

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, June 27, 2022

**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/95873834964?pwd=dGV3S0ZsR20zMFplaGJ2TORRN0piUT09>

Meeting ID: 958 7383 4964

Passcode: 087131

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.

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Public Forum:
5. Approval of Agenda:
6. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes for June 13, 2022.
 - B. Approve Personnel Action
 - C. Approve Financial Reports
 - D. Approve the Purchases and Issuing of Accounts Payable.
 - E. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3

7. Items Removed From Consent Agenda
8. Elementary and Secondary Curriculum and Instruction Items:
 - A. Acadience Data Report
 - B. Adaptive Schools Training Update.
9. Superintendent Items:
10. Fiscal Resources Items:
 - A. OLDCC Grant Update.
11. Operational Support Services Items:
 - A. Hear Second Reading and Approve Review of Board Policy KBAA - Public Records.
 - B. Hear Second Reading and Approve Revised Board Policy Regulation KBAA-R - Public Records Regulation.
 - C. Hear Second Reading and Approve Revised Board Policy Exhibit KBAA-E - Application for Access to Public Records.
12. Reports:
 - A. Superintendent:
 - B. Committee Reports From Board Members and Comments from Associate Board Members
13. Upcoming Calendar Events:
 - July 11 - Regular & Annual BOE Meetings
 - July 25 - Special BOE Meeting - Work Session
14. Executive Session for personnel contract per SDCL 1-25-2.1.
15. Action As A Result of Executive Session
16. Adjournment

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
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Public Participation at Board Meetings

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

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

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

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

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

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

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

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

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

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

1. Agenda and Non Agenda Items:

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

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

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

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

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

3. Authority of Presiding Officer:

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

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

REFERENCES

State Reference:

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

Policy Cross Reference:

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

Adoption History

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

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

DATE _____

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

Please print legibly.

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

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

This is the time for the Public Forum.

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

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

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

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

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

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, June 13, 2022

The Douglas School District No. 51-1 Board of Education held a regular meeting on Monday, June 13, 2022 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Cathleen Melendez presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Cathy Melendez: Present, Chris Misselt: Present.

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

President Melendez called the meeting to order at 5:00 p.m.

Superintendent Kevin Case recognized Col. Brady Vaira, Associate Board Member, and expressed a special thank you to him for his two years of service on the school board and read the official Resolution.

There was nothing for public forum.

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

Motion to approve the consent agenda. This motion, made by Amy McGovern and seconded by Tanya Gray, Carried.

Approved Regular Board Meeting Minutes of May 23, 2022.

Approved Accounts Payable Report for June 15 and Payroll Report for May 2022.
(Attachments)

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

Motion to approve Personnel Action for June 13, 2022. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried. Abstaining: Tanya Gray

Elementary and Secondary Curriculum and Instruction Items:

Executive Directors of Elementary & Secondary Curriculum, Ann Pettit and Kit Veit, presented updated information on the Summer Transition Program. There are 276 K-9 students attending the program which is being funded by ESSER funds to address academic, social and study skills and student grade level transitions. Students attend four hours a day, four days a week through June 30. The learning program also incorporates the Summer Feeding Program to provide breakfast and lunch for all students.

Superintendent Items:

Motion to approve resolution commending Col. Brady Vaira on his outstanding contributions and service to the Douglas Schools. This motion, made by Tanya Gray and seconded by Amy McGovern, Carried.

WHEREAS, Col. Brady Vaira has provided two (2) years of service to the Douglas School District 51-1 as an associate member of the school board; and

WHEREAS, the purpose of associate board membership is to provide Ellsworth AFB representatives an opportunity to better understand the operation of the Douglas School District and to express opinions as reflected in the military community; and

WHEREAS, Col. Brady Vaira has fulfilled these requirements in an outstanding manner and is relocating with the Air Force;

THEREFORE BE IT RESOLVED that the School Board of Douglas School District 51-1 hereby commends Col. Brady Vaira for his outstanding contributions to the Douglas Schools Community.

Superintendent Case reported that approximately 60 Douglas staff members are signed up to take Adaptive Schools Training next week at the University Center. The Adaptive Schools trainer will also meet with board members next Monday for a work session at 5:00 p.m. He also continues to work with Brian Riggs on district strategic direction.

Superintendent Kevin Case reflected on the end-of-year staff ThoughtExchange by quoting "an organization that is too busy to reflect is too busy to grow". Staff feedback on the question, "What did we accomplish together this year that you are most proud of?" was positive. Ending on a positive note will help us start the new year.

Operational Support Services Items:

Motion to approve First Reading of Items #11A-C as one motion. Exceptions to the one motion may be necessary if board members wish to discuss or review any item in more detail. This motion, made by Ben Frerichs and seconded by Tanya Gray, Carried.

Approved First Readings:

Reviewed Board Policy KBAA - Public Records

Revised Board Policy Regulation KBAA-R - Public Records Regulation

Revised Board Policy Exhibit KBAA-E - Application for Access to Public Records

Motion to hear second reading and approve revised Board Policy KIA - Distribution and Posting of Promotional Materials. This motion, made by Tanya Gray and seconded by Amy McGovern, Carried.

Executive Director of Operation Support Services, Bud Gusso, reported on a transportation program to meet the district's need to schedule, track, maintain, roster and dispatch busses. The

Tyler Transportation program meets all the required needs of the district with the expected upcoming growth.

Reports:

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

Board members did not have any committee meetings to report on. Comments were made on the success of the End of Year Celebration and the Summer Transition Program.

