

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, March 23, 2026

**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/92434568543?pwd=dJDEcrN3IpnExRbLRRE60rHfx8wGcK.1>
Meeting ID: 924 3456 8543
Passcode: 734408

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. 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 of March 9, 2026.
 - B. Approve Personnel Action.
 - C. Approve Financial Reports.
 - D. Approve the Purchases and Issuing of Accounts Payable.

- E. Approve an Election Ballot for the Western Region Associated School Board of South Dakota (ASBSD) Board of Director Position as Recommended.
 - F. Second Reading of New Board Policy GCB-R(1) - National Board Certified Teachers and Revised Board Policy IKFC-E - Online Learning Agreement.
 - G. 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:
11. Superintendent Items:
- A. Approve GMP with CMAR Gustafson Builders for Douglas Middle School Addition.
 - B. Approve State of South Dakota Proclamation Recognizing April as the Month of the Military Child.
 - C. Approve Douglas School District Proclamation Recognizing April as the Month of the Military Child.
 - D. Review of Classified Listening Session Summary.
12. Fiscal Resources Items:
- A. Approve 2026-2027 Capital Outlay Requests as recommended.
13. Operational Support Services Items:
- A. Approve Golden West bid for switch closet reorganization and cleanup.
 - B. Approve RTI bid for purchase and installation of new wireless access points to replace the oldest access points (only bidder).
 - C. Hear Informational Reading of Revised Board Policies KG, KG-R(1), KG-E(1), and KG-E(2).
14. Reports:
- A. Superintendent:
 - 1. Parent/Caregiver Survey Results
 - 2. NAFIS/OLDCC Update
 - B. Committee Reports From Board Members and Comments from Associate Board Members

15. Upcoming Calendar Events:

March 31 or April 1 - Negotiations Meeting #2, 5:00 pm

April 2-6 - Spring Break/No School

April 10 - Purple Up for Military Child

April 13 - BOE Meeting, 5:00 pm

April 27 - BOE Meeting, 5:00 pm

16. Executive Session to prepare for the 2026-27 Negotiations according to SDCL 1-25-2.4.

17. 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 #
1			
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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, March 9, 2026

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, March 9, 2026 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Absent, Chris Misselt: Present, Tonya Welch: Present. Paul Koecher: Associate Board member, present; Jo Ann Mulholland: Associate Board member alternate, present.

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

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

Superintendent Kevin Case recognized Francis Case Special Education Teacher Andrea Byrd for her outstanding dedication and compassion. She was a top finalist for the South Dakota Department of Education Special Education Staff of the Year Award.

There was nothing for public forum.

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

Motion to approve the consent agenda, Items 7A-D. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Approved Regular Board Meeting Minutes of February 23, 2026.

Approved Personnel Action for March 2, 2026. (Attachment)

Approved Accounts Payable Report and February Payroll Report. (Attachments)

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

Superintendent Items:

Dr. Casey Blochowiak from Studer Education shared a high-level overview of the work on the district succession plan, which will be completed in 2 phases. She explained the "why" is for intentional planning for leadership transitions to avoid transition gaps and ensure progress is not stalled during leadership transitions while maintaining organizational resilience. The implementation of a readiness rubric is part of developing leadership in the district.

Communications Coordinator Alexa White shared an update on the District's Wellness Program, highlighting improved features of the new platform, staff participation, and staff engagement in individual and team challenges.

Fiscal Resources Items:

Business Manager Trista Olney explained the Capital Outlay process. It is estimated that approximately \$3.9 Million will be received during Fiscal Year 2027 (which includes approximately \$100K in E-Rate Rebates). The recommendations for Capital Outlay purchases total approximately \$3.4 Million. As previously discussed, the remaining approximately \$500K will be reserved in contingency for unexpected Capital Outlay needs that arise during the school year. The final Capital Outlay project list will come to the school board for approval at the next meeting.

Operational Support Services Items:

Motion to approve First Reading of New Board Policy GCB - R(1) - National Board Certified Teachers. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Motion to approve First Reading of Board Policy IKFC-E - Online Learning Agreement. This motion, made by Tonya Welch and seconded by Ben Frerichs, Carried.

Reports:

Superintendent Kevin Case shared an update on the status of Douglas Elementary School #1. The federal funding of \$42 million is approved, and district is facing the challenges of how to proceed with the funding process during the upcoming construction.

Superintendent Kevin Case gave an update on the status of the middle school construction project. The bid tab opening is this week and will then bring the recommendation to the school board at the March 23 meeting.

Lastly, Superintendent Kevin Case commented on the latest update from the US Air Force that the B-21 production is being expedited with the expected arrival of the aircraft at Ellsworth Air Force Base sometime in 2027.

Committee Reports from Board Members and Comments from Associate Board Members

Jo Anne Mulholland reiterated that she is here to support the school and teachers--let her know how she can help.

Paul Koecher commented that a lot is going on right now and families are going through stressful times-- if anyone needs help, let Jo Anne know.

