with plans to award the bid by February 2026. Construction would start in the spring of 2026 with a completion date the summer of 2027.

Motion to approve a site survey and geo tech survey at Douglas Middle School. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

### **Fiscal Resources Items:**

Motion to approve grant budgets as presented. This motion, made by Tonya Welch and seconded by Amy McGovern, Carried.

Consolidated Application (includes Title I, Part A; Title II, Part A; and Title IV, Part A in

The amount of \$991,018.00

Title VI Indian Education Grant in the amount of \$76,163.00

AFJROTC in the amount of \$5,850.00

**Reports:**

Committee Reports from Board Members and Comments from Associate Board Members

Paul Koecher stated they just received the news that the military will receive their mid-month pay.

Tanya Gray said the board self-evaluation process this year will align with the work the district is doing with Studer. The board has wanted to improve its self-evaluation and, by using the rounding concept already used in the district, it will provide information for the board as a whole to then reflect upon.

Motion to adjourn the meeting at 6:00 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 10/14/2025**

**Classified Service Factor Bonus**

	<b>Name</b>	<b>Position/Years</b>	<b>Amount</b>	<b>Dates of Service</b>
	Rebecca Kenoyer	Administrative Assistant 1 / 30 yrs	\$2,783.85	9/22/1995 - 9/22/2025
	Terri Smith	Bus Driver / 30 yrs	\$1,345.20	9/22/1995 - 9/22/2025

**Certified Retirements**

	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
	Ronald Mays	5th Grade Teacher	VES	5/22/2026

**Classified Resignations/Terminations**

	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
	Elizabeth Nelson	Instructional Aide	CA	10/31/2025

**Classified Staff Hiring**

	<b>Name</b>	<b>Location / Position</b>	<b>Wage</b>	<b>Effective Date</b>
	Nathan Phillips	Maint. / HVAC	\$28.25	09/26/2025
	Aaron Hite	Bus Driver	\$21.00	10/09/2025
	Amber Lewis	Bus Driver	\$21.75	10/09/2025

**Temporary Hires**

	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
	Grabowska-Hoyle Gabriela	Activity Worker	\$15.00	10/06/2025
	Marlin Kingi	7th Girls Basketball Asst	\$2,443.00	10/7/2025
	John Barnes	7th Girls Basketball Head	\$3,437.00	10/9/2025

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

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACE STEEL & RECYCLING, INC.	186399		951.65
ACTE REGISTRATION	186400		815.00
ACTION MECHANICAL INC	186401		2,954.43
AMAZON.COM	186402		17,037.26
AMERICINN BY WYNDHAM MITCHELL	186403		336.00
ANYPROMO	186398		731.00
APPLE INC	186404		238.00
AUGUSTANA UNIVERSITY	186398		375.00
AUSMAN, ANGELA	186405		59.10
Auto Value Parts Store Rapid City	186406		72.78
BERS WINDY FLATS RUBBLE SITE	186407		252.00
BJ'S INSTRUMENT REPAIR	186408		80.00
BLACK HILLS CHEMICAL CO	186409		120.75
BLICK ART MATERIALS	186410		4.43
BOX ELDER HARDWARE	186411		612.65
Case, Kevin	186413		1,762.63
CASH-VES	186414		66.28
CENTURY BUSINESS	186415		113.72
CENTURYLINK	186416		511.25
CHURCHILL, MANOLIS, FREEMAN, KLUDT &	186418		160.00
CITY OF BOX ELDER	186419		9,332.82
Clark, Karline	186420		83.49
COLUMN SOFTWARE PBC	186421		276.23
COMPASS	186422		2,500.00
CONCORD THEATRICALS	186398		249.90
CONSOLIDATED ELECTRICAL DISTRIBUTERS,	186423		1,684.80
CROSSROADS HOTEL	186426		927.01
CUMMINS INC	186427		1,650.00
DIVISION OF CRIMINAL INVESTIGATION	186398		1,038.00
DOMINOS PIZZA- BOX ELDER	186398		276.83
ELKS GOLF COURSE	186398		15.00
EMPIRICAL RESOLUTION INC	186398		160.00
EVAN-MOOR EDUCATIONAL PUBLISHERS	186429		29.99
EVERGREEN OFFICE PRODUCTS	186430		4,791.77
FAULKNER, MELANIA	186431		170.00

FEDEX	186432	154.00
FEUILLERAT WELDING	186433	340.00
FIDUCIARY ACCOUNT	186434	24,484.10
FOOD SERVICE	186435	402.37
GRAINGER, INC	186436	376.76
GREAT WESTERN TIRE COMPANY	186437	155.90
HARLOW'S BUS SALES, INC.	186438	496.90
HAUFF MID-AMERICA SPORTS INC.	186439	1,998.80
HIGH POINT NETWORKS, LLC	186440	13.10
HILLYARD INC	186441	173.76
HOLIDAY INN EXPRESS-S.F.	186398	346.67
HYATT REGENCY	186398	4,272.67
INDEED INC.	186398	32.26
INNOVATIVE OFFICE SOLUTIONS	186442	223.56
INSTITUTE FOR MULTISENORY EDUCATION	186398	125.00
INTEGRATED TECHNOLOGY & SECURITY	186444	2,892.73
JOLLY LANE	186445	163.53
JOSTENS INC	186398	74.76
JW PEPPER & SONS, INC.	186446	742.78
KIEFFER SANITATION, INC.-AUTO PAY	186398	1,264.79
KSB SCHOOL LAW	186447	1,650.00
KULLY SUPPLY	186398	318.04
LAKEVIEW GOLF COURSE	186398	30.60
LEADERSHIP MATTERS LLC	186448	2,050.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	186451	570.00
LYNN'S DAKOTAMART	186452	245.22
MEADOWBROOK GOLF COURSE	186398	18.40
MENARDS	186453	884.05
MG OIL COMPANY, INC.	186454	9,369.57
MIDWEST BUS PARTS, INC.	186455	84.45
MITCHELL SCHOOL DISTRICT	186457	50.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	266	1,710.65
MONUMENT HEALTH RAPID CITY HOSPITAL, INC	186458	8,955.00
NASCO EDUCATION LLC	186459	761.42
NATIONAL ASSOC FOR THE EDUCATION OF	186460	200.00

NEARPOD INC.	186398	(9.86)
NEWELL SCHOOL DISTRICT	186461	40.00
NOVUS GLASS REPAIR & REPLACEMENT	186462	70.00
O'REILLY AUTO PARTS BOX ELDER	186464	378.20
OLNEY, TRISTA	186463	65.92
OZARKE	186398	200.00
PANERA BREAD - CREDIT CARD	186398	96.27
PLANK ROAD PUBLISHING	186398	70.90
POPP BINDING AND LAMINATING, INC	186465	1,390.00
PRESSURE SERVICES INC	186466	872.83
RAPID CITY CENTRAL	186467	150.00
RENEY'S BG SERVICES	186469	8,811.00
RIVERSIDE TECHNOLOGIES INC	186470	10,417.00
SAM'S CLUB	186398	65.92
SASD	186471	671.00
SCENARIO LEARNING, LLC	186472	5,021.50
SCHOLASTIC NEWS	186473	68.75
SCHOOL DATE BOOKS INC	186474	224.25
SCHOOL LIBRARY JOURNAL	186475	136.99
SHAPE SD	186398	135.00
SIGN EXPRESS	186480	222.37
SOUTH DAKOTA ONE CALL	186482	44.10
SOUTHERN HILLS GOLF COURSE	186398	16.00
SPARTAN STORES, LLC.	186483	17.60
SQUARESIGNS	186398	128.00
STAGECOACH WEST BUS INC	186484	4,000.00
STICKER MULE	186398	106.00
STORMWIND, LLC	186486	345.00
STUDER EDUCATION, LLC	186487	2,995.00
SUPPLYHOUSE.COM	186398	189.18
TEACHERS SYNERGY, LLC	186398	217.27
TEMPERATURE TECHNOLOGY INC	186490	9,520.85
THRIFTBOOKS	186398	77.18
TYLER TECHNOLOGIES	186491	410.00
UNITED AIR LINES	186398	80.00