Col. Vaira presented the Board with a metal wall art signifying three elements: the B1 as the legacy mission; Mount Rushmore as our community; and a rendering of the B21 as looking to the future.

Upcoming Calendar Events:

- June 20-23 - Adaptive Schools Training
- June 20 - Special Board Meeting - Adaptive Schools Work Session 5:00 pm
- June 27 - BOE Meeting
- July 11 - Regular and Annual BOE Meeting

Motion to move into executive session at 5:51 p.m. to discuss Meet & Confer items per SDCL 1-25-2.4. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

President Melendez called the Board out of executive session at 6:20 p.m.

Motion to approve the Executive Leadership Team salaries as presented for 2022-23. This motion, made by Tanya Gray and seconded by Amy McGovern, Carried. Voting Nay: Chris Misselt

Motion to adjourn the meeting at 6:21 p.m. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Cathleen Melendez, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

Board Report - For School Board 06/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
95 % GROUP INC	180814		110.00
A TO Z SHREDDING	180820		444.05
ACE HARDWARE - WEST	180821		53.98
AMAZON.COM	180823		69.98
AMERICAN AIRLINES	180814		1,730.42
API SYSTEMS INTEGRATORS	180824		490.00
BAUDVILLE. INC.	180814		792.28
BERS WINDY FLATS RUBBLE SITE	180826		36.00
BLACK HILLS CHEMICAL CO	180827		2,114.97
BLACK HILLS ROOFING. INC.	180828		701.00
BOX ELDER HARDWARE	180830		324.22
CASH - BUILDINGS & GROUNDS	180831		46.47
CASH - CO	180832		359.88
CENTURYLINK	180834		415.45
CITY OF BOX ELDER/PUBLIC WORKS DEPT	180835		10,965.31
CLIMATE CONTROL SYSTEMS AND SERVICE	180836		154.29
CLUBHOUSE HOTEL & SUITES	180837		162.92
COLLEGE BOARD	180838		1,759.00
DAKOTA PARTY	180840		32.26
DAKOTA SUPPLY GROUP. INC.	180841		291.13
DOUGLAS PETTY CASH	180842		57.64
ELKS GOLF COURSE	180843		12.96
EVERGREEN OFFICE PRODUCTS	180844		60.36
FASTENAL COMPANY. THE	180845		21.92
FIDUCIARY ACCOUNT	180846		36,716.75
FOLLETT SCHOOL SOLUTIONS. INC	180847		607.37
FOOD SERVICE	180848		1,021.79
GIMKIT	180814		59.88
GOPHER SPORT	180849		7,417.03
GRAINGER. INC	180850		633.60
HAGGERTYS MUSICWORKS	180851		164.72
HILLYARD INC	180852		429.76
HOBBY LOBBY CREATIVE CENTER	180814		15.53
INNOVATIVE OFFICE SOLUTIONS	180853		146.90
INSTA-LEARN BY STEP INC	180854		4,234.00

Board Report - For School Board 06/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
LOWE ROOFING. INC.	180856		178.57
MEADOWBROOK GOLF COURSE	180857		55.02
MENARDS	180858		209.33
MG OIL COMPANY. INC.	180859		8,381.92
MIDWEST BUS PARTS. INC.	180860		1,578.00
MONTANA DAKOTA UTILITIES COMPANY. INC.	180861		12,081.87
NORCOSTCO	180863		1,192.43
NORTHERN TRUCK EQUIPMENT CORP.	180864		270.96
PRAIRIE RIDGE	180866		125.00
PRINCIPALS' CONFERENCE 2022. THE	180867		150.00
RAPID CITY JOURNAL	180868		506.66
RISK ADMINISTRATION SERVICES INC	180869		56,495.84
RIVERSIDE TECHNOLOGIES INC	180870		4,365.00
RUSHMORE PLAZA HOLIDAY INN	180871		141.64
SASD	180872		360.00
SCHEELS ALL SPORTS	180814		196.87
SDAEOP	180873		95.00
SDRS SPECIAL PAY PLAN	180815		14,346.33
SHERWIN WILLIAMS	180874		95.02
SPARTAN STORES. LLC.	180875		58.87
STATE OF SD GOVERNOR'S OFFICE OF	180876		136,144.00
TIE	180878		5,250.00
UPS STORE	180879		351.76
VANWAY TROPHY & AWARD. INC.	180880		966.83
VERIZON WIRELESS	180881		400.68
VOYAGER FLEET SYSTEMS. INC.	180882		306.89
WAL-MART STORES INC	57		18.68
WHISLER BEARING COMPANY	180884		75.52
GENERAL FUND			<u>317,052.51</u>
ALLIED 100 LLC	180822		180.90
AMAZON.COM	180823		22.95
BARNES & NOBLE INC	180825		81.55
CASH - CO	180832		83.54
CENTURY BUSINESS	180833		8,365.54
CO-OP ARCHITECTURE	180839		265,138.54