Ben Frerichs attended some of the Classified Listening Sessions last week. Staff were generally positive.

Tanya Gray will attend the Board of Directors meeting for Black Hills Special Services Cooperative at the end of the month.

Motion to move into executive session at 6:08 p.m. to prepare for the 2026-27 Negotiations according to SDCL 1-25-2.4. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

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

No action taken

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Motion to adjourn the meeting at 6:40 p.m. This motion, made by Chris Misselt and seconded by Tonya Welch, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 3/9/2026****Employee Leave of Absence Requests**

Name	Building	Position	Effective Date
BOE See Attached			

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Amanda Leak	Instructional Aide	HS	2/27/2026
Amanda Leak	Assistant Wrestling Coach	HS	2/19/2026
Christopher Leonard	Instructional Aide	Carr	2/24/2026
Carol Osten	IT Support	Technology	3/20/2026
Emilee Willey	Soccer Head Coach	HS	3/3/2026

Certified Voluntary Transfer Request/ Assignments

Name	From Bldg/Position	To Bldg/Position	Effective Date
Rachel Quimby	MS/6th Math Teacher	MS/Student Success Coach	2026-2027
Hannah Crow	BC/2nd Grade Teacher	BC/Kindergarten Teacher	2026-2027

Classified Voluntary Transfer Request/ Assignments

Name	From Bldg / Position / Hrs /	To Bldg / Position / Hrs /	Effective Date
Monica Paris	MS/Instructional Aide/7.5	MS/Special Ed Teacher	2026-2027

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Hayden Wright	MS/Social Studies Teacher	\$53,700.00	2026-2027

Temporary Hires

Name	Position	Salary	Effective Date
George Johnson	6th Intramural Track	\$1,252.00	2025-2026
Emily Rudebusch	6th Intramural Track	\$1,235.00	2025-2026

** 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>
ACT	187133		1,107.00
ACTION MECHANICAL INC	187134		4,226.27
AMAZON.COM	187135		6,206.02
AMERICAN TIME & SIGNAL COMPANY, INC.	187136		260.97
BEST WESTERN KELLY INN	187137		933.24
BEST WESTERN PLUS RAMKOTA HOTEL	187138		7,615.74
BLACK HILLS CHEMICAL CO	187139		100.14
BLACK HILLS OVERHEAD DOORS	187140		330.02
BLACK HILLS ROOFING, INC.	187141		175.00
BLACK HILLS SPECIAL SERVICES COOPERATIVE	187142		800.00
BOX ELDER HARDWARE	187144		35.95
BUTTE COUNTY EQUIPMENT	187145		1,387.97
CAROLINA BIOLOGICAL SUPPLY COMPANY	187146		45.43
CENTURYLINK	187148		518.20
CITY OF BOX ELDER	187150		1,123.36
COLUMN SOFTWARE PBC	187151		243.38
DAKOTA BUS SERVICE, INC.	187153		7,792.50
DENNIS SUPPLY-RC	187154		4,254.32
DOUBLETREE RAPID CITY DOWNTOWN	187155		113.73
DUSTBUSTERS ENTERPRISES INC	187157		3,801.60
EVERGREEN OFFICE PRODUCTS	187158		6,605.50
FIDUCIARY ACCOUNT	187159		18,273.80
FOOD SERVICE	187161		48.06
HARLOWS SCHOOL BUS SERVICE	187162		2,212.50
HIGH POINT NETWORKS, LLC	187163		25.10
HIGH TECH HIGH GRADUATE SCHOOL OF	187164		3,000.00
HS BOYS WRESTLING CLUB	187165		965.00
HS GIRLS WRESTLING CLUB	187166		450.00
INNOVATIVE OFFICE SOLUTIONS	187167		7,405.36
INSTITUTE FOR MULTISENORY EDUCATION	187168		1,500.00
INTEGRATED TECHNOLOGY & SECURITY	187169		855.88
JOHNSON, GEORGE	187170		456.92
KETEL THORSTENSON, LLP	187171		1,030.00
KNIGHTS QUALITY WELDING	187172		185.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	187174		809.00