US BANK	270	2,261.74
VERIZON WIRELESS	186493	278.62
VEX ROBOTICS INC	186494	789.27
WAL-MART STORES INC	186398	75.75
WEST RIVER ELECTRIC-AUTOPAY	267	1,475.51
WESTERN STATIONERS	186495	20.26
<b>GENERAL FUND</b>		<b>168,216.98</b>
BUTTE COUNTY EQUIPMENT	186412	47,000.00
CENTURY BUSINESS	186415	11,215.50
CO-OP ARCHITECTURE	186424	31,000.00
DAKOTA SUPPLY GROUP, INC.	186428	74.41
SECO CONSTRUCTION INC	186478	170,939.00
SWIFTEC INC	186488	22,800.79
UNIVERSAL ATHLETIC LLC	186492	23,163.45
YOU SCIENCE	186496	7,450.00
<b>CAPITAL OUTLAY</b>		<b>313,643.15</b>
AMAZON.COM	186402	1,473.44
CHILDREN'S CARE HOSPITAL & SCHOOL	186417	12,038.00
COUNCIL FOR EXCEPTIONAL CHILDREN	186425	1,357.00
FIDUCIARY ACCOUNT	186434	3,686.00
INSTITUTE FOR MULTISENORY EDUCATION	186443	500.00
LOVING GUIDANCE LLC dba CONSCIOUS	186449	212.75
LRP CONFERENCES	186450	295.00
MIDWEST SPECIAL INSTRUMENTS	186456	808.75
RATWIK, ROSZAK & MALONEY, P.A	186468	5,742.00
SD DEPARTMENT OF HUMAN SERVICES	186476	27,766.82
SDASP	186477	250.00
SHINING PATHWAY ABA, LLS	186479	51,305.00
SOCIAL THINKING PUBLISHING	186481	42.90
STAGES LEARNING	186485	61.49
TEACHERS SYNERGY, LLC	186489	16.80
UNITED AIR LINES	186398	160.00
US BANK	186398	1,247.62
WAL-MART STORES INC	186398	669.22
ZONES OF REGULATION, INC, THE	186497	1,008.00
<b>SPECIAL ED</b>		<b>108,640.79</b>

AFFORDABLE NFLATABLE	186398	164.71
AMAZON.COM	186402	868.72
OUTDOR RECREATION	186398	55.00
<b>GRANTS</b>		<b>1,088.43</b>
AMAZON.COM	12869	2,833.73
CASH-WA DISTRIBUTING COMPANY, INC.	12870	6,458.78
CHILD AND ADULT NUTRITION	12871	5,989.99
COCA-COLA BOTTLING CO HIGH COUNTRY	12872	884.00
DAKOTA WAREHOUSE	12873	80.00
FIDUCIARY ACCOUNT	12868	245.00
GENERAL FUND	12874	56,998.90
PAN-O-GOLD BAKING COMPANY, INC.	12875	1,334.87
PRAIRIE FARMS	12876	10,009.98
PROGUARD SERVICE & SOLUTIONS	12877	2,533.43
REINHART FOOD SERVICE LLC	12878	18,789.03
SERVALL TOWEL & LINEN SUPPLY, INC.	12879	281.70
SYSCO MONTANTA	12880	6,872.70
<b>FOOD SERVICE</b>		<b>113,312.11</b>
ADMIRAL BEVERAGE OF THE BLACK HILLS	50464	1,041.83
AFFORDABLE NFLATABLE	50463	686.55
AMAZON.COM	50454	4,691.83
ARMY & AIR FORCE EXCHANGE SERVICES	50463	317.25
BOX ELDER HARDWARE	50463	10.80
Clark, Michael	50465	126.00
CUSTOM INK	50463	347.49
Distel, Brett	50455	160.00
DOMINOS PIZZA- BOX ELDER	50463	218.63
DOUGLAS PETTY CASH	50462	856.00
ERPENBACH, MATT	50466	43.96
GAME ONE	50456	1,481.22
HAMANN, ALEX	50467	230.74
HENWOOD, JEREMY	50468	170.52
JACOBSON, JOE	50469	43.96
KECK, SHERI	50470	154.41

KEEN, JOHN	50471	93.60
LANGE, SCOTT	50472	54.41
LIFETOUCH NSS	50463	31.86
MEYER, PHILIP	50473	197.92
MONUMENT, THE	50463	57.00
NESS, ADAM	50474	173.04
PENNEY, KENT	50475	79.41
PIZZA HUT- BOX ELDER	50463	36.43
SAM'S CLUB	50463	6,804.31
SCHMIDT, RANDY	50476	173.04
SHIRT SHACK ATHLETICS ROOM, LLC	50457	581.83
SIGN EXPRESS	50458	1,442.42
STEFFY, ROBERT	50477	163.96
STEVENS, PAUL	50478	84.41
STEWART, CHESTER	50459	59.71
TOBAR, JUSTO	50479	233.84
TORRES ENTERPRISES, LLC DBA WILD WEST	50463	103.07
VOEGELI, RICH	50480	43.96
WAL-MART STORES INC	50463	236.31
WALKER, CALLIE	50481	83.96
WEBER, JOHN	50460	174.41
WHITING, LORIE	50482	94.41
WILLEY, EMILEE	50483	192.00
WORLDS FINEST CHOCOLATE INC	50461	686.14
<b>STUDENT ACTIVITY</b>		<b>22,462.64</b>
<b>Grand Total:</b>		<b>727,364.10</b>

**PAYROLL EXPENDITURES**

**SEPT 5 2025**

**SEPT 19 2025**

**TOTALS**

**\$1,276,630.22**

**\$1,298,096.50**

<b>September 1, 2025 FINANCIAL</b>	<b>GENERAL FUND</b>	<b>CAPITAL OUTLAY</b>	<b>SPECIAL EDUCATION</b>
BALANCE 08/31/25	1,077,337.41	798,490.48	2,002,302.50
RECEIPTS:			
TAXES	21,033.06	16,238.12	8,143.88
INTEREST	1,494.19	0.00	0.00
ADMISSIONS	6,620.60	0.00	0.00
LOCAL	977.42	0.00	0.00
COUNTY	17,115.67	0.00	0.00
STATE	1,429,500.00	0.00	329,591.00
FEDERAL		0.00	220.12
OTHER	2,247.16	56.57	9,581.94
INTERFUND TRAN.	14,439.25	0.00	0.00
TOTAL RECEIPTS:	1,493,427.35	16,294.69	347,536.94
DISBURSEMENTS:			
VERIFIED CLAIMS	378,221.14	798,990.18	49,519.09
SALARIES	1,872,679.20	0.00	499,438.37
TRANSFERS OUT	0.00		
<b>BALANCE 09/30/25</b>	<b>319,864.42</b>	<b>15,794.99</b>	<b>1,800,881.98</b>
BALANCE 09/30/24	648,785.22	(713,466.30)	1,852,808.79

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<b>September 1, 2025 FINANCIAL</b>	<b>FEDERAL PROJECTS</b>	<b>UNEMPLOY- MENT FUND</b>
BALANCE 08/31/25	23,204.04	48,686.70
RECEIPTS:		
LOCAL		
STATE		
FEDERAL		0.00
REIMBURSEMENTS	0.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	0.00	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	0.00	0.00
SALARIES	85,705.96	0.00
TRANSFERS OUT		
<b>BALANCE 09/30/25</b>	<b>(62,501.92)</b>	<b>48,686.70</b>
BALANCE 09/30/24	(2,649,292.70)	49,497.51

<b>September 1, 2025 FINANCIAL</b>	<b>DEP CARE</b>	<b>MEDICAL REIMB</b>	<b>IMPACT AID</b>
BALANCE 08/31/25	2,835.50	208.25	30,035,952.54
RECEIPTS:			
INTEREST	0.00	0.00	14,439.25
FEDERAL	0.00	0.00	0.00
LOCAL	1,396.26	3,508.38	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,396.26	3,508.38	14,439.25
DISBURSEMENTS:			
VERIFIED CLAIMS	1,571.68	4,296.77	0.00
EXPENDITURES/TRANSFERS OUT	0.00	392.68	54,439.25
<b>BALANCE 09/30/25</b>	<b>2,660.08</b>	<b>(972.82)</b>	<b>29,995,952.54</b>
BALANCE 09/30/24	1,506.28	(7,677.33)	27,685,539.54

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<b>September 1, 2025 FINANCIAL</b>	<b>FOOD SERVICE</b>	<b>FIDUCIARY FUNDS</b>
BALANCE 08/31/25	151,746.24	263,370.47
RECEIPTS:		
INTEREST		
SALES	60,586.03	0.00
STATE	58,878.88	0.00
FEDERAL	0.00	0.00
LOCAL	2,275.97	36,732.19
OTHER	0.00	0.00
INTERFUND TRAN.	40,000.00	
LOANS		
TOTAL RECEIPTS:	161,740.88	36,732.19
DISBURSEMENTS:		
VERIFIED CLAIMS	161,740.88	48,796.43
SALARIES	20,324.05	0.00
<b>BALANCE 09/30/25</b>	<b>131,422.19</b>	<b>251,306.23</b>
BALANCE 09/30/24	182,388.89	284,942.18