Board Report - For School Board 06/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
INTEGRATED TECHNOLOGY & SECURITY	180855		32,925.94
MENARDS	180858		126.78
NORTHWEST PIPE FITTINGS. INC.	180865		20.73
CAPITAL OUTLAY			<hr/> 306,946.47
AMAZON.COM	180823		23.98
DOUGLAS PETTY CASH	180842		18.01
NCS PEARSON. INC.	180862		595.78
RISK ADMINISTRATION SERVICES INC	180869		9,902.12
WALTMAN. MONICA	180883		59.05
SPECIAL ED			<hr/> 10,598.94
WEBSTAURANT STORE	180814		88.50
FOOD SERVICE			<hr/> 88.50
AMAZON.COM	180823		5,413.30
AMERICAN AIRLINES	180814		484.20
BLACK HILLS STATE UNIVERSITY CENTER	180829		825.00
CASH - CO	180832		159.00
DELTA AIR LINES	180814		60.00
EMBASSY SUITES LOUISVILLE DOWNTOWN	180814		692.94
RAIDER CAFE	180814		468.70
RIVERSIDE TECHNOLOGIES INC	180870		4,000.00
SAM'S CLUB	180814		497.96
TAXI CHARGES	180814		35.10
THINKING COLLABORATIVE. LLC	180877		9,550.00
GRANTS			<hr/> 22,186.20
			<hr/> 656,872.62
AL CORNELLA REFRIGERATION SERVICE INC	11783		543.30
CASH-WA DISTRIBUTING COMPANY. INC.	11784		2,879.41
CASH-WA DISTRIBUTING COMPANY. INC.	11785		1,117.56
CLEVELAND. JOSHUA	11786		126.90
COCA-COLA BOTTLING CO HIGH COUNTRY	11787		45.00
DOMINOS PIZZA- BOX ELDER	11788		609.00
DOUGLAS PETTY CASH	11789		49.35
FIDUCIARY ACCOUNT	11791		425.00
GENERAL FUND	11794		190,426.55
GENTRUP. ALEK or STEPHANIE	11795		53.40
PARTS TOWN	11796		1,235.48

Board Report - For School Board 06/15/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
PRAIRIE FARMS	11797		2,026.82
REINHART FOOD SERVICE LLC	11798		442.89
RISK ADMINISTRATION SERVICES INC	11799		2,194.04
SERVALL TOWEL & LINEN SUPPLY. INC.	11800		153.49
FOOD SERVICE			<u>202,328.19</u>
			<u>202,328.19</u>
Grand Total:			<u>859,200.81</u>

PAYROLL EXPENDITURES

MAY 6 2022

MAY 20 2022

TOTALS

\$940,967.87

\$1,040,295.53

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 06/13/2022****Certified Resignations/Retirements/Terminations**

Name	Position	Location	Effective Date
Carolie Tautkus	2nd Grade Teacher	PAT ELEM (FC)	05/26/2022
Chris Wieman	Social Studies Department Head	HS	05/26/2022

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Leandra Arthur	Accounts Payable	CO	06/30/2022
Herbert Campbell	Bus Aide	TRANS	05/13/2022
Brook Clark	Special Education Aide	MS	05/26/2022
Pamela Crowther	Lunchroom Supervisor	PAT ELEM (BC)	06/02/2022
Laurie White	Food Service Worker	VES	05/26/2022

Certified Voluntary Transfer Request

Name	From Bldg/Position	To Bldg/Position	Effective Date
Jesse Walton	HS/Family and Consumer Science	PAT ELEM (BC)/Art Teacher	2022/2023 School Year

Classified Voluntary Transfer Request

Name	From Bldg/Position/Hrs	To Bldg/Position/Hrs	Effective Date
Cassie Taylor	FS/MS/Cook	HS/Special Education Aide	2022/2023 School Year

Certified Staff Hiring

Name	Location/Position	Salary	Effective Date
Tony Burns	HS/Computer Teacher (Photography)	M+45/0, 182 days/yr, 6.50 hrs/day, \$54832.05 per yr	2022/2023 School Year
Joie Drysdale	MS/Title VI .50 FTE	M/7, 185 days/yr, 3.75 hrs/day, \$29262.50 per yr	2022/2023 School Year
Krisa Engel	PAT ELEM (FC) /Instructional Leader	M/7, 189 days/yr, 7.50 hrs/day, \$58525.00 per yr	2022/2023 School Year
Pinar Music	CARR/Title III .50 FTE	M/7, 185 days/yr, 3.75 hrs/day, \$29262.50 per yr	2022/2023 School Year
Caitlin Powers	MS/Special Education Teacher	M/7, 185 days/yr, 7.50 hrs/day, \$58525.00 per yr	2022/2023 School Year
Shelby Schramm	PAT ELEM (FC) /Kindergarten	B/3, 185 days/yr, 7.50 hrs/day, \$50525.00 per yr	2022/2023 School Year
Duncan Stoebner	MS/Science Teacher	M/0, 185 days/yr, 7.50 hrs/day, \$53275.00 per yr	2022/2023 School Year

Classified Staff Hiring

Name	Location/Position	Salary	Effective Date
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Erika Escodedo	VES/Elementary Lead Library Aide	E/1, 188 days/yr, 8 hrs/day, \$15.00 per hr	2022/2023 School Year
Emily Ferris	HS/Special Education Aide	E/1, 183 days/yr, 7 hrs/day, \$15.00 per hr	2022/2023 School Year
Rebecca Jorgensen	CARR/Special Education Aide 18-21 Transition Program	E/2, 183 days/yr, 7 hrs/day, \$15.75 per hr	2022/2023 School Year
Lindsay Lowery	CARR/Special Education Aide 18-21 Transition Program	E/1, 183 days/yr, 7 hrs/day, \$15.00 per hr	2022/2023 School Year
Robert Rath	MS/Special Education Aide	E/1, 183 days/yr, 7 hrs/day, \$15.00 per hr	2022/2023 School Year