LYNN'S DAKOTAMART	187175	93.32
MENARDS	187176	430.05
MONTANA DAKOTA UTILITIES COMPANY, INC.	300	15,135.71
MTM RECOGNITION	187177	41.95
NORTH CENTRAL BUS & EQUIPMENT CO. INC	187178	1,140.13
O'REILLY AUTO PARTS BOX ELDER	187179	202.91
PROGRESS PUBLICATIONS	187180	728.00
RAPID CITY CENTRAL	187181	623.41
RAPID CITY MIDDLE SCHOOL ACTIVITIES	187182	150.00
RATWIK, ROSZAK & MALONEY, P.A	187183	0.00
RIVERSIDE TECHNOLOGIES INC	187184	5,800.00
Ross, Wendy	187185	76.30
SDHSAA	187187	1,095.00
SKILLSUSA SOUTH DAKOTA	187188	1,195.00
STUDER EDUCATION, LLC	187189	14,490.00
TEMPERATURE TECHNOLOGY INC	187191	12,034.94
Thibeau, Randy	187192	456.92
TIME MANAGEMENT SYSTEMS	187193	2,882.50
VANWAY TROPHY & AWARD, INC.	187194	14.25
VARSITY SPIRIT FASHION	187195	4,800.00
VERIZON WIRELESS	187196	310.32
VOYAGER FLEET SYSTEMS, INC.	187197	434.78
WE WILL WRITE INC	187198	150.00
WEST RIVER ELECTRIC-AUTOPAY	301	2,212.01
WEST RIVER TRAILER SALES & SERVICE	187199	42.99
GENERAL FUND		149,433.45
CENTURY BUSINESS	187147	10,642.05
CO-OP ARCHITECTURE	187152	1,000.00
FOLLETT CONTENT SOLUTIONS, LLC	187160	1,761.59
WEST RIVER TRAILER SALES & SERVICE	187199	909.98
CAPITAL OUTLAY		14,313.62
AMAZON.COM	187135	1,292.60
BONILLA, BLANCA	187143	236.60
CHILDREN'S CARE HOSPITAL & SCHOOL	187149	6,426.00
DOUGLAS PETTY CASH	187156	1,294.00
LRP CONFERENCES	187173	295.00

LYNN'S DAKOTAMART	187175	17.34
RATWIK, ROSZAK & MALONEY, P.A	187183	425.00
SD DEPARTMENT OF HUMAN SERVICES	187186	27,318.97
SUNBELT STAFFING LLC	187190	370.00
WESTERN PSYCHOLOGICAL SERVICES	187200	161.70
SPECIAL ED		37,837.21
AMAZON.COM	187135	1,036.24
FIDUCIARY ACCOUNT	187159	330.68
GRANTS		1,366.92
		202,951.20
AMAZON.COM	13011	209.47
CASH-WA DISTRIBUTING COMPANY, INC.	13012	9,169.40
CLIMATE CONTROL SYSTEMS AND SERVICE	13013	2,995.77
COCA-COLA BOTTLING CO HIGH COUNTRY	13014	546.00
PAN-O-GOLD BAKING COMPANY, INC.	13015	1,092.52
PIZZA HUT- BOX ELDER	13016	396.00
PRAIRIE FARMS	13017	5,256.97
REINHART FOOD SERVICE LLC	13019	8,487.34
SERVALL TOWEL & LINEN SUPPLY, INC.	13020	174.60
SYSCO MONTANTA	13021	4,466.90
YI, MI	13018	106.95
FOOD SERVICE		32,901.92
Grand Total:		235,853.12

PAYROLL EXPENDITURES

FEBRUARY 6 2026

FEBRUARY 20 2026

TOTALS

\$1,270,301.18

\$1,387,460.02

DOUGLAS SCHOOL DISTRICT

PERSONNEL ACTION	3/23/2026		
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Certified Resignations/Terminations

	Name	Position	Location	Effective Date
	Jordan Graziano	3rd Grade Teacher	BC	5/22/2026
	Jennifer Feiler	2nd Grade Teacher	FC	3/13/2026 / Assess \$4000 Liquidated Damages
	Jennifer Grover	World Language Teacher	MS	5/22/2026

Classified Resignations/Terminations

	Name	Position	Location	Effective Date
	Allison Schuch	Attendance Secretary	MS	3/16/2026
	Allison Schuch	Cheer Coach	MS	3/16/2026

Certified Voluntary Transfer Request/Assignments

	Name	From Bldg/Position	To Bldg/Position	Effective Date
	Shalee Mamula	BC/1st Grade	BC/2nd Grade	2026-2027
	Kyla Cote	BC/1st Grade	BC/3rd Grade	2026-2027

Certified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Sadie Cole	BC/High Needs Special Education Teacher	\$54,450.00	2026-2027
	Amy Vandermeer	BC/K-3 Teacher	\$62,450.00	2026-2027
	Taasha Monahan	FC/2nd Grade Teacher	\$53,700.00	2026-2027

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Lori Bierle	FC/Instructional Aide	\$17.00/hour	3/30/2026

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

February 1, 2026 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 01/31/26	(894,120.22)	52,212.41	1,683,170.04
RECEIPTS:			
TAXES	120,583.52	98,268.49	42,611.08
INTEREST	1,415.31	0.00	0.00
ADMISSIONS	5,533.00	0.00	0.00
LOCAL	91.23	0.00	0.00
COUNTY	16,146.68	0.00	0.00
STATE	1,840,925.16	0.00	320,259.00
FEDERAL	45,815.00	362,939.00	311,844.00
OTHER	817.04	224.39	0.00
INTERFUND TRAN.	11,629.89	0.00	0.00
TOTAL RECEIPTS:	2,042,956.83	461,431.88	674,714.08
DISBURSEMENTS:			
VERIFIED CLAIMS	250,937.89	41,125.25	69,170.62
SALARIES	1,970,714.80	0.00	517,249.35
TRANSFERS OUT	0.00		
BALANCE 02/28/26	(1,072,816.08)	472,519.04	1,771,464.15
BALANCE 02/28/25	(405,693.39)	852,690.63	2,023,154.28