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AQUAPHOENIX SCIENTIFIC	186513		1,175.29
BJ'S INSTRUMENT REPAIR	186517		80.00
BLACK HILLS CHEMICAL CO	186518		6.99
BLACK HILLS CONFERENCE	186519		150.00
BLACK HILLS ENERGY- AUTO PAY	269		37,677.10
BOX ELDER HARDWARE	186520		2,613.87
CDW EDUCATION	186521		121.20
CITY OF BOX ELDER	186522		12,250.21
COLONIAL RESEARCH CHEMICAL CORP	186523		244.71
COLUMN SOFTWARE PBC	186524		345.44
CONSOLIDATED ELECTRICAL DISTRIBUTERS,	186525		1,404.00
CONVERGINT TECHNOLOGIES LLC	186526		65,930.67
D AND D PAINTING LLC	186527		3,550.99
DAKOTA BUS SERVICE, INC.	186528		5,040.00
DAKOTA SUPPLY GROUP, INC.	186529		748.03
DEMCO, INC	186530		345.14
DIGIKEY	186531		356.99
DOUBLETREE RAPID CITY DOWNTOWN	186532		180.88
EMC INSURANCE COMPANIES	186533		2,000.00
EVERGREEN OFFICE PRODUCTS	186535		589.94
FIDUCIARY ACCOUNT	186536		15,238.06
FOOD SERVICE	186537		15.86
HAUFF MID-AMERICA SPORTS INC.	186538		1,109.50
HIGH POINT NETWORKS, LLC	186539		115.00
HILLS SEPTIC SERVICE	186540		276.12
JW PEPPER & SONS, INC.	186542		100.00
KETEL THORSTENSON, LLP	186543		8,000.00
KIEFFER SANITATION, INC.-AUTO PAY	272		5,415.50
KUTA SOFTWARE	186544		1,248.00
LYNN'S DAKOTAMART	186546		149.36
MENARDS	186548		127.12
MIDCONTINENT COMMUNICATIONS- AUTO PAY	271		1,587.39
MIDWEST CONNECT	186549		156.00
MINILOTS	186550		148.61
MOSYLE CORPORATION	186551		18.32

MUSIC THEATRE INTERNATIONAL	186552	735.00
NASCO EDUCATION LLC	186553	38.80
NIMCO, INC.	186556	544.56
NORTH CENTRAL BUS & EQUIPMENT CO. INC	186557	712.54
QPR INSTITUTE	186559	29.95
RIVERSIDE TECHNOLOGIES INC	186562	6,708.00
SHERATON HOTEL AND CONVENTION CENTER	186564	449.38
SKILLSUSA SOUTH DAKOTA	186565	840.00
SOFTWARE UNLIMITED INC	186566	199.00
SPARTAN STORES, LLC.	186567	65.94
STAGECOACH WEST BUS INC	186568	1,000.00
STONE, GREG	186569	250.00
STURGIS BROWN HIGH SCHOOL	186570	725.00
THEMES AND VARIATIONS	186572	200.00
TITAN MACHINERY	186573	1,573.98
TURF TANK	186574	899.20
VOYAGER FLEET SYSTEMS, INC.	186575	198.33
WOODCRAFT SOLUTIONS LLC	186577	82.00
GENERAL FUND		183,767.97
BAIRD, AMANDA	186515	12.11
INTEGRATED TECHNOLOGY & SECURITY	186541	20,023.45
POURIER, ABIGAIL	186558	10.00
<b>CAPITAL OUTLAY</b>		<b>20,045.56</b>
AUTISM PRODUCTS.COM	186514	42.41
BEST WESTERN PLUS RAMKOTA HOTEL	186516	440.00
ESTMAN, GEORGEANN	186534	240.24
LEARNING WITHOUT TEARS	186545	222.75
MACKIE, BRENDA	186547	451.36
NATIONAL ASSOCIATION OF SCHOOL	186554	672.00
NCS PEARSON, INC.	186555	84.90
RATWIK, ROSZAK & MALONEY, P.A	186560	1,709.68
RIVERSIDE INSIGHTS	186561	2,048.23
TALK TO ME TECHNOLOGIES, LLC	186571	7,495.00
WESTERN PSYCHOLOGICAL SERVICES	186576	984.50
<b>SPECIAL ED</b>		<b>14,391.07</b>
SD DEPARTMENT OF LABOR AND REGULATION	186563	1,176.00

<b>UNEMPLOYMENT</b>		1,176.00
		<b>219,380.60</b>
CASH-WA DISTRIBUTING COMPANY, INC.	12888	3,819.94
CLIMATE CONTROL SYSTEMS AND SERVICE	12889	8,638.00
COCA-COLA BOTTLING CO HIGH COUNTRY	12890	546.00
PAN-O-GOLD BAKING COMPANY, INC.	12891	701.46
PIZZA HUT- BOX ELDER	12892	297.50
PRAIRIE FARMS	12893	5,107.57
REINHART FOOD SERVICE LLC	12894	6,449.88
SERVALL TOWEL & LINEN SUPPLY, INC.	12895	187.80
SYSCO MONTANTA	12896	6,264.79
<b>FOOD SERVICE</b>		<b>32,012.94</b>
ADKINS-HEYDON, LAURIE	50507	291.81
ADMIRAL BEVERAGE OF THE BLACK HILLS	50487	1,397.59
ARTHUR, ASHLEY	50509	297.55
BEAULIEU, BRYAN	50510	100.00
BLACK HORN, GAYLA	50511	337.66
Clark, Michael	50512	3,378.00
DEMENT-OSBORN, GENEVIEVE	50488	153.96
Distel, Brett	50513	225.00
DRAB, FRANCIS	50514	239.41
DSCHAAK, ETHAN	50489	198.47
DURR, LAURIE	50515	239.41
GENERAL FUND	50516	12,580.00
GETTERT, DAN	50517	100.00
Grindle, Arianna	50490	196.00
HOLLINSHEAD, LEANN	50518	385.00
JD PRODUCTIONS	50492	900.00
LANGE, SCOTT	50493	153.96
MENARDS	50494	489.73
NELSEN, TANYA	50519	239.41
REAL DEAL ACTIVEWEAR, LLC	50495	2,131.41
ROGERS, BRITTANY	50520	234.67
RUSHMORE REGION	50506	182.00
SCHMIDT, LORETTA	50496	1,158.00

SCHNEIDER, RENAE	50521	293.12
STRICHERZ, JESSE	50522	243.84
TUCKER, BRAD	50523	253.96
TUCKER, TANNER	50498	154.68
WALKER, CALLIE	50524	413.82
WESTERN DAKOTA TECHNICAL INST.	50500	6,000.00
WHITING, KELLY	50525	258.37
WHITING, LORIE	50502	83.96
<b>STUDENT ACTIVITY</b>		<b>33,310.79</b>
<b>Grand Total:</b>		<b>284,704.33</b>

**A COOPERATIVE AGREEMENT  
BETWEEN  
YOUTH AND FAMILY SERVICES  
AND  
DOUGLAS SCHOOL DISTRICT #51-1  
2025-2026**

**Purpose**

The purpose of this Cooperative Agreement is to provide for a Federally Funded Head Start Pre-School Program for four-year-old children of qualifying families residing in or near Douglas School District #51-1.

The Head Start Program will provide health, mental health, developmentally appropriate education, nutrition, and social services to qualifying students and families.

**Facilities**

Douglas School District #51-1 will provide the physical space for the program, including the classrooms, playground, and access to the classrooms. Certain equipment may be provided by Douglas School District, which the district determines to be available for such purposes.

Any renovations to the classrooms must have prior approval by the school district and any such renovations will remain the property of the district when or if the program moves to another classroom or discontinues operation, unless Youth and Family Services restores the facility to its original condition.

Youth and Family Services may equip the classrooms with their own refrigerator, microwave oven, and classroom equipment as may be necessary to carry out the program.

**Staffing**

Youth and Family Services will provide all staffing for the program except as otherwise provided in this agreement, in accordance with Head Start Program Performance Standards or other federal program guidelines.

**Custodian**

Douglas School District will provide custodial services for 173 days for a total cost of **\$5408.00**. Costs for more or less days will be provided on a pro-rata basis. Overtime rate will be \$30.88 per hour. Douglas School District will bill Youth and Family Services during the months of February and May.

### **Communications**

Douglas School District will provide and maintain phone service.

### **Utilities**

Youth and Family Services will reimburse the district for cost of electricity, natural gas, water and sewer in the amount of \$4,789.00 for the school year ending in June, 2026. Douglas School District will bill Youth and Family Services during the months of February and May.

### **Nursing Services**

Douglas School District will provide nursing services for emergencies, within reason, on an as needed basis. Youth and Family Services shall reimburse the district for the hourly cost, including fringe benefits, at the rate of pay established in the district's Classified Handbook.

### **Transportation**

Youth and Family Services will provide all transportation services in connection with the program. The school district will provide school bus access as near as reasonably possible to the classrooms.