Temporary Hires

Name	Position/Bldg	Salary	Effective Date
Tricia Baragar	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
Pegge Basham	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Dawn Beltran	Summer School/Custodian	\$13.00 per hr	05/26/2022
Jonda Bennett	Summer School Paraprofessional	\$15.80 per hr	06/06/2022-06/30/2022
Carrie Bergen	Summer School Teacher/HS	\$3743.40 per yr	06/1/2022-06/30/2022
Aarika Blair	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
Hayley Blank	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
Hayley Blank	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Michelle Brown	Summer School Paraprofessional	\$20.50 per hr	06/06/2022-06/30/2022
Jenna Burbach	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Chandra Canaan	Summer School Paraprofessional	\$18.50 per hr	06/06/2022-06/30/2022
Rhonda Chance	Summer School Paraprofessional	\$17.05 per hr	06/06/2022-06/30/2022
Brenda Clauson	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Kelly Coates	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Mary Coates	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Jennifer Collins	Summer Custodian	\$13.00 per hr	05/26/2022
Kyla Cote	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Shawna Delaney	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022

	Cathleen Denekamp	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Tyler Divis	HS/Activity Worker	\$15.00 per hr	05/01/2022
	Laressa Finney	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Dane Floyd	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Melinda Garner	Summer Youth Employment/Food Service	\$13.00 per hr	06/06/2022-06/30/2022
	Summer Hager	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
	Leon Herder	Summer School Teacher/HS	\$3743.40 per yr	06/1/2022-06/30/2022
	Wyatt Hill	Summer Youth Employment/Custodial	\$13.00 per hr	05/31/2022-06/30/2022
	Sylvan Kent	Summer Youth Employment/Custodial	\$13.00 per hr	05/31/2022-06/30/2022
	Jan Kirk	Summer School Paraprofessional	\$17.05 per hr	06/06/2022-06/30/2022
	Monica Knapp	Summer School Paraprofessional	\$18.55 per hr	06/06/2022-06/30/2022
	Traci Knight	Summer Feeding Program	\$15.05 per hr	06/03/2022
	Kaylee Knudson	Summer School Paraprofessional	\$15.80 per hr	06/06/2022-06/30/2022
	Megan Knutson	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Tammi Koch	Summer School Transition Transportation Coordinator Fill In	\$25.89 per hr	06/06/2022-06/30/2022
	Bridget Koehler	Summer School Secretary	\$21.30 per hr	06/06/2022-06/30/2022
	Tara Kuenkel	Summer School Paraprofessional	\$20.50 per hr	06/06/2022-06/30/2022
	Kristyn Labine	Summer School Paraprofessional	\$17.05 per hr	06/06/2022-06/30/2022
	Amanda LaBlanc	Summer School Secretary	\$20.50 per hr	06/06/2022-06/30/2022
	Sarah Little	Summer Youth Employment/Custodial	\$13.00 per hr	05/31/2022-06/30/2022
	Edward Malone	Summer Custodian	\$13.00 per hr	05/26/2022
	Shalee Mamula	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Brandi Marler	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Carl Matthews	Summer School Teacher/HS	\$3743.40 per yr	06/1/2022-06/30/2022
	Ronald Mays	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
	Theresa McCann	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
	Theresa McCann	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022

Kyle McFarland	Summer School Teacher/HS	\$3743.40 per yr	06/1/2022-06/30/2022
Kacie McGuire	Summer School Paraprofessional	\$15.80 per hr	06/06/2022-06/30/2022
Lorie Meade	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
Christie Medina	Summer Feeding Program	\$16.15 per hr	06/03/2022
Tamara Merrill	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
Jodi Mills	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
Andrea Murphy	Summer School Paraprofessional	\$20.50 per hr	06/06/2022-06/30/2022
Sandy Nelson	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Shireen Nelson	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Leona Oberlander	Summer School Paraprofessional	\$20.50 per hr	06/06/2022-06/30/2022
Anthony Pataky	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Tucker Paris	Summer Youth Employment/Custodial	\$13.00 per hr	05/31/2022-06/30/2022
Britney Peel	Summer Custodian	\$13.00 per hr	05/26/2022
Chonda Prentice	Summer Feeding Program	\$13.90 per hr	06/03/2022
Rachel Quimby	Summer School Teacher/HS	\$3743.40 per yr	06/1/2022-06/30/2022
Rachel Quimby	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Robert Rath	Summer School Paraprofessional	\$15.80 per hr	06/06/2022-06/30/2022
Luann Schock	Summer School Paraprofessional	\$20.50 per hr	06/06/2022-06/30/2022
McKenzie Shields	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Georgia Simon	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Sheila Sivertsen	Summer School Teacher/PAT ELEM (FC)	\$3743.40 per yr	06/1/2022-06/30/2022
Terri Smith	Summer Custodian	\$13.00 per hr	05/26/2022
Tasa Sotelo	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Kaitlin Summers	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Cassie Taylor	Summer School Paraprofessional	\$15.25 per hr	06/06/2022-06/30/2022
Tiffany Thomas	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
Carmen Villa	Summer School Paraprofessional	\$15.80 per hr	06/06/2022-06/30/2022

	Kerry Waterson	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Colin Weinzirl	Curriculum Adoption Team	\$220.00 per day for 3 days	04/20/2022-06/30/2022
	Megumi Woroneicki	Summer Feeding Program	\$13.30 per hr	06/03/2022

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	Paula Adkins	\$105.00/day	95% of Step 1	05/12/2022
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