February 1, 2026 FINANCIAL	FEDERAL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 01/31/26	(100,426.82)	47,510.70
RECEIPTS:		
LOCAL	250.00	
STATE		
FEDERAL	115,930.00	0.00
REIMBURSEMENTS	0.00	
OTHER (LOCAL) -AFROTC	0.00	0.00
INTERFUND TRAN.		
TRANSFER IN		
TOTAL RECEIPTS:	116,180.00	0.00
DISBURSEMENTS:		
VERIFIED CLAIMS	3,757.19	0.00
SALARIES	118,071.82	0.00
TRANSFERS OUT		
BALANCE 02/28/26	(106,075.83)	47,510.70
BALANCE 02/28/25	1,028,015.54	48,686.70

February 1, 2026 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 01/31/26	2,412.40	(4,042.74)	30,812,533.54
RECEIPTS:			
INTEREST	0.00	0.00	11,629.89
FEDERAL	0.00	0.00	1,764,281.00
LOCAL	1,396.26	3,508.38	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,396.26	3,508.38	1,775,910.89
DISBURSEMENTS:			
VERIFIED CLAIMS	606.68	2,840.87	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	11,629.89
BALANCE 02/28/26	3,201.98	(3,375.23)	32,576,814.54
BALANCE 02/28/25	2,008.42	(6,487.06)	2,841,629.54

February 1, 2026 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 01/31/26	80,168.31	255,865.61
RECEIPTS:		
INTEREST		
SALES	61,354.04	0.00
STATE	0.00	0.00
FEDERAL	74,868.09	0.00
LOCAL	0.00	71,203.92
OTHER	(235.68)	0.00
INTERFUND TRAN.	0.00	
LOANS		
TOTAL RECEIPTS:	135,986.45	71,203.92
DISBURSEMENTS:		
VERIFIED CLAIMS	111,575.50	58,722.55
SALARIES	31,895.41	0.00
BALANCE 02/28/26	72,683.85	268,346.98
BALANCE 02/28/25	178,854.04	251,886.98

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
ACADIENCE LEARNING INC.	187215		3,900.00
ANTHEM SPORTS, LLC	187216		330.11
ASBSD	187217		2,000.00
BJ'S INSTRUMENT REPAIR	187218		80.00
BLACK HILLS ENERGY- AUTO PAY	306		38,803.39
BOX ELDER HARDWARE	187219		296.32
BZT WRAPS	187220		120.00
CENTURY BUSINESS	187222		60.86
Clark, Karline	187224		48.38
COLUMN SOFTWARE PBC	187226		202.59
COUNTRY INN & SUITES- PIERRE	187201		270.77
CRESCENT ELECTRIC	187227		2,410.08
CROWN AWARDS	187201		94.28
DEMCO, INC	187228		208.15
DHS TRACK TEAM	187229		1,000.00
DIVISION OF CRIMINAL INVESTIGATION	187201		450.00
DOUGLAS PETTY CASH	187230		1,420.00
FIDUCIARY ACCOUNT	187234		5,960.96
FLOYD'S TRUCK CENTER	187235		89.43
GILL ATHLETICS	187201		91.52
GLOBAL TEST SUPPLY	187201		676.44
GRAINGER, INC	187236		603.53
GS-JJ.COM	187201		385.00
HIGH POINT NETWORKS, LLC	187237		15.10
HILLYARD INC	187238		181.75
INDEED INC.	187201		14.32
INNOVATIVE OFFICE SOLUTIONS	187239		1,251.48
INSTITUTE FOR MULTISENORY EDUCATION	187240		2,000.00
INSTRUMENTALIST AWARDS LLC	187241		257.00
INTEGRATED TECHNOLOGY & SECURITY	187242		1,620.00
JW PEPPER & SONS, INC.	187243		273.99
KIEFFER SANITATION, INC.-AUTO PAY	302		3,251.14
LA QUINTA INN BY WYNDHAM CHEYENNE	187201		2,133.00
LYNN'S DAKOTAMART	187245		274.23
MG OIL COMPANY, INC.	187246		12,204.16