### **Animals**

Animals cannot be maintained in the classroom. Animals cannot be allowed to run loose.

### **Insurance**

Youth and Family Services shall provide liability insurance for staff, students, and families utilizing the program and property insurance for the contents of the classroom that are owned by Youth and Family Services.

Douglas School District shall provide property insurance for the classroom and contents owned by the district.

### **Calendar**

The Head Start Program shall follow the district calendar. Head Start will not be in session when the district is not in session, including snow days.

**Administration**

Douglas School District assumes no responsibility for the administration of the Head Start Program and will not interfere with the ways and means of the operation.

The school district will cooperate in any way agreeable to both parties in sharing of developmentally appropriate experiences that may exist in Douglas School District, including staff in-service.

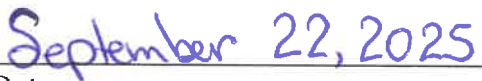
The Director of Special Education Services will be the school district point of contact in all matters relating to the Head Start Program.

**Duration**

The Agreement is effective for the 2025-26 school year.

  
\_\_\_\_\_  
Youth and Family Services  
Executive Director

\_\_\_\_\_  
Douglas School District  
Business Manager

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Youth and Family Services  
Chairperson, Board of Directors

\_\_\_\_\_  
Douglas School District  
President, Board of Education

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

HEAD START - DOUGLAS  
2025-26

Youth & Family Services

Custodial Services	
173 Student and staff days	\$5,408.00
Utilities	
Electricity, natural gas, water & sewer	<u>\$4,789.00</u>
	\$10,197.00

Douglas will bill Youth & Family Services in February and May.



# INVOICE

952.808.9900 | 866.574.5389 | INNOVATIVEOS.COM

**BILL TO**  
 DOUGLAS SCHOOL DISTRICT 51-1  
 400 PATRIOT DR  
 BOX ELDER, SD 57719-9749  
  
 ATTN: Marilyn Knodel  
 Phone: 605-923-0000  
 Email: marilyn.knodel@k12.sd.us

**INVOICE DATE** September 3, 2025  
**INVOICE NUMBER** CIN130180  
**CUSTOMER NAME** DOUGLAS SCHOOL DISTRICT 51-1  
**CUSTOMER NUMBER** C109031  
**CUSTOMER PO** Jace  
**BILLING CODE**  
**ORDER NAME** Douglas County SD - WB, Fomcore  
**ORDER NUMBER** 237537  
**PROJECT NUMBER**  
**TERMS** NET30  
**DUE DATE** October 3, 2025  
**SALES PERSON** Western Sd  
 605-730-1413  
 chad.gullickson@innovativeos.com

**SHIP TO**  
 DOUGLAS SCHOOL DISTRICT  
 400 PATRIOT DR  
 BOX ELDER, SD 57719-9749

ATTN: JACE WALTMAN  
 Phone: 605-923-0005  
 Email: Jace.waltman@k12.sd.us

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	CHR14-C--PCH Sconnie Chair, 14" Seat Height, Cantilever Base, Smooth Silver Frame, Nylon Glide	20.00 Each	84.62	1,692.40
2	ELS7-A22307358-EJA-HG--LAM-AE-LEGS Custom ELO Broadhead Table w/4 Legs, 49.91x38.99 20"-33" Adj Height ELO 2" Straight Round Leg 2.5" Grand Hank Nylon Glide	6.00 Each	407.82	2,446.92
3	SSG0648-5AC/P--HPL-EDGE Replay 20 Tote Tray Cabinet with double doors and Casters, 42" Width, 22" Depth, 48" Height, Finished Both Ends, (10) 6" Translucent Totes on Right, 3 Ad Shelves on Left, Double Doors, 3" Casters	1.00 Each	1,888.00	1,888.00
4	TOTES Tote Accessories., 6" H Tote Tray , Translucent Tote Trays, Included in above product	10.00 Each	0.00	0.00
5	ELS7226-EJAG4-SW844-S05-HG--LAM-LEGS-AE Horseshoe 48x72 ELO Table, ELS 2" Straight Round Adj Jr Legs, Grand Hank Glide, 21.25"-34.25" Overall Height	1.00 Each	552.18	552.18
6	PNH7366-ADJ--LAM-EDGE-BASE Elevate 20x28.5" Plymouth II Desk/Lectern, 27.94"-42.94" Overall Adj Height, Pneumatic H-Base with Height Adj Handle, Grand Hank Glides and Casters	1.00 Each	446.22	446.22
7	LGT Optional - Lift Gate	1.00 Each	125.00	125.00
8	FURNFREIGHT Delivered Pricing for Above Product	1.00 Each	0.00	0.00
<b>SUBTOTAL</b>				<b>\$7,150.72</b>
<b>SALES TAX</b>				<b>\$0.00</b>
<b>AMOUNT DUE</b>				<b>\$7,150.72</b>



# INVOICE

952.808.9900 | 866.574.5389 | INNOVATIVEOS.COM

**BILL TO**  
 DOUGLAS SCHOOL DISTRICT 51-1  
 400 PATRIOT DR  
 BOX ELDER, SD 57719-9749  
  
 ATTN: Marilyn Knodel  
 Phone: 605-923-0000  
 Email: marilyn.knodel@k12.sd.us

**INVOICE DATE** September 3, 2025  
**INVOICE NUMBER** CIN130180  
**CUSTOMER NAME** DOUGLAS SCHOOL DISTRICT 51-1  
**CUSTOMER NUMBER** C109031  
**CUSTOMER PO** Jace  
**BILLING CODE**  
**ORDER NAME** Douglas County SD - WB, Fomcore  
**ORDER NUMBER** 237537  
**PROJECT NUMBER**  
**TERMS** NET30  
**DUE DATE** October 3, 2025  
**SALES PERSON** Western Sd  
 605-730-1413  
 chad.gullickson@innovativeos.com

**SHIP TO**  
 DOUGLAS SCHOOL DISTRICT  
 400 PATRIOT DR  
 BOX ELDER, SD 57719-9749  
  
 ATTN: JACE WALTMAN  
 Phone: 605-923-0005  
 Email: Jace.waltman@k12.sd.us

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PLEASE RETURN THIS PORTION FOR PROPER PROCESSING



**REMIT TO**

INNOVATIVE OFFICE SOLUTIONS LLC  
 LOCKBOX # 131434 PO BOX 1414  
 MINNEAPOLIS, MN 55480 - 1414

**CUSTOMER NAME** DOUGLAS SCHOOL DISTRICT 51-1  
**INVOICE DATE** 09/03/2025  
**INVOICE NUMBER** CIN130180  
**CUSTOMER NUMBER** C109031  
**SUBTOTAL** \$7,150.72  
**SALES TAX** \$0.00  
**TOTAL BALANCE DUE** **\$7,150.72**

**McKinney-Vento Homeless Children & Youth  
BUDGET FY 2026**

<b>REVENUE:</b>		<b>Original</b>
66.4151.256		\$20,000.00
	<b>TOTAL</b>	<b>\$20,000.00</b>
<b>EXPENDITURES:</b>		
66.2110.000.256.111	CERTIFIED SALARIES	\$879.90
66.2110.000.256.210	SOCIAL SECURITY	\$67.31
66.2110.000.256.220	RETIREMENT	\$52.79
66.2400.000.256.315	REGISTRATION	\$4,500.00
66.2400.000.256.334	TRAVEL	\$5,500.00
66.2550.000.256.334	TRAVEL	\$2,000.00
66.3600.000.256.334	TRAVEL	\$3,000.00
66.3600.000.256.340	COMMUNICATIONS	\$250.00
66.3600.000.256.411	NON-TECHNOLOGY SUPPLIES	\$2,250.00
66.3600.000.256.479	OTHER NON-CONSUMABLE SUPPLIES	\$750.00
66.3600.000.256.640	DUES AND FEES, REGULAR	\$750.00
	<b>TOTAL</b>	<b>\$20,000.00</b>

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BD</b>
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**School Board Meetings**

REGULAR MEETINGS

Unless otherwise designated at the annual organizational meeting of the Board, all regular School Board meetings will be held on the second and fourth Mondays of each month, except for December and July when only the first meeting of the month is held. If it is determined, there is a scheduling conflict during the school year, the schedule can be changed with majority of board members’ approval. Public notification will be sent out as soon as possible thereafter.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of a teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

1. A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person’s intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.
2. The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public’s right to be informed of school board meeting proceedings, but only where these rules have been violated.
3. Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.
4. Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.
5. Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

The School Board shall reserve at every official meeting a period for public comment, limited at the

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BD</b>
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Board’s discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment. Public comment is not required at official meetings held solely for the purpose of meeting in executive session, an inauguration, swearing in of newly elected officials, or presentation of an annual report to the School Board.