DOUGLAS SCHOOL DISTRICT
PERSONNEL ACTION 6/27/2022

Certified AOS Payments

Name	Amount
Lisa Bauer	\$850.00
Shannon Bonner	\$150.00
Donna Curry	\$1,050.00
Eric Elder	\$750.00
Amy Erlandson	\$150.00
Jesse Hamer	\$300.00
Richard Hamil	\$550.00
Melissa Hubbell	\$800.00
Elke Kuegle	\$150.00
Lorie Meade	\$50.00
Tamara Merrill	\$100.00
Rebecca Nelson	\$1,350.00
Sandra Nelson	\$100.00
Tori Nielsen	\$1,100.00
Megan O'Daniel	\$1,750.00
Chandra Canaan	\$400.00
Lindsay Scott	\$50.00
Sarah Sever	\$100.00
Theresa Steffy	\$100.00
Acaci Trevillyan	\$450.00
Tonia Vahlberg	\$400.00
William Velez	\$150.00
Shae Weber	\$1,350.00

Classified Resignations/Retirements/Terminations

Name	Position	Location	Effective Date
Toni Dominguez	Lunchroom Supervisor	PAT ELEM (BC)	05/06/2022
Sarah Ludes	Library Aide	MS	06/13/2022
Jackie Schwartz	Attendance Secretary	HS	07/15/2022
** Kurshawn Sorensen	Personnel Manager	CO	06/30/2022

Certified Staff Hiring

Name	Position	Location	Effective Date
** Holly Howie	HS/Family and Consumer Science	M/5, 185 days/yr, 7.50 hrs/day, \$57025.00 per yr	2022/2023 School Year
Grant Lolley	HS/Social Studies Teacher	B/7, 185 days/yr, 7.50 hrs/day, \$53525.00 per yr	2022/2023 School Year

Classified Staff Hiring				
	Name	Bldg/Position	Salary	Effective Date
	Mariana Garcia	PAT ELEM (FC) /Lunchroom Supervisor	B/1, 14 days/yr, 4.25 hrs/day, \$12.70 per hr	05/10/2022
	Jazmine Hernandez	CARR/Special Education Aide - One Year Only	E/1, 183 days/yr, 7 hrs/day, \$15.00 per hr	2022/2023 School Year
Temporary Hires				
	Name	Bldg/Position	Salary	Effective Date
	Nathan Batteen	MS/Dean of Students - Additional Stipend for Administration duties	\$4947.15 per yr	06/09/2022
	Nathan Batteen	MS/Dean of Students - Additional Stipend for Administration duties	\$360.03 per day up to 5 days	2022/2023 School Year
	Christina Campbell	Summer School Bus Driver	\$21.53 per hr	06/06/2022-06/30/2022
**	Brook Clark	MS/7th Grade Head Volleyball Coach - One Year Only	\$3090.00 per yr	2022/2023 School Year
**	Dale Daugherty	HS/Assistant Football Coach	\$4143.00 per yr	2022/2023 School Year
**	Eric Elder	MS/Assistant Cross Country Coach - One Year Only	\$2231.00 per yr	2022/2023 School Year
**	Tom Hancock	MS/Yearbook Advisor - One Year Only	\$1545.00 per yr	2022/2023 School Year
	Beverly Gabriel	Summer School Bus Driver	\$20.58 per hr	06/06/2022-06/30/2022
	Robert Hughes	Summer School Bus Driver	\$21.53 per hr	06/06/2022-06/30/2022
	Tammi Koch	Summer School Bus Driver	\$23.89 per hr	06/06/2022-06/30/2022
	Shannon Maxon	HS/Credit Recovery Summer School	\$30.30 per hr/Not to exceed 71 hrs	05/26/2022
**	Kevin Militello	MS/Robotics Advisor	\$1569.00 per yr	2022/2023 School Year
**	Travis Miller	MS/Head Cross Country Coach - One Year Only	\$3426.00 per yr	2022/2023 School Year
**	Tammy Nelson	Summer School Bus Driver	\$22.68 per hr	06/06/2022-06/30/2022
**	Tori Nielsen	MS/7th Grade Assistant Volleyball Coach - One Year Only	\$2197.00 per yr	2022/2023 School Year
**	Rachel Quimby	MS/8th Grade Head Volleyball Coach - One Year Only	\$3426.00 per yr	2022/2023 School Year
**	Bob Reynolds	MS/Track Announcer	\$15.00 per hr	04/21/2022
	Laura Savage	Summer School Bus Driver	\$19.82 per hr	06/06/2022-06/30/2022

**	Randy Thibeau	HS/Assistant Football Coach - One Year Only	\$4020.00 per yr	2022/2023 School Year
	Patty Tracey	Summer School Bus Driver	\$23.89 per hr	06/06/2022-06/30/2022
	Shelly Walker	Summer School Bus Driver	\$21.53 per hr	06/06/2022-06/30/2022
**	Shae Weber	MS/8th Grade Assistant Volleyball Coach - One Year Only	\$2197.00 per yr	2022/2023 School Year
**	Colin Weinzirl	MS/8th Grade Head Football Coach - One Year Only	\$3090.00 per yr	2022/2023 School Year
**	Personnel Action additions and updates made after intial publication and before scheduled school board meeting.			

