

MINUTES  
DOUGLAS SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING

Monday, July 10, 2023

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, July 10, 2023 at After the Regular Meeting in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Absent, Tonya Welch: Present. Patrice Holmes, Associate Board Member, present; Fran Apland, Associate Board Member, present.

All actions in these minutes were by unanimous vote unless otherwise stated.

Business Manager Trista Olney called the meeting to order at 5:41 p.m.

Business Manager Trista Olney administered the Oath of Office to new board member, Ben Frerichs.

Business Manager Trista Olney conducted the election of officers for Fiscal Year 2023 as follows:

The 2023-24 suggested meeting dates for Regular BOE meetings are the 2nd and 4th Monday of each month at 5:00 p.m. at Vandenberg Elementary School Library Conference Room with the following exceptions: In July and December when only the first meeting of the month will be held and should a board meeting fall on a school holiday, the meeting will be held on the following day or as follows: Monday, October 9, 2023 change to Tuesday, October 10, 2023 (holiday) and Monday, May 27, 2024 change to Tuesday, May 28, 2024 (holiday).

**BE IT RESOLVED** that in order to comply with SDCL 1-25-1, as amended by HB 1172 (2018 Legislative Session), which states "The chair of the public body shall reserve at every official meeting by the public body a period for public comment, limited at the chair's discretion, but not so limited as to provide for no public comment," and also provide for a known procedure by which there may be public participation at school board meetings, the President of the Douglas School District Board of Education shall apply and follow School Board Policy BDDH with respect to public participation at all school board meetings.

Approved the Accounts Payable Report for July 15, 2023. (Attachment)

Approved the depositories for funds and investments of the Douglas School District 51-1 for the 2023-24 school year.

Authorized an Imprest Cash Revolving Fund in the amount of \$2,000 for the 2023-24 School Year and authorized the Business Manager to make advance payments for meals and miscellaneous expenditures as deemed necessary.

Authorized the Business Manager to establish a petty cash fund in the amount of \$75.00 for various functions of the School District as deemed necessary, and further authorized the Business Manager to establish an imprest fund in the amount of \$420 for the School Food Services Program.

Authorized the Superintendent or Business Manager to sign all state vouchers entering claims on behalf of the School District for the 2023-24 school year.

Approved the submission of the 2023 Annual Report and authorized the Superintendent and Business Manager to sign on behalf of the District.

Authorized the Business Manager and/or her representative as the School District Purchasing Agent for the 2023-24 school year.

Authorized the Business Manager to advertise for bids on necessary items during the 2023-24 school year.

Approved use of Black Hills Special Services Cooperative for services under a noncompetitive proposal as it is determined that BHSSC is the only vendor (single source) within the region that can provide all the necessary services needed by the District.

### **Annual Appointments:**

Approved naming the Rapid City Journal as the official newspaper for the 2023-24 school year; and the district newsletter and district webpage will also be used for providing district information to the public.

Approved contracting with the firm of Ketel Thorstenson, LLP to conduct the annual audit for the period ending June 30, 2023.

Approved retaining the law firm of Lynn, Jackson, Shultz & LeBrun and Attorney Rodney Freeman to represent the District for legal matters during the 2023-24 school year.

Appointed Business Manager, Trista Olney, as Administrator of Fiduciary Funds.

Authorized the Superintendent of Schools to close schools because of weather or emergency and, in the event of the Superintendent's absence, follow the set Chain of Command.

Authorized the appointment of the Superintendent as the Age Discrimination Act Compliance Officer.

Authorized the appointment of the Executive Director of Operational Support Services as the Asbestos Compliance Officer.

Authorized the Executive Director of Operational Support Services and the Network Coordinator to maintain access to the District's electronic network.

Authorized the appointment of all Building Principals as Truancy Officers.

Authorized the appointment of the Executive Director of Operational Support Services as the Title IX Compliance Officer.

Authorized the appointment of the Special Services Director as the Rehabilitation Action Section 504 Compliance Officer.

Authorized the appointment of the Special Services Director as the Americans with Disabilities Act Compliance Officer.

Approved the following Resolutions for the 2023-24 School Term:

**BE IT RESOLVED** that the Business Manager be authorized to make application for all local, state, and federal funds for which the school district may qualify during the 2023-24 school year;

**BE IT FURTHER RESOLVED** that the Superintendent or Executive Director of Academics be authorized to sign as the authorized District representative for all categorical or block grant State or Federal program applications;

**BE IT FURTHER RESOLVED** that the Superintendent or Executive Director of Academics be authorized to sign fiscal reports for the Title Programs;

**BE IT FURTHER RESOLVED** that the Superintendent of Schools and the Business Manager are authorized to purchase and/or receive State Surplus Property.