MIDCONTINENT COMMUNICATIONS- AUTO PAY	303	1,564.11
MIDWEST BUS PARTS, INC.	187247	185.18
NATIONAL STUDENT CLEARING HOUSE	187248	148.75
O'REILLY AUTO PARTS BOX ELDER	187249	6.99
PERFORMANCE REEL	187201	1,236.90
PIZZA HUT- BOX ELDER	187201	335.37
PRINCIPALS CONFERENCE, THE	187250	250.00
PROPHET CORPORATION DBA GOPHER, THE	187251	135.35
RAPID CITY REGIONAL AIRPORT	187201	84.00
RAPID FIRE PROTECTION, INC.	187252	1,006.65
RENAISSANCE	187254	6,400.00
ROBOTICS EDUCATION & COMPETITION	187201	206.00
SAM'S CLUB	187201	283.87
SASD	187255	180.00
SCHOOL SPECIALTY INC.	187256	749.00
SKILLPATH SEMINARS	187201	(11.10)
SOFTWARE UNLIMITED INC	187260	150.00
SPEARFISH HIGH SCHOOL ACTIVITIES	187261	227.35
SQUARESIGNS	187201	496.10
SUPPLIES DEPOT	187201	495.95
TARGET BANK	187201	42.48
TEACHERS SYNERGY, LLC	187263	389.80
TEMPERATURE TECHNOLOGY INC	187264	717.16
TEXAS ROADHOUSE	187201	310.00
thinkAUM	187201	239.00
ULINE SHIPPING SUPPLY SPEC.	187265	688.53
US BANK	187201	173.62
WAL-MART STORES INC	187201	625.10
WEST RIVER ELECTRIC-AUTOPAY	301	2,212.01
WESTERN COMMUNICATIONS, INC.	187266	7,616.70
GENERAL FUND		110,122.85
CENTURY BUSINESS	187222	2,000.09
CAPITAL OUTLAY		2,000.09
CARNEGIE LEARNING	187221	40.00
CHILDREN'S CARE HOSPITAL & SCHOOL	187223	6,426.00
Colpitts, Kourtney	187225	42.25

DELTA AIR LINES	187201	105.00
DOUGLAS PETTY CASH	187230	168.00
ESTMAN, GEORGEANN	187231	425.88
FIDUCIARY ACCOUNT	187234	4,339.57
Lipp, Tara	187244	20.97
LYFT	187201	58.64
LYNN'S DAKOTAMART	187245	39.23
RATWIK, ROSZAK & MALONEY, P.A	187253	684.00
SD DEPARTMENT OF HUMAN SERVICES	187257	12,539.85
SHERATON HOTEL AND CONVENTION CENTER	187258	2,262.00
SHINING PATHWAY ABA, LLS	187259	49,910.00
SUNBELT STAFFING LLC	187262	2,738.00
WAL-MART STORES INC	187201	178.61
WESTERN COMMUNICATIONS, INC.	187266	1,337.41
ZERO TO THREE	187201	30.00
SPECIAL ED		81,345.41
WEBSTAIRANT STORE	187201	1,633.90
FOOD SERVICE		1,633.90
AV PHOTOGRAPHY	187201	42.00
CIRCLE K	187201	876.20
DAKOTA STEAM LEARNING LLC	187201	3,510.00
GRANTS		4,428.20
		199,530.45
CASH-WA DISTRIBUTING COMPANY, INC.	13029	6,956.41
COCA-COLA BOTTLING CO HIGH COUNTRY	13030	1,143.00
GENERAL FUND	13031	58,407.96
PAN-O-GOLD BAKING COMPANY, INC.	13032	693.28
PIZZA HUT- BOX ELDER	13033	1,217.00
PRAIRIE FARMS	13034	8,107.11
REINHART FOOD SERVICE LLC	13035	12,694.39
SERVALL TOWEL & LINEN SUPPLY, INC.	13036	169.98
SYSCO MONTANA	13037	11,493.05
FOOD SERVICE		100,882.18
Grand Total:		300,412.63



Ballot Board of Directors

WESTERN REGION

Please place a mark in the space provided to indicate your board's vote for ASBSD Board of Directors in the following size category. Each school board in good standing within the region is eligible to cast one vote:

Enrollment 1,400-9,999

_____ Tanya Gray, Douglas School District

_____ Justin Jutting, Meade School District

Board President's Signature: _____ Date: _____

School District Name: _____

Ballot must be received no later than May 15, 2026 to be included in the election count. Return ballot in the stamped-addressed envelope provided and mail to:

ASBSD – Ballot
PO BOX 1059
Pierre, SD 57501

Or fax the ballot to 605.773.2501

SECTION	G	TITLE	PERSONNEL	FILE	GCB - R(1)
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NATIONAL BOARD CERTIFIED TEACHERS

The Board of Education recognizes the value of National Board Certification (NBC) as a mark of accomplished teaching and its positive impact on student learning. This policy establishes the District's commitment to acknowledge and support the South Dakota Department of Education (SDDOE) terms and conditions related to National Board Certified Teachers and extends that recognition beyond the initial five-year period.

The Board of Education authorizes the District to recognize and acknowledge the SDDOE terms and conditions for National Board Certified Teachers and to extend the District's financial participation for a total recognition period of ten (10) years from the teacher's initial National Board Certification date, subject to annual state funding and eligibility requirements.

Financial Recognition and Duration

1. Initial Five-Year Period

- The District shall comply with the SDDOE terms and conditions for National Board certification, including the initial five-year financial commitment.
- During this period, eligible teachers may receive:
 - \$1,000 per year from the State of South Dakota, and
 - \$1,000 per year from the District,
for a combined total of \$2,000 per year, subject to eligibility and funding.