May 1, 2022 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 04/ 30/ 22	(\$866,422.60)	\$370,568.39	\$1,735,096.81
RECEIPTS:			
TAXES	\$1,071,907.55	\$712,406.12	\$455,957.53
TUITION			
INTEREST	\$112.12		
ADMISSIONS			
LOCAL	\$1,681.92	\$601.49	
COUNTY	\$18,654.47		
STATE	\$1,154,124.00		\$119,122.00
FEDERAL	\$433.45		\$43,396.00
OTHER	\$2,221.85		
INTERFUND TRAN.	\$987.89		
LOANS			
TOTAL RECEIPTS:	\$2,250,123.25	\$713,007.61	\$618,475.53
DISBURSEMENTS:			
VERIFIED CLAIMS	\$127,169.22	\$817,114.45	\$2,796.43
SALARIES	\$1,518,491.83	\$0.00	\$284,761.00
TRANSFERS OUT			
BALANCE 05/31/22	(\$261,960.40)	\$266,461.55	\$2,066,014.91
BALANCE 05/ 31/ 21	156,334.29	3,862,354.79	2,454,932.60

May 1, 2022 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 04/ 30/ 22	(\$1,063,197.89)	\$50,823.66
RECEIPTS:		
TAXES		
INTEREST		
LOCAL		
STATE		
FEDERAL		
PREMIUMS		
REIMBURSEMENTS	\$95,415.18	
OTHER (LOCAL) -AFROTC		
INTERFUND TRAN.		
OTHER (LOCAL) -LIBRARY		
TRANSFER IN		
TOTAL RECEIPTS:	\$95,415.18	\$0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	\$60,547.75	\$0.00
SALARIES	\$91,802.43	\$0.00
TRANSFERS OUT		
EXPENDITURES		
BALANCE 05/31/22	(\$1,120,132.89)	\$50,823.66
BALANCE 05/ 31/ 21	(288,391.31)	55,338.70

May 1, 2022 FINANCIAL	DEP CARE	ENTERPRISE	IMPACT AID
BALANCE 04/ 30/ 22	\$436.80	\$4,714.21	\$23,349,102.54
RECEIPTS:			
INTEREST			\$987.89
TUITION			
STATE			
FEDERAL			\$0.00
LOCAL	\$291.68		
OTHER			
INTERFUND TRAN.			
LOANS			
PREMIUMS			
TOTAL RECEIPTS:	\$291.68	\$0.00	\$987.89
DISBURSEMENTS:			
VERIFIED CLAIMS	\$0.00	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00	\$0.00
EXPENDITURES/ TRANSFERS OUT			\$987.89
BALANCE 05/31/22	\$728.48	\$4,714.21	\$23,349,102.54
BALANCE 05/ 31/ 21	374.93	(45,324.75)	21,727,868.65

May 1, 2022 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS	MEDICAL REIMB-125
BALANCE 04/ 30/ 22	\$430,162.89	\$207,437.37	\$1,644.09
RECEIPTS:			
INTEREST			
SALES	\$8,619.57		
STATE			
FEDERAL	\$142,599.46		
LOCAL	\$266.71	\$39,213.50	\$1,986.24
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	\$151,485.74	\$39,213.50	\$1,986.24
DISBURSEMENTS:			
VERIFIED CLAIMS	\$122,140.89	\$23,350.27	\$874.57
SALARIES	\$19,520.25	\$0.00	\$0.00
BALANCE 05/31/22	\$439,987.49	\$223,300.60	\$2,755.76
BALANCE 05/ 31/ 21	174,430.74	214,039.85	3,159.56

Board Report - For School Board 06/30/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
AMERICAN SCHOOL COUNSELOR ASSOCIATION	180902		1,897.00
AMERICINN-SIOUX FALLS	180903		8,640.00
ASCD	180904		59.00
BEST WESTERN PLUS-LAKEVIEW-MADISON	180905		154.00
BLACK HILLS ENERGY- AUTO PAY	60		31,220.50
BLACK HILLS POWERSPORTS. INC	180906		117.70
BOX ELDER HARDWARE	180907		413.50
CARQUEST AUTO PARTS	180908		332.46
CASH - CO	180909		366.00
CITY OF BOX ELDER/PUBLIC WORKS DEPT	180910		4,975.18
DAKOTA SUPPLY GROUP. INC.	180911		69.14
HILLYARD INC	180912		265.48
INTEGRATED TECHNOLOGY & SECURITY	180913		405.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	180914		1,390.00
MENARDS	180915		142.01
MIDCONTINENT COMMUNICATIONS- AUTO PAY	58		1,496.76
MIDWEST BUS PARTS. INC.	180916		865.56
MONTANA DAKOTA UTILITIES COMPANY. INC.	180917		3,261.06
NATIONAL SPEECH & DEBATE ASSOCIATION	180918		100.00
OLNEY. TRISTA	180919		286.58
PACIFIC STEEL & RECYCLING	180920		223.40
POMP'S TIRE	180921		195.00
RAPID CITY JOURNAL	180922		287.31
RDO EQUIPMENT	180923		306.56
RIVERSIDE TECHNOLOGIES INC	180924		4,731.00
SANFORD HEALTH OCCMED	180925		245.00
SDRS SPECIAL PAY PLAN	180898		334,867.96
SOFTWARE UNLIMITED INC	180926		798.00
TRU BY HILTON	180927		519.84
UNITY SCHOOL BUS PARTS. INC.	180928		303.42
VANWAY TROPHY & AWARD. INC.	180929		25.90
WEST RIVER ELECTRIC-AUTOPAY	59		1,310.03
GENERAL FUND			<hr/> 400,270.35
WOOD STOCK SUPPLY. INC.	180930		4,625.49
CAPITAL OUTLAY			<hr/> 4,625.49

Board Report - For School Board 06/30/2022

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
CASH - CO	180909		20.00
SPECIAL ED			<hr/> 20.00
A&J SCREENING	180901		2,090.00
CASH - CO	180909		48.00
GRANTS			<hr/> 2,138.00
			407,053.84
CASH-WA DISTRIBUTING COMPANY. INC.	11810		1,694.41
GENERAL FUND	11815		35,248.90
MACIEJCZAK. REBECCA	11811		26.60
PRAIRIE FARMS	11812		1,134.37
REINHART FOOD SERVICE LLC	11813		1,152.75
SDRS SPECIAL PAY PLAN	11807		2,892.11
SHEETS. MARK	11814		64.25
FOOD SERVICE			<hr/> 42,213.39
			<hr/> 42,213.39
Grand Total:			<hr/> 449,267.23

- We have been given the opportunity to develop our collaboration and build a trusting community within our school and district.