**BE IT RESOLVED** that the Business Manager be fully authorized to make proper application and to sign all papers required for funds available to the District from the Federal Government under Public Law 7003 Impact Aid for the 2023-24 school term.

**BE IT RESOLVED** that the Business Manager be fully authorized to make proper application and to sign all papers required for funds available to the District from the Federal Government under Public Law 7002 Impact Aid for the 2023-24 school year.

**WHEREAS**, the nature of tax collections, federal deposits, and other revenue is such that cash on deposit in the District's Depositories at times exceeds the requirement for current expenditures.

**NOW THEREFORE, BE IT RESOLVED** that the Business Manager is hereby directed to invest such cash balances which may exist in interest-bearing certificates, time deposits and government issues and the investments be determined in accordance with expenditure requirements and that such interest as is earned on said deposits be credited to the General Fund.

Authorized participation in the following Associations:

Associated School Boards of South Dakota (ASBSD)

Impacted Schools of South Dakota (ISSD)

Military Impacted Schools Association (MISA)

Military Interstate Children's Compact Commission (MIC3)

National Association of Federally Impacted Schools (NAFIS)  
Large School Group of South Dakota

Approved the use of electronic signatures for all accounts payable and payroll checks for the 2023-24 school year.

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

Approved Certified Stipend Rate: \$60.00 for half day; \$120.00 for full day.

Approved High School Department Head Stipend Rate of \$1,500 for the 2023-24 school year.

Approved the 2023-24 Douglas School District Comprehensive Plan for Special Education.

Acknowledged the Indirect Cost Rates for the 2023-24 School Term as computed by the Office of Elementary and Secondary Education, noting that the Douglas School District Restricted Rate will be 1.77% and the Non-Restricted Rate will be 18.11%.

**Superintendent Items:**

Authorized the Superintendent of Schools and/or his designee to travel to locations that are necessary for the operation of the school district.

Approved the following Resolution for the 2023-24 school year:

**WHEREAS**, the Superintendent of Schools is required to attend meetings and events necessary for the operations of the school district, both in-district and in the local area;

**THEREFORE BE IT RESOLVED** that the Douglas Board of Education will provide the Superintendent with a \$100 per month allowance for in-district and local travel, paid quarterly; in addition, travel outside of Rapid City will be reimbursed at the GSA POV mileage rate and processed quarterly.

**Operational Support Services Items:**

Authorized the Superintendent of Schools or his designee to hire contractual and non-contractual personnel for the school district during the 2023-24 school year subject to the concurrence of the Board of Education at its next regular meeting after the date of hiring; all contracts shall not be effective or binding until approved by the Board of Education; and approve the use of the automatic signature for all professional contracts to be issued during the 2023-24 school year.

Approved the publication of employee salary amounts for the 2023-24 school term.  
(Attachment)

Approve the following Rates for Substitute Teachers in the Douglas School District for the 2023-24 School Term: Non-certified is \$120 per day; and Certified is \$150 per day.

Authorized the Executive Direction of Operational Support Services to submit an Intent to Renew Agreement and the 2023-24 Policy for Hot Lunch Program and further to provide a hot lunch program at all levels and a milk program for kindergarten with a schedule of charges as follows:

<u>Lunch</u>		<u>Breakfast</u>	
Elementary K-5	\$2.60	Student (K-12)	\$2.10
Secondary 6-12	\$2.85	Adult	\$2.85
Adult	\$5.00		
Milk	\$0.50		

Approved participation in Delta Dental for Student Dental Accident Insurance Program and the South Dakota High School Activities Association (SDHSAA) Student Accident Insurance Program for the 2023-24 school term.

Approved the following high school co-curricular admission rates for the 2023-24 school year for out-of-district attendees:

Adults	\$5.00
Students (Grades 1-12 with ID)	\$3.00

Authorized the issuance of complimentary Activity Passes to all employees and to all residents/students of the District for the 2023-24 school term and lifetime complimentary Activity Passes for all retired employees and senior citizens (age 55 and over).

Approved district participation in the Emergency School Bus Mutual Assistance Pact for the 2023-24 school term.

Elly Martinez from Leadership Matters conducted a brief work session for board members reviewing some of the strategies used by high-performing leadership teams and introducing the Strategic Direction work for the 2023-24 school year. The Board will plan work sessions in August and September to continue its work in developing goals.

Board members reviewed and signed the Code of Conduct for School Board Members for the 2023-24 school year.

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Tanya Gray, President

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Trista Olney, Business Manager

\_\_\_\_\_ Initials

\_\_\_\_\_ Date

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