2. Extended Five-Year Period (Years 6–10)

- The District extends recognition of National Board Certification for an additional five (5) years beyond the initial obligation period.
- During years six (6) through ten (10), eligible teachers may continue to receive:
 - \$1,000 per year from the State of South Dakota, and
 - \$1,000 per year from the District,
for a combined total of \$2,000 per year, subject to continued eligibility and available state funding.

3. Total Commitment

- The maximum duration of combined state and district financial recognition under this policy shall not exceed ten (10) total years per teacher.
- The total maximum incentive available under this policy is \$20,000 over the ten-year period.

Payment Schedule and Eligibility

- The annual National Board Certification incentive payment shall be issued in one lump sum on or about June 21, coinciding with the close of the District's fiscal year.
- Payment is contingent upon the employee completing the full contracted school year with the District for which the incentive is earned.
- Employees who do not complete the contracted school year for any reason shall not be eligible to receive the National Board Certification incentive payment for that year.

Limitation of Obligation

- Upon completion of the ten (10) year recognition period, no further financial commitment or obligation is expected or required from either the District or the teacher.
- This policy does not create an expectation, entitlement, or obligation for:
 - Financial incentives beyond the ten-year period, or
 - Continued employment, assignment, or retention beyond standard contractual terms.

Administration

- The Superintendent or designee shall establish administrative procedures to ensure compliance with this policy, including verification of National Board Certification status and alignment with SDDOE requirements.
- Payments under this policy are contingent upon:
 - Teacher eligibility under state rules,
 - Annual appropriation of state funds, and
 - Approval through the District's annual budget process.

Non-Precedent Clause

This policy applies only to National Board Certification recognition as described herein and shall not be construed to establish precedent for other incentives, stipends, or extended financial commitments unless separately approved by the Board.

REFERENCES

State Reference:

Federal Reference:

Adoption History

New Policy

First Reading			
Approved			
First Reading-Revision			
Approved			



Douglas School District Online Learning Agreement

Parent/Guardian: Complete this page and take it to the district office to indicate your desire for the student listed below to participate in the Online Learning Program.

Enrollment must be approved by the District Administrator.

	School Year:		
Student First Name:		Student Last Name:	
Date of Birth:		Grade Level:	IEP/504: <small>If applicable</small>
Parent/Guardian Name:		Relationship:	
Parent/Guardian Email:			
Full Mailing Address:			
Parent Phone:		Student Phone:	

PARENTS: Please review and indicate Yes or No

	I have a computer* and high-speed internet access. <i>*Tablets and phones are not sufficiently compatible for online learning.</i>
	I will be a learning coach for my child and understand that ACTIVE PARTICIPATION IS REQUIRED by me, the parent or guardian.
	I will oversee and routinely check my child's progress and will communicate with the online teacher.
	I understand that a lack of adequate progress can result in my child being removed from the online program, and my child will have to return to school or complete a learning action plan.
	I understand that the online learning uses a third-party curriculum and does not have a way to modify lessons.

STUDENT: Please review and indicate you understand the statement.

	I understand that the online platform is a virtual school opportunity and that DAILY completion of lessons is expected.
	I understand that a lack of adequate progress can result in my being removed from the program
	I understand that I must report to my designated school for state-required testing.
	I understand that plagiarizing, using AI, and cheating on assignments will not be tolerated and may lead to removal from the program.

The above information provided is true and accurate.

Signatures below indicate you are agreeing to the following terms and conditions:

Parent/Guardian's Name — Printed	Parent/Guardian's Signature	Date
Student's Name — Printed	Student's Signature	Date

Please justify the student's participation in online learning (continue on another sheet, as needed):



DOUGLAS SCHOOL DISTRICT 51-1

ADMINISTRATIVE OFFICE

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

Mr. Kevin Case, Superintendent

TO: Douglas Board of Education
FROM: Kevin Case, Superintendent
RE: Considerations Regarding DMS GMP (Gross Maximum Price)
DATE: 3/19/2026

At the Monday, March 23, 2026 Board of Education meeting, COOP Architects and Gustfason Builders will be presenting information, for your approval, regarding the GMP at Douglas Middle School. Here are a few items for consideration:

1. The [document they will be referencing](#) is a two page bid tab document with different portions of the project priced by category. A few items to be aware of include:
 - a. Line Item 7A is a maximum price, it may change, they are still vetting a bid;
 - b. Total Estimated Construction Only Price is \$6,417,286.53.
 - c. Total Estimated Construction Price with Fees and Contingency is \$7,166,330.11
 - i. This amount contains a 3% contingency fee which is our money if we do not encounter unforeseen circumstances or choose additional change orders.
 - d. Alternates 1-3 we believe we should approve, they include new commons/cafeteria flooring, updated lights painting ceiling and duct work, and acoustical panels along with matching the existing flooring from the office to the music area. We do not believe we need Alternate #4.
 - e. Architect Fees are not included in this number, they are \$96,259. 75% of the Architect fees were paid by the OLDCC Grant, this is for construction management.
 - f. FF&E (Furniture, Fixtures, and Equipment) is not included in these numbers.
 - g. The final tab would be:

i. Total Project Fee with Alternates	\$7,296,930.11
ii. Architect Fees	\$96,259
iii. FF&E Allowance Estimate	\$106,810.89
iv. Estimated Total Cost	\$7,500,000
 - h. Note - The bus loop, approximate cost of \$100,000 and some additional parking was not included in the original \$7,500,000 estimate.
 - i. MOTION: Motion to approve a GMP with CMAR Gustfason Builders for additions to Douglas Middle School in the amount of \$7,296,930.11.