The School Board shall annually distribute to Board members and review the following during one official meeting on an annual basis:

1. The Conducting the Public’s Business in Public brochure published by the South Dakota Attorney General; and
2. Any other material pertaining to the open meeting laws of this state provided by the South Dakota Attorney General for the specific purpose related to SDCL 1-25-13.

The School Board must include in the minutes of the meeting at which the review took place an acknowledgement that the review was completed.

SPECIAL MEETINGS

Special meetings may be called by the President of the Board, or in his / her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call, will be given to each Board member and the Superintendent by the Business Manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

TELECONFERENCE

Any official meeting, including executive meetings, may be conducted by teleconference. A teleconference is an exchange of information by audio, video, or electronic medium, including the internet. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote. A telecon=~~ference~~ may be used to conduct a hearings. If the school board conducts an official meeting by telecon=~~ference~~, the school board shall provide a place at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of school board members participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive meeting.

**DOUGLAS SCHOOL DISTRICT  
Board Policy**

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BD</b>
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**REFERENCES**

<b>State Reference:</b>	
SDCL 1-25-1	<a href="#">Official meetings open to public</a>
SDCL 1-25-1.1	<a href="#">Notice of meeting</a>
SDCL 1-25-1.5	<a href="#">Teleconference meeting</a>
SDCL 1-25-11	<a href="#">Recording of open official meeting</a>
SDCL 1-25-12	<a href="#">Definitions</a>
<a href="#">SDCL 1-25-13</a>	<a href="#">Annual review of open meeting laws</a>
SDCL 1-27-1.16	<a href="#">Material relating to open meeting agenda</a>
SDCL 13-8-10	<a href="#">Meetings of board</a>
SDCL 13-32-6	<a href="#">Disturbance of school as misdemeanor</a>
SDCL 22-18-35(3)	<a href="#">Disorderly conduct as misdemeanor</a>
SD UJS Rule 10-9	<a href="#">New Rule regarding expanded media coverage</a>
<b>Policy Cross References:</b>	
BDA	Electronic Communication by Board Members
BDB	School Board Study Sessions
BDC	Executive Sessions
BDDA	Notification of School Board Meetings
Bddb	Board Meeting Agendas and Format
BDDC	Agenda Preparation and Dissemination
BDDD	Quorum
BDDE / BDDE-E(1-2)	Parliamentary Procedure
BDDF	Voting Method
BDDH / BDDH-E(1-2)	Public Participation at Board Meetings

**Adoption History**

**DOUGLAS SCHOOL DISTRICT  
Board Policy**

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BD</b>
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First Reading	10/27/2014	Approved	11/17/2014
First Reading-Revisions	6/30/2106	Approved-Revisions	7/14/2016
First Reading -Revisions	2/14/2022	Approved - Revisions	2/28/2022
Approved - Revisions	7/14/2025	Approved - Revisions	8/11/2025

SECTION	<b>B</b>	TITLE	<b>Board Governance &amp; Operations</b>	FILE	<b>BDC</b>
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**Executive Sessions**

All official meetings of the school board are open to the public unless SDCL 1-25-2 and the appropriate subdivision of that statute is cited in a motion to close the meeting to the public.

As permitted by law, the school board may discuss some matters in executive (closed) session. An executive or closed meeting may be held only for the purposes of:

- (1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor;
- (2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student;
- (3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters, or pertaining to matters to which the attorney-client privilege attaches;
- (4) Preparing for contract negotiations or negotiating with employees or employee representatives;
- (5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business;
- (6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:
  - (a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;
  - (b) Emergency management or response;
  - (c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;
  - (d) Cyber security plans, computer, communications network schema, passwords, or user identification names;
  - (e) Guard schedules;
  - (f) Lock combinations;
  - (g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security

of critical systems of the building or facility; and  
(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel. ~~Discussing information related to emergency or disaster response plans or protocols, safety or security audits or reviews as set forth in SDCL 1-27-1.5(8) and SDCL 1-27-1.5(17).~~

An executive or closed session may be held only upon a majority vote of the members of the Board present and voting. Discussion during the executive/closed session is limited to the purpose(s) specified in the closure motion(s). Nothing in state law or this policy prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it.

All official actions concerning the matters discussed will be made only at an open official meeting.

By the very nature of the matter discussed in executive/closed session, the matters discussed shall be kept confidential by the Board and individual Board members (and the administration, as agents of the Board) unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law.

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of district employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during executive / closed sessions unless authorized or required by law to disclose the information.

## REFERENCES

### State Reference:

SDCL 1-25-1	<a href="#">Official meetings open to the public</a>
SDCL 1-25-1.1	<a href="#">Notice of meetings of public bodies</a>
SDCL 1-25-2	<a href="#">Executive or closed meetings</a>
SDCL 1-25-11	<a href="#">Recording of meeting permitted</a>
SDCL 1-25-12	<a href="#">Definitions</a>
SDCL 1-27-1.5(17)	<a href="#">Emergency or disaster response plans</a>
SDCL 1-27-1.5(8)	<a href="#">Information pertaining to the protection of persons or property</a>
SDCL 19-19-502	<a href="#">Lawyer-client privilege</a>

### Cross References:

BD	School Board Meetings
BDA	Electronic Communication by Board Members

## Adoption History

Revised ASBSD Policy Language

First Reading	4/23/1989		
Approved	5/8/1989		
First Reading-Revision	4/23/2007		
Approved	5/14/2007		
First Reading-Revision	10/27/2014		
Approved	11/17/2014		
First Reading-Revision	2/14/2022		
Approved	2/28/2022		

**DOUGLAS SCHOOL DISTRICT  
Board Policy**

SECTION	<b>B</b>	TITLE	<b>Board Governance and Operations</b>	FILE	<b>BDDE</b>
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**PARLIAMENTARY PROCEDURE**

The Board of Education shall utilize Robert’s Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert’s Rules of Order for Parliamentary Procedure as a guide, it is not intended nor is it required that there be strict compliance with Robert’s Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

1. to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
3. to ~~ensure insure~~ that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
4. to ~~ensure insure~~ that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

**REFERENCES**

**Policy Cross Reference:**

BD School Board Meetings

**Adoption History**

First Reading	10/27/2014	Approved	11/17/2014
Review - First Reading	9/12/2022	Approved	9/26/2022
First Reading-Revision		Approved	

## Revised ASBSD Policy Language

## BOARD POLICY

Section C

General School Administration

File: CBA

## SUPERINTENDENT JOB DESCRIPTION

Locator: 1:01  
2/11/92**POSITION TITLE: SUPERINTENDENT OF SCHOOLS**

**QUALIFICATIONS:** Masters Degree or higher  
A minimum of five years of successful experience in teaching and school administration  
A valid administrative certificate with superintendent's endorsement  
Such alternatives to the above qualifications as the Board may find appropriate

**FUNCTIONS:** To provide leadership in developing and maintaining the best possible educational programs and services.

**REPORTS TO:** Board of Education

**SUPERVISES:** All District personnel

**TERMS OF EMPLOYMENT:** Twelve months a year  
Salary and vacation to be established by the Board

**EVALUATION:** Performance will be evaluated by the Board of Education based on responsibilities and goals.

**RESPONSIBILITIES:****A. GENERAL**

1. Prepares Board agendas in cooperation with the Board president and attends all meetings of the Board of Education except when his employment and/or salary is under consideration.
2. Is responsible for the general supervision and direction of all schools of the district, its educational and support programs, and all personnel of the school district.
3. Coordinates the work of administrative staff members and provides counsel and support.
4. Coordinates necessary planning in professional negotiations between the Board of Education and the Douglas Education Association.

## BOARD POLICY

Section C

General School Administration

File: CBA

## SUPERINTENDENT JOB DESCRIPTION (CONTINUED)

## B. POLICIES:

5. Administers and interprets Board of Education policy and provides administrative regulations for implementation.
6. Evaluates current policies related to the general organization of the school district and initiates new or revised policies and/or procedures when appropriate.
7. Acts on own discretion if action is necessary in any matter not covered by Board policy reports such action to the Board as soon as practicable, and recommends policy to provide guidance in the future.

## C. PERSONNEL

8. Makes recommendations to the Board on personnel matters, including selection, staffing, assignment, promotion, transfer and termination of employment.
9. Is responsible for the periodic review of the organization and functioning of the administration of the district and for recommending to the Board any changes that may improve its efficiency.
10. Defines the duties of all personnel, subject to the approval of the Board and provides for objective evaluation of performance.
11. Delegates at his discretion the exercise of any powers or duties to other personnel with the knowledge that this action does not relieve the superintendent of responsibility for the action taken under such delegation.

## D. CURRICULUM

12. Conducts a periodic review of the instructional program and advises the Board regarding recommendations for improving educational programs and services.
13. Recommends to the Board for adoption all courses of study, major changes in texts and curriculum, and time schedules to be used in the district.