We appreciate the opportunity.

-Badger Clark

We learned multiple strategies to improve ~~collaborative~~ collaboration and thus improve the overall culture of the district.

Building Relationships

Collaboration

Communication

transparency

trust

environment

acceptance

understanding

Equals =

Adaptive

Schools

- Developed a stronger Douglas community.
- Tools / strategies to conduct effective meetings and have engaged participation.
- Understand how processes work by example.
- Douglas has a large contingent of thoughtful, intelligent, caring staff who care about our Douglas community and have pride in our District.

Thank You!

For investing in our
Collaborative Cultural Shift so
we may better communicate
w/each other so that we may
better Serve our Students!
Community! DHS June Team

- We were given the ^{strategies +} tools to
influence positive change ~~and~~ through
collaboration in our building
... and beyond.

Thank you for affording ~US~
Opportunities to

learn many skills/tools/
Strategies to move forward
and become a cohesive ~~er~~ unit
to promote positive student
outcomes. |

REVIEW

Box Elder

DOUGLAS SCHOOL DISTRICT Board Policy

South Dakota

SECTION	K	TITLE	School, Community & Home Relations	FILE	KBAA
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Public Records

The District believes in operating in an open, transparent manner and will make District records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the Superintendent as the District's public records officer. The public records officer will be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer will also establish fees that may be charged for the retrieval and copying public records. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years.

Failure to provide records may result in a civil or criminal penalty.

REFERENCES

State Reference:

SDCL 1-27

Federal Reference:

USC Title 10 §503

USC Title 20 §7908

Policy Reference

GBL - Personnel Records

JOA - Student Directory Information

KBA - Public's Right to Know

Adoption History

First Reading	3/17/2016		
Approved	3/29/2016		
Reviewed	6/27/2022		

**REVISED
DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	K	TITLE	School, Community & Home Relations	FILE	KBAA-R
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Public Records

The Superintendent will act as the public records officer for handling routine record requests. Public records are available for viewing during the school’s normal business hours. The cost of copying public records will be 25¢ per page. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years. A log will be maintained of all requests, and the disposition.

If a request is refused, it may be submitted in writing, and if refusal is maintained, a written confirmation will be submitted.

Certain records are exempt from public access including: student information and personnel information other than routine directory information, employee salaries and public employee contracts.

Denial may also be based on the cost of retrieval, and form requested. If staff time is required, the district may charge an hourly fee to compensate for this time. (See Board Policy Exhibit KBAA-E)

It is the desire of the administration to fully comply with the letter and spirit of the district’s policy and South Dakota Law. While there may be disagreements over the availability of records, the district will make every attempt to settle disputes amicably and factually through the processes established by state and federal law.

DEFINITION OF PUBLIC RECORDS

Effective July 1, 2009, public records are based on a “presumption of openness.” Generally speaking, “presumption of openness” means that public records are available for public inspection unless deemed private by statute.

RECORDS THAT MAY NOT BE DISCLOSED

According to public records law, the following records are not subject to the new law. (Note: List edited for relevance to school districts.)

1. Student records other than routine directory information, as required by FERPA.
2. Medical records.
3. Any records that would, if released, impair present or pending contracts or collective bargaining negotiations.
4. Trade secrets and other proprietary or commercial information that if released would infringe on intellectual property rights, give advantage to business competitors, or serve no public service.
5. Anything that falls under attorney-client privilege.
6. Records received or created during an investigation conducted by law enforcement or a public body (applicable to district investigation of student and staff misconduct).

7. Appraisal information prior to the completion of the purchase or sale of real or personal property by a public body.
8. Personnel information other than salaries or routine directory information (personnel evaluations, for example).
9. Security information that, if released, would endanger public safety or public property.
10. Account information that identifies private citizens.
11. Public library records that identify an individual.
12. Correspondence, memoranda, calendars or logs of appointments, working papers and records of telephone calls of public officials or employees, including personal records of the same nature.
13. Documents, records or communications used to make decisions arising from any public official's duties.
14. Employment applications and related materials, except for those submitted by those hired into executive or policy making positions (emphasis added).
15. Social Security, credit or debit card, passport, and driver license numbers, including expiration dates.
16. Emergency response plans.
17. Any test questions, scoring keys, results, or other examination data for any examination to obtain licensure, employment, promotion or reclassification, or academic credit.
18. Documents declared closed by court order.
19. Records that would amount to an unreasonable release of personal information.
20. Information that, if released, would endanger the life or safety of any person.
21. Records not required to be filed if not otherwise public under state law.
22. Any record required to be closed by law.

RECORDS SPECIFICALLY EXEMPTED

In addition to records that may not be disclosed, the law creates specific exemptions for financial, commercial and proprietary information. (Note: List edited for relevance to school districts).

1. Information that would produce a private gain or public loss.
2. Financial information supplied to qualify for a construction bid.
3. Business information for loans or services.
4. Proprietary information.
5. Business and proprietary information in conjunction with applications for funded research projects.
6. Production records from a holder of an interest in real property.
7. Memoranda of opinions unless cited in a public legal action, including records of an action that are not available through discovery.