**GUSTAFSON
BUILDERS**

A DIVISION OF

HEAVY CONSTRUCTORS, INC

4101 N Deadwood Ave
Rapid City, SD 57702

Douglas Middle School Addition

DATE: 03/12/26

PROJ: Douglas Middle School Addition & Renovation 14,852 SF

ESTIMATOR: BW

LOC: Box Elder, SD

PROJECT NO: 4601

The amounts stated herein are our best estimate of probable construction costs based on current information. Because costs are influenced by market conditions, changes in project scope, and other factors beyond our control, we cannot guarantee that actual construction costs will equal this estimate.

DIV.	DESCRIPTION	SUB-TOTAL
00	GENERAL CONDITIONS	\$ 720,201.58
01A	FINAL CLEANING	\$ 11,202.94
01B	CONSTRUCTION SURVEY	\$ 16,800.00
03A	STRUCTURAL CONCRETE & REINFORCEMENT	\$ 205,579.00
04A	UNIT MASONRY & REINFORCING	\$ 692,717.00
05A	STRUCTURAL STEEL COMPLETE	\$ 236,300.00
06A	ROUGH CARPENTRY COMPLETE	\$ 274,000.00
06C	FINISH CARPENTRY MATERIALS	\$ 71,450.00
07A	FORMED METAL WALL PANELS & TRIM COMPLETE	\$ 134,000.00
07B	MEMBRANE ROOFING COMPLETE	\$ 199,062.00
07C	JOINT SEALANTS	\$ 54,690.00
08A	DOORS & HARDWARE	\$ 178,097.40
08B	ALUMINUM ENTRANCE & STOREFRONTS	\$ 96,690.00
08C	COILING COUNTER DOORS	\$ 7,000.00
09A	GYPSON BOARD ASSEMBLIES COMPLETE	\$ 151,930.00
09B	CERAMIC TILING	\$ 37,857.00
09C	FLOORING	\$ 132,061.00
09D	PAINTING & COATING	\$ 35,011.34
09E	ACOUSTICAL CEILINGS	\$ 150,000.00
10A	SPECIALTIES	\$ 77,048.00
21A	FIRE SUPPRESSION	\$ 83,780.00
24A	PLUMBING & HVAC COMPLETE	\$ 1,461,605.00
26A	ELECTRICAL	\$ 619,198.00
31A	EARTHWORK & GRADING COMPLETE	\$ 399,311.00
32A	ASPHALT PAVING COMPLETE	\$ 165,000.00
32B	SITE CONCRETE	\$ 146,739.00
32C	LANDSCAPING	\$ 59,956.27

Sub-Total Estimated Construction Cost \$ 6,417,286.53

Fee	5.00%		\$ 320,864.33
Building Permit	0.50%	Subject to change+/-	\$ 33,690.75
Performance and Payment Bond		Direct Cost	\$ 46,728.00
Excise Tax	2.0410%		\$ 139,167.01
Estimate/Design Contingency	3.0%		\$ 208,732.10
Total Estimated Construction Cost			\$ 7,166,468.72
Pre Construction Fees (Already Approved)			\$ 15,000.00
TOTAL PROJECT COST BEFORE ALTERNATES			\$ 7,181,468.72
Alternates 1-3 Total			\$ 130,600.00
TOTAL PROJECT COST			\$ 7,312,068.72
			\$492.33 \$/SF

Executive Proclamation

State of South Dakota Office of the Governor

Whereas, courageous and brave American Service Members from South Dakota have demonstrated their valor and commitment to freedom by serving in the Armed Forces of the United States of America; and,

Whereas, a great number of these soldiers, airmen, sailors, marines, coast guardsmen, and guardians have made great sacrifices in order to protect the freedoms of our country while having to leave their families, and in many cases, their children behind; and,

Whereas, these children are heroes too and are a source of pride and honor to all of us in South Dakota; and,

Whereas, it is only fitting that we take time to celebrate their spirit, recognize their contributions, and let our men and women in uniform know that while they are taking care of us, we are taking care of their children; and,

Whereas, the recognition of a Month of the Military Child allows us to acknowledge and pay tribute to military children. When parents serve in the military, their children serve too; and,

Whereas, a month-long salute to military children will encourage support for youth programs for our Guard, Reserve, and Active Duty military families; and,