## E. BUDGET &amp; FINANCE

14. Supervises the preparation and presentation of the annual budget for the school district and recommends it to the Board of Education for approval.
15. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to approval by the Board.
16. Advises the Board concerning school finance, especially federal impact aid.

## BOARD POLICY

Section C

General School Administration

File: CBA

## SUPERINTENDENT JOB DESCRIPTION (CONTINUED)

## F. COMMUNITY

17. Implements a district and community information program through cooperative leadership, to keep the public informed of the policies, plans and program of the district.
18. Represents the district in its interaction with other school districts, institutions and agencies, community organizations, municipal government, and the general public.

## G. PROPERTY AND FACILITIES

19. Makes recommendations regarding the acquisition of school sites, plans for new school facilities, and all major alterations of school structures.
20. Provides instructions and regulations governing the use and care of school property and facilities of the district.
21. Is responsible for scheduling the use of buildings and grounds by groups and/or organizations.

## H. OTHERS

22. Provides for his/her professional growth.
23. Performs such other duties as may be assigned by the Board of Education.

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References	Adoption History	
Legal: ARSD 24:15:06:34	First Reading - Review Approved	01/26/15 02/09/15

SECTION	C	TITLE	<b>SUPERINTENDENT JOB DESCRIPTION</b>	FILE	<b>CBA</b>
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**SUPERINTENDENT JOB DESCRIPTION**

TITLE: Superintendent

JOB GOAL: To provide district-wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

QUALIFICATIONS: 1. Three years experience in teaching and three years experience in school administration, totaling at least six years.

2. An earned Master’s Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master’s Degree.

3. A valid teaching certificate issued by the Board of Education with a Superintendent endorsement.

4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, every district employee.

CLASSIFICATION: Exempt

**PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES**

1. **Shared Vision**

The superintendent is an educational leader who promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. Functions include:

- A. Develop and implement a shared vision and mission;
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
- C. Create and implement plans to achieve goals;
- D. Promote continuous and sustainable improvement;
- E. Monitor and evaluate progress and revise plans.

## 2. **Culture of Learning**

The superintendent is an educational leader who promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. Functions include:

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations;
- B. Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program;
- C. Create a personalized and motivating learning environment for students
- D. Use data to determine needs and oversee provision of quality professional development to meet district needs;
- E. Use data to monitor the assessment and accountability systems to assure student progress;
- F. Develop the instructional and leadership capacity of staff;
- G. Promote the use of the most effective and appropriate technologies to support teaching and learning;
- H. Monitor and evaluate the impact of the instructional program.

## 3. **Leadership/Management**

The superintendent is an education leader who promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- A. Manage district budget, facilities and staff;
- B. Monitor and evaluate the management and operational systems;
- C. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources;
- D. Promote and protect the welfare and safety of students and staff;
- E. Develop the capacity for distributed leadership;
- F. Ensure teacher and organizational time is focused to support quality instruction and student learning.

## 4. **Family and Community**

The superintendent is an educational leader who promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources. Functions include:

- A. Collect and analyze data and information pertinent to the educational environment;
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources;
- C. Build and sustain positive relationships with families and caregivers;

- D. Build and sustain productive relationships with community partners.

## 5. **Ethics**

The superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness, and in an ethical manner. Functions include:

- A. Conduct oneself in an ethical, fair, trustworthy and professional manner;
- B. Establish practices to promote personal, physical and emotional health;
- C. Demonstrate respect for diversity in students, staff and programs;
- D. Safeguard the values of democracy and equity;
- E. Consider and evaluate the potential moral and legal consequences of decision-making;
- F. Promote social justice and ensure that individual student needs guide all aspects of schooling.

## 6. **Societal Context**

The superintendent is an educational leader who promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context. Functions include:

- A. Advocate for children, families, and caregivers;
- B. Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning;
- C. Provide leadership for defining superintendent and board roles, mutual expectations, procedures for working together, and formulating appropriate district policies;
- D. Knows and supports the district school improvement plan and accurately reports progress on goals.

## 7. **Essential Functions**

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of the superintendent include the following:

- A. Reading, writing, hearing, listening, and speaking effectively with the ability to analysis data;
- B. The ability to sit and stand for periods of time, have use of hands, the ability to climb and other postures that may be required as duties are assigned;
- C. Specific vision abilities required by this job include close vision, distant vision and depth perception;
- D. Be able to occasionally lift/move items weighing up to 40 pounds;
- E. Must hold a valid drivers license and be able to drive to school locations and events;
- F. The position regularly requires evening and weekend work;
- G. The position deals with noise levels that of a typical school office and building setting;
- H. The position regularly requires the ability to handle stressful situations and resolve conflict.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and in not an exhaustive list of the duties performed for this position.

**8. Other Duties**

The superintendent performs these and other duties as may be assigned by the board, both consistent with local board policies and South Dakota Codified Law.

**TERMS OF EMPLOYMENT:**

Twelve months a year. Salary and benefits to be set by the board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with board policy, based on performance indicators and/or progress on annual superintendent goals as set by the superintendent and board.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**REFERENCES**

**State Reference:**

ARSD 24:28:26:01 [School District Superintendent Endorsement](#)

**Adoption History**

First Reading	01/26/15		
Approved	02/09/15		
First Reading-Revision			
Approved			

SECTION	I	TITLE	INSTRUCTION	FILE	IIBFA
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**USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGY**

This policy sets parameters for utilization ~~outlines the guidelines for the responsible integration~~ of artificial intelligence (AI) technology within the District, by students and employees. The purpose of this policy is to ensure ~~aiming to facilitate~~ fair and equitable academic assessments, promote ~~foster~~ critical thinking, and maintain an equal ~~a level~~ playing field for all students.

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

**Student Use**

Students are prohibited from incorporating AI technology into their assignments or projects, unless instructional staff tells students that AI can be used for a specific assignment, portion of assignment, or project. Student assignments and projects must rely solely on human effort and intellect.

Students must uphold the principles of academic integrity by submitting work that is solely their own, demonstrating their knowledge, skills and abilities acquired through personal effort and study. The use of AI technology in assignments and projects undermines the authenticity and individuality of students' work.

Students are encouraged to explore and utilize a wide range of technological tools and resources that are not AI-dependent to enhance their assignments and projects. This includes traditional research methods, computer programs, software applications, and other non-AI-based tools that support academic learning and creativity. AI technology may be used for clarification or explanations to understand complex texts or to assist in brainstorming ideas, topics, and writing prompts. Any such use should be cited. Students may not pass off any AI technology as their own work, such as by copying text or images from AI programs without proper attribution. Text or images copied directly from AI generated content must be properly cited. Other uses of AI must be clearly described at the end of the assignment or project.

If instructional staff allow student use of AI technology in connection with a specific project or assignment, students must use AI only as permitted. Students must disclose the AI tool used, and attribute and cite AI text and images properly when used in the student's work.

A student who uses AI technology without permission, who uses it in an improper way, or who otherwise violates this policy will constitute a violation of the District's code of conduct, cheating, plagiarism, and/or academic dishonesty policy, and/or provisions stated in the student handbook, and will be subject

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to student discipline.

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

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

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

**Staff Use**

The District recognizes that staff may use AI technology to assist in tasks such as creating lesson plans, augmenting grading efficiency and consistency, designing assignments, and streamlining administrative tasks. However, overreliance on AI technology is discouraged. Instructional staff should be mindful of concerns around the use of AI products such as student privacy, data privacy and security, plagiarism, bias, equity considerations, academic integrity, misinformation and inaccuracies based on the data used to train the AI generated content.

Instructional staff using AI technology must ensure that the AI technology tool complies with the District's security and privacy policies and federal and state laws and regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

Allowing student use of AI technology in a specific assignment or project must be to support or enhance students' learning and critical thinking, not bypass or replace it. If students are instructed that they may use AI in an assignment or project, instructional staff must first communicate to the students the extent to which students may use AI technology for that specific project or assignment and the opportunities and prohibited uses of AI tools. Students should be instructed on the potential risks of using AI and what responsible use looks like, including safety cautions about sharing personal data with AI platforms. Instructional staff should also communicate to students that AI programs can have implicit bias, and will be time-constrained as most AI platforms do not have data for the last 24 months, and that students should think critically and fact-check using primary sources, as AI can generate fake results.