HANDLING DISPUTES OVER THE CLASSIFICATION OF A RECORD AS PUBLIC

Though the law contains a presumption of openness, it also recognizes that not all records are in the public interest. In addition to the exemptions provided in law, public entities are allowed time to determine whether a record is public. And, in the event a request is denied, a legal process is available to review the public entity's determination. The specific facts of any situation will likely determine the classification of a record as public or private. If a public entity is unable to determine whether a record is a public record, consult legal counsel.

STYLE AND FORM OF PUBLIC RECORDS

Public records law makes the following statements regarding the style and form of public records.

1. A public entity is not required to provide records in any other format than the record is originally stored.
2. A public entity, with cause, may redact any part of a document before disclosure (Note: a redaction is considered a partial denial of the request for records; see procedures for denial of request).

FEES FOR REPRODUCTION AND TRANSMISSION

State law allows public entities to charge for the reproduction or transmission of public records. In instances where no rate information is prescribed, public entities will defer to rules promulgated by the Bureau of Administration.

APPLICABLE FEES

Public entities may require payment for:

1. The actual cost of mailing or transmittal.
2. The actual cost of reproduction, or other fee established by statute or administrative rule.
3. Staff time needed to locate, assemble and reproduce a public record, if the request requires the dedication of more than one hour of staff time.
4. The electronic transmission of records, including a reasonable, proportionate representation of the amortization of any computer equipment, including software, needed to provide the record electronically.

FEES ESTIMATED IN EXCESS OF \$50

If the fee is estimated to be in excess of \$50:

1. The public entity must provide written notification of the estimate to the individual requesting the record;
2. In order to proceed with the delivery of the record, the requestor must agree, in writing, to pay the fee.
3. The fee may be waived by the public entity.

APPEAL OF FEES

If a person requesting the record disagrees with the estimated fees, the individual may appeal the estimate via civil action or to the Board of Hearing Examiners.

PROCEDURE FOR PUBLIC RECORD REQUESTS

Informal requests for public records may be processed at the discretion of the public entity, provided any applicable fees have been paid by the person requesting the record.

RESPONDING TO WRITTEN REQUESTS

If a public entity denies an informal request, in whole or in part, the request may enter a formal, written process. If a written request is made, the public entity must respond within 10 days by:

1. Providing the record, in whole or in part, to the requestor upon payment of any applicable fees;
2. Denying the request for the record; or
3. Acknowledging that the public entity has received the request and providing an estimate of the time reasonably required to respond.

REQUESTING MORE TIME TO COMPLY WITH THE REQUEST

According to law, public entities may only request more time to deliver the record for the following reasons:

1. The need to clarify the nature and scope of the written request;
2. To locate and assemble the information requested;
3. To notify any third persons or government agencies affected by the written request; or
4. To determine whether any of the information requested is not subject to disclosure and whether a denial should be made as to all or part of the written request.

ASKING FOR CLARIFICATION

If a written request is unclear, the public entity may ask the person requesting the record for clarification. If the requestor fails to respond to the request for clarification within 10 business days, the request is no longer valid.

DENYING REQUESTS

If a request is denied in whole or in part, the denial must be accompanied by a written statement of the reasons for a denial. A public entity must keep a record of all denied requests.

REQUESTS CONSIDERED DENIED

A request shall be considered denied if:

1. A public entity does not respond to a request within 10 business days; or
2. The public entity fails to comply with the time estimates needed to comply with the request without providing a revised estimate.

APPEAL OF REQUEST DENIAL

If a person requesting the record disagrees with a request's denial, the individual may appeal the decision, within 90 days of the denial, via civil action or to the Board of Hearing Examiners.

References

State Reference:

SDCL 1-27

Federal Reference:

USC Title 10 §503

USC Title 20 §7908

Policy Reference

GBL - Personnel Records

JOA - Student Directory Information

KBA - Public's Right to Know

Adoption History

BOE Approved	6/27/2022		
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Douglas School District 51-1
APPLICATION FOR ACCESS TO PUBLIC RECORDS

TO: SUPERINTENDENT
DOUGLAS SCHOOL DISTRICT 51-1
400 PATRIOT DRIVE
BOX ELDER, SD 57719

STEP 1 APPLICATION (Applicant must complete Step 1 and submit to Douglas School District)

I hereby apply to [] inspect [] copy the following record(s): (check all that apply)

Three horizontal lines for entering record details.

FEE STRUCTURE:

- Search of hard copy records: \$20/hour
• Computerized record retrieval: \$20/hour
• Administrative Staff Rate: Actual cost
• Non-Administrative Staff Rate: \$20/hour
• Attorney Review Rate: Actual Billable Attorney Rate
• Hard Copies \$0.25
• Mailing: Actual Cost

EXEMPTED, AND/OR UNALLOWABLE RECORDS WILL NOT BE PROVIDED PER POLICY KBAA, KBAA-R AND SDCL 1-27-1.5

Date Applicant's Signature

Representing (if applicable)

Mailing Address

City / State / Zip Phone

STEP 2 DISTRICT APPROVE... OFFICE USE ONLY

Request is: [] Approved [] Record Unavailable [] Record Exempt Per SDCL 1-27

Total Estimated Cost to be Paid in Advance: \$ _____

Superintendent Signature

Date

STEP 3 APPLICANT ACCEPTANCE OF FEES:

I understand that I am responsible for payment of all costs associated with this application and production of records. I understand that I am responsible for the total estimated fees above OR the actual cost of records production, whichever is greater.

Applicant Signature

Date