~~Recognizing the potential benefits of AI, staff members are permitted to use AI technology for tasks such~~

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SECTION	I	TITLE	INSTRUCTION	FILE	IIBFA
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~~as creating lesson plans, enhancing grading efficiency, designing assignments, and streamlining administrative processes. While encouraged, overreliance on AI technology is discouraged, and staff should be mindful of various considerations, including student privacy, data security, plagiarism, bias, equity, academic integrity, and the accuracy of AI-generated content.¶~~

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

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

REFERENCES
<p><b>Policy Reference:</b>  <a href="#">JFC - Student Conduct</a></p>

Adoption History			
First Reading - New	3/25/2024	Approved	04/08/2024

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JFC</b>
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## STUDENT CONDUCT

The Board expects students in the District schools to act in **an appropriate and responsible manner.** ~~sSuch fashion that their~~ behavior will reflect favorably on the ~~individual~~ student and on the school; will show consideration for ~~other fellow~~ students; and will create a **positive safe harmonious** school environment in which to learn and work. ~~atmosphere.~~

~~Students are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property; while on school-owned and/or operated school or chartered vehicles; or while attending or engaged in school activities.~~

All students have individual responsibilities and obligations in their conduct toward other people and with respect to property. Examples of student conduct on school grounds, on school buses or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense, or threatening to do so.
4. Assault or threatening a student or staff member with bodily harm.
5. Possession of any firearm, knife, explosive or other weapon or dangerous object.
6. Possession, use, or being under the influence of any controlled drug or substance without a physician's prescription.
7. Possession, use or under the influence of alcohol or illegal drug or substance.
8. Possession or use of any tobacco product or vaping product.
9. Making false fire alarms or bomb threats or similar threats.
10. Cheating (including plagiarism) with respect to school work or tests. **Cheating includes aiding other students in cheating, and using programmable calculations, artificial intelligence or other technology in a manner not specified or authorized by the teacher.**
11. Inappropriate use of computers, networks, Internet, Distance Learning, **cellphones and portable**

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digital media devices, etc.

12. Using lewd, profane or obscene language, displaying lewd, profane or obscene language or pictures, or lewd or indecent exposure, or sexting.
13. Sexually harassing any other person.
14. Defying the valid authority of school employees.
15. Conduct in a classroom, hallway, or any other location on school property or on a school bus which is disruptive.
16. Harassment (including hazing) of any other student or staff member of the School District or any other person who is on the property of the School District.
17. Bullying.
18. Racial or ethnic slurs.
- ~~19. Terroristic Threats.~~

Copies of this policy shall be made available to parents and to all students, either through being reprinted in student handbooks or through some other means.

~~The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.~~

REFERENCES

**State Reference:**

- [SDCL 13-32-5](#)
- [SDCL 13-32-6](#)
- [SDCL 13-32-7](#)
- [SDCL 22-14A-24](#)
- [SDCL 22-14A-25](#)
- [SDCL 25-5-15](#)

**Policy Reference:**

- [ILB - State Required Assessments](#)
- JFCD - Bullying
- JGD - [Student Suspension](#)

Adoption History

First Reading	11/23/2015		
Approved	12/14/2015		
First Reading-Revision	6/27/2019		
Approved	7/22/2019		
First Reading-Revision	10/10/2023		

Revised ASBSD Policy Language

Approved	10/23/2023		

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JFA</b>
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**STUDENT DUE PROCESS RIGHTS**

Discipline in the schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with disruptive students and student misconduct. The United States Constitution and the South Dakota Constitution entitle all students to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a student’s constitutional rights.

Due process is an established course for judicial proceedings or other governmental activities designed to safeguard the legal right of the individual.

A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education

Due process procedures shall be fair and apply equally to all. Fairly enforcing due process procedures involves:

- Adequate and timely notice and an opportunity to prepare a defense;
- An opportunity to be heard at a reasonable time and in a meaningful manner and;
- The right to a speedy and impartial hearing on the merits of the case.

~~The Legislature, under SDCL 13-32-4 and 13-32-4.2, requires that each school district board shall provide procedural due process hearing for students in accordance with rules developed by the State Board of Education when the suspension or expulsion of a student extends into the eleventh school day.~~ ¶

~~In accordance with SDCL 13-32-4 and 13-32-4.2, the Douglas School Board sets forth guidelines to be used by the superintendent and principals of the Douglas School District for short term suspension and long-term suspension or expulsion. A copy of the Student Due Process Policy may be acquired from the school principal or superintendent's office.~~ ¶

~~As a parent or student you have due process rights as provided by law and as set forth in the regulations associated with this policy.~~ ¶

SPECIAL EDUCATION STUDENTS

Students who attend public school on an individualized educational program (IEP) are subject to due process procedures established by the South Dakota Board of Education under administrative rules for special education. The administration shall consult with a student’s individualized education program (IEP) team to balance student disciplinary actions with the provision of a free and appropriate public education for students with disabilities.

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REFERENCES
<p><b>State Reference:</b>  <a href="#">SDCL 1-26-26</a>  <a href="#">SDCL 13-32-4</a>  <a href="#">SDCL 13-32-4.2</a>  <a href="#">SDCL 13-32-4.7</a></p> <p><a href="#">ARSD 24:05:26</a>  <a href="#">ARSD 24:05:26.01</a>  <a href="#">ARSD 24:05:30</a>  <a href="#">ARSD 24:07</a></p>

Adoption History			
First Reading	10/13/1981	First Reading - Review	06/12/2023
Approved	11/12/1981	Approved - Review	6/26/2023
First Reading – Revision	8/24/1993		
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First Reading – Revision	1/8/1996		
Approved – Revision	1/22/1996		
First Reading–Revised Regulations	10/27/1997		
Approved – Revised Regulations	11/10/1997		
First Reading – Revision	11/23/2015		
Approved – Revision	12/14/2015		

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**BULLYING**

Section 1 - Policy Statement

The Douglas School District is committed to maintaining a constructive, safe, and bully-free school climate that is conducive to all students learning and fostering an environment in which all students are treated with respect and dignity.

~~Persistent~~ Bullying can ~~severely~~ inhibit a student's educational opportunities and may also have long-term negative effects on a student. ~~ability to learn and may have lasting negative effects on a student's life.~~ The bullying of students by students shall not be tolerated and is strictly prohibited. ~~staff or third parties is strictly prohibited and shall not be tolerated.~~ Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if ~~where~~ the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, ~~while~~ attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicles, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary

action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

~~Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it has the purpose of affecting or creating an intimidating, hostile or offensive academic environment, or has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.¶¶~~

~~It shall be the responsibility of the superintendent to develop procedures, in accordance with this policy, to protect the district's students from the harmful effects of bullying. Procedures accompanying this policy may include, but are not limited to:¶¶~~

~~¶¶~~

- ~~1. Additional definitions, if necessary, to assist in the implementation of this policy;¶¶~~
- ~~2. A procedure to report incidents of bullying;¶¶~~
- ~~3. A process to investigate reported acts of bullying;¶¶~~
- ~~4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;¶¶~~
- ~~5. A statement prohibiting retaliation against individuals who, in good faith, report acts of~~

~~bullying, and~~

- ~~6. A process to inform staff, students and parents of the district's bullying prevention policies and efforts.~~

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

## SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
  2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
  3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
  4. causes physical hurt or psychological distress to a person, and/or
  5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
  6. disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), sexting (SDCL 26-10-33), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of

initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.

2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:

(1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,

(2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,

(3) to contact another person with intent to extort money or other things of value,

(4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

5. Sexting, defined as intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photographs, digitized, or electronically generated image or any visual depiction of a minor in any condition of nudity, or involved in any prohibited sexual act.

### SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either

submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

#### SECTION 4 – Procedure for Addressing Bullying Complaints

##### STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the

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allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response. Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

### STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent :

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form

JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.

2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

### STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:

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- A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
- B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
- C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit

unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).

- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities;

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(2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.

- O. If either party is dissatisfied with the Board’s decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

*Notes:*

*Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.*

**REFERENCES**

**Policy Reference:**

[ACAA - Sexual Harassment](#)

EEA/EEA-R - Bus Transportation Policy

[JFA/JFA-R - Student Due Process Rights](#)

JG - Student Discipline

**State Reference:**

[SDCL 13-32-14](#)

[SDCL 13-32-15](#)

[SDCL 13-32-16](#)

[SDCL 13-32-17](#)

[SDCL 13-32-18](#)

[SDCL 13-32-19](#)

[SDCL 22-19A](#)

[SDCL 26-10-33](#)

[SDCL 49-31-31](#)

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**ALCOHOL AND OTHER DRUG USE BY STUDENTS**

The following document outlines policy on student use of alcohol and other drugs in the school district. ~~The Douglas School District believes that the illegal use of drugs and the unlawful possession of alcohol is wrong and harmful. No student shall possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials/ substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the school community. Students shall not engage in alcohol and/or other drug use/misuse nor possess paraphernalia specific to the use of alcohol and/or illegal drugs.~~

This policy is in effect on ~~premises property~~ owned, leased or maintained by the Douglas School District, at all school ~~school related sanctioned~~ activities on and off campus, ~~on all school~~ vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. ~~Public areas, including student lockers, restrooms and parking lots, are subject to unannounced searches by staff or specially trained dogs, or through the use of the passive alcohol sensor.~~ ¶

¶ ~~Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.~~ ¶

Students and parents/legal guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of this policy will be provided to all students and parents.

**POLICY**

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, give, exchange or be under the influence of alcohol, illicit drugs, narcotics, dangerous or illegal chemical substances. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs.

Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

**DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES**

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

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First Offense:

1. The administration will notify the parent(s)/guardians(s) and schedule a conference;
2. The administration shall suspend the student for ten (10) days in compliance with student due process procedures;
3. The administration shall notify available law enforcement authorities;

The suspension of a student who completes a drug/alcohol assessment from a certified or licensed addition counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days. The ninety (90) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process

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procedures.

4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

**B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):**

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
5. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
6. State and federal regulations regarding special education students will be followed.

~~The Douglas School Board adopts the definitions used in SDCL 22-42-1 through 22-42-22 and SDCL 22-42A-1.~~

**USE OF ALCOHOL SENSORS**

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board authorizes the Superintendent, Principals, and designee(s), to use a portable breath test (PBT) and passive breath alcohol sensor device (PBASD) to screen for evidence of breath alcohol.

The purpose for using a PBT and PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff and community members attending school events and to deter the use of alcohol by pupils. As PBT and PBASD implementation is intended primarily as a deterrent to student and youth alcohol use, nothing set forth in this policy precludes school district personnel from using the power of observation and professional judgment when there is reasonable suspicion of youth alcohol consumption.

The Board authorizes PBT and PBASD screening of students during the school day upon reasonable suspicion that a student may have consumed alcohol, and of attendees before, during and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama

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productions, graduation ceremonies, or school assemblies.

Procedurally, district personnel will not vary from the normal course of action outlined in ~~ASBSD's Reference~~ Policy JGD: Student Suspension or Expulsion when evidence of alcohol consumption is derived from a PBT, PBASD reading or personal observation.

If the PBT or PBASD screening indicates the presence of alcohol on District students, the matter shall be reported to the Principal or designee and law enforcement. District students violating this policy will be disciplined according to the discipline procedures outlined in this policy and other relevant policies. School age persons from other districts attending school and district sponsored events who are suspected of alcohol consumption will be reported to the Principal or designee and law enforcement.

**REFERENCES**

**State Reference:**  
[SDCL 22-42-1 through 22-42-22](#) Controlled Substances and Marijuana  
[SDCL 22-42A-1](#) Drug paraphernalia Defined  
[SDCL 13-32-4](#)  
[SDCL 13-32-4.2](#) Procedure for Suspension  
[SDCL 13-32-4.3](#)  
[SDCL 13-32-9](#)  
[SDCL 26-11-5.1](#)  
[Public Law 101-226](#) Drug Free Schools

**Policy Reference:**  
 IGD - Extra-Curricular Activities  
 JGD - Student Suspension and Expulsion

**Adoption History**

First Reading	11/8/1993 1/10/1994	First Reading-Revisions	1/25/2016
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First Reading-Revisions	2/12/1996	First Reading - Revised	11/13/2023
Approved-Revisions	2/26/1996	Approved - Revised	11/27/2023

**DOUGLAS SCHOOL DISTRICT  
Board Policy**

SECTION	<b>J</b>	TITLE	<b>STUDENTS</b>	FILE	<b>JFCH</b>
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First Reading-Revisions	11/8/2010		
Approved - Revisions	11/22/2010		
First Reading-Revisions	6/11/2012		
Approved-Revisions	6/28/2012		

### DSD 51-1 Studer Parent/Caregiver Survey Comparison

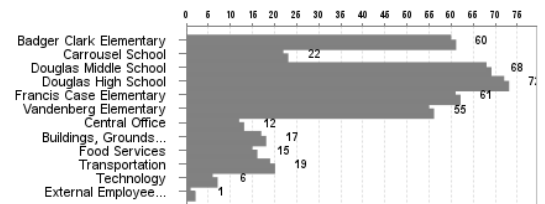
	Spring 2025 Parent/Caregiver Survey	October 2025 Parent/Caregiver Survey	October 2025 Top 2 Box
Survey Item #13 was selected as an area of improvement (what might better look like): I receive positive phone calls, emails or notes about my child from the school.	Question 13	Question 13	Question 13
Average	<b>3.37</b>	<b>4.06</b>	<b>72.25%</b>
Top 2 Box Percentage (Agree/Strongly Agree)	<b>48.90%</b>	<b>72%</b>	

# Douglas School District – Employee Experience Survey – Fall 2025

## Overall Report

### Participation by School/Department.

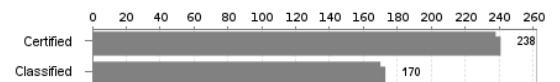
	Response percent	Response total
Badger Clark Elementary	<b>14.71%</b>	<b>60</b>
Carrousel School	<b>5.39%</b>	<b>22</b>
Douglas Middle School	<b>16.67%</b>	<b>68</b>
Douglas High School	<b>17.65%</b>	<b>72</b>
Francis Case Elementary	<b>14.95%</b>	<b>61</b>
Vandenberg Elementary	<b>13.48%</b>	<b>55</b>
Central Office	<b>2.94%</b>	<b>12</b>
Buildings, Grounds & Custodial Maintenance	<b>4.17%</b>	<b>17</b>
Food Services	<b>3.68%</b>	<b>15</b>
Transportation	<b>4.66%</b>	<b>19</b>
Technology	<b>1.47%</b>	<b>6</b>
External Employees: Activities, Coaches & Sponsors	<b>0.25%</b>	<b>1</b>



Statistics based on **408** respondents;

### Participation by Role.

	Response percent	Response total
Certified	<b>58.33%</b>	<b>238</b>
Classified	<b>41.67%</b>	<b>170</b>



Statistics based on **408** respondents;

**DOUGLAS SCHOOL DISTRICT  
PERSONNEL ACTION 10/27/2025**

**Employee Leave of Absence Requests**

Name	Building	Position	Effective Date
BOE See Attached			

**Certified Resignations/Terminations**

Name	Position	Location	Effective Date
Amanda Duvall	6th Grade Language Arts	MS	5/22/2025
Travis Ladwig	7th ELA Teacher	MS	10/20/2025 / Assess \$4000 Liquidated Damages

**Classified Retirements**

Name	Position	Location	Effective Date
Grant Savage	Bus Driver	Transportation	10/22/2025

**Classified Resignations/Terminations**

Name	Position	Location	Effective Date
Travis Ladwig	Boys Asst BB Coach	HS	10/20/2025
Travis Ladwig	6th Track Coach	MS	10/20/2025
Chelsie Huseby	Instructional Aide	FC	10/24/2025

**Classified Staff Hiring**

Name	Location / Position	Wage	Effective Date
Douglas Alfson	Trans/Bus Driver	\$21.75	11/4/2025
Douglas Alfson	Maint/ .5 Groundskeeper	\$21.75	11/4/2025

**Substitute Hires**

Name	Substitute Teacher	Substitute Classified	Effective Date
Michele Smith	Substitute Teacher	Per Substitute Pay Rate	9/11/2025
Susan Brown	Substitute Teacher	Per Substitute Pay Rate	8/18/2025
Bradley Cummings	Substitute Teacher	Per Substitute Pay Rate	9/5/2025
Sarah Wells	Substitute Teacher	Per Substitute Pay Rate	9/5/2025
Ashley Gullage	Substitute Teacher	Per Substitute Pay Rate	9/22/2025
Ciarra Hall	Substitute Teacher	Per Substitute Pay Rate	9/30/2025
Keri Carpenter	Substitute Teacher	Per Substitute Pay Rate	9/25/2025
Benjamin Markwardt	Substitute Teacher	Per Substitute Pay Rate	9/26/2025
Sage Killmeyer	Substitute Teacher	Per Substitute Pay Rate	10/6/2025
Amiyah LaBine	Substitute Teacher	Per Substitute Pay Rate	9/23/2025
Allison Olson	Substitute Teacher	Per Substitute Pay Rate	10/1/2025
Dana Otero	Substitute Teacher	Per Substitute Pay Rate	10/2/2025
Matthew Wright	Substitute Teacher	Per Substitute Pay Rate	10/3/2025
Christine Inskip	Substitute Teacher	Per Substitute Pay Rate	10/8/2025
Ethan Lichtenfeld	Substitute Teacher	Per Substitute Pay Rate	10/10/2025
Carmen Munoz	Substitute Teacher	Per Substitute Pay Rate	10/20/2025
Rachel Palmer	Substitute Teacher	Per Substitute Pay Rate	10/17/2025
Brianna Byrd	Substitute Teacher	Per Substitute Pay Rate	10/22/2025

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