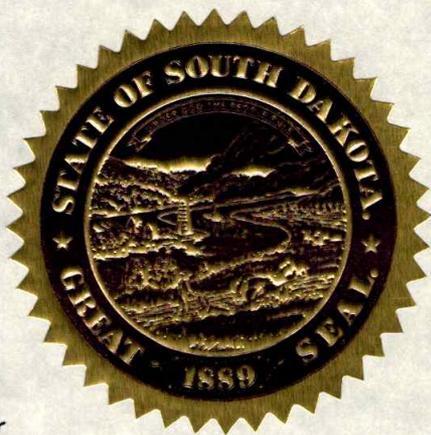
Whereas, "Purple Up! For Military Kids Day," a special day to show local support and to pay tribute to the resilience of our military children, will be held on April 10, 2026, and I encourage all South Dakotans to recognize the strength and courage of military children and to demonstrate their support by wearing purple:

Now, Therefore, I, Larry Rhoden, Governor of the State of South Dakota, do hereby proclaim April 2026, as

Month of the Military Child

in South Dakota.

In Witness Whereof, I have hereunto set my hand and caused to be affixed the Great Seal of the State of South Dakota, in Pierre, the Capital City, this Twenty-Fifth Day of February in the Year of Our Lord, Two Thousand and Twenty-Six.



Larry Rhoden
Larry Rhoden, Governor

Attest:

Monae L. Johnson
Monae L. Johnson, Secretary of State



DOUGLAS SCHOOL DISTRICT 51-1

Proclamation Recognizing April as the Month of the Military Child

WHEREAS, since its establishment in 1986 by Secretary of Defense Caspar Weinberger, April has been designated as the Month of the Military Child, honoring the important role military children play in our armed forces community; and

WHEREAS, Douglas 51-1 School District is home to over 1,061 school-aged military-connected students; and

WHEREAS, military-connected children face unique challenges, including frequent relocations and extended separations from their loved ones, demonstrating resilience and adaptability in the face of these obstacles; and

WHEREAS, these children make significant sacrifices, supporting their parents and family members who serve in the United States Armed Forces, thereby contributing to the strength and readiness of our military; and

WHEREAS, our school district is committed to providing a supportive and inclusive environment that recognizes and addresses the unique needs of military-connected students, ensuring they have access to quality education and resources; and

WHEREAS, celebrating the Month of the Military Child provides an opportunity to raise awareness about the experiences of military children and to honor their contributions to our schools and communities;

NOW, THEREFORE, be it resolved that the Douglas 51-1 Board of Education does hereby proclaim April 2026 as the Month of the Military Child. We urge all schools, educators, and community members to observe this month with appropriate programs, ceremonies, and activities that honor and support military-connected children and their families.

Adopted this 23rd day of March, 2026, by the Douglas 51-1 Board of Education.

Tanya Gray, Board President

Kevin Case, Superintendent

Classified Learning Sessions

March 3 & 4, 2026

Question

Responses

Explanation of Proposed Classified Compensation & Benefits

Business Manager Trista Olney reported that the amount of State Aid the district will receive has not been finalized yet by the legislature. This is the funding the district uses to pay staff salaries. She explained that while the statutory formula allows for an increase based on CPI or up to 3%, current discussions suggest the increase will likely be closer to 1%. The district is exploring creative options to maximize compensation for staff. If funding allows, the first priority will be step increases for staff eligible for a step, followed by adjustments to the pay schedule so all employees receive some benefit.

Approximately 20 classified staff are currently paid semi-monthly. To improve efficiency and reduce manual processing, the district plans to automate payroll processes and transition all classified staff to timecards next school year. Individual meetings will be scheduled to explain these changes in more detail.

1 **What's going well?**

Classified staff feedback reflects a positive trajectory across the district, with themes of operational stability, improved communication, and stronger inclusion and collaboration

- 1. Operational Stability and Reliability**
 - Consistent, accurate payroll processes
 - Increased staffing stability in key roles
- 2. Improved Systems and Efficiency**
 - E-pass system improving student management
 - Ongoing improvements in processes and workflows
- 3. Positive Culture and Collaboration**
 - Strong teamwork and mutual support
 - Effective collaboration with certified staff
 - Welcoming environment for new employees
- 4. Increased Voice and Inclusion**
 - Greater involvement in building-level meetings
 - Increased opportunities for input and feedback
 - Value of job-alike and monthly meetings
- 5. Flexibility and Support in Roles**
 - Improved flexibility in scheduling
 - Time and support for SPED meetings and conferences
 - Cross-training supports continuity of care
- 6. Job Satisfaction and Purpose**
 - Staff enjoy their work
 - Pride in supporting students
- 7. Resources, Facilities, and Recognition**
 - Facility improvements (e.g., break room)
 - Recognition and wellness initiatives
 - Positive professional development opportunities
- 8. Strong Building-Level Support**
 - Effective communication and responsiveness from leadership and teams

Summary:
The district is making meaningful progress in fostering a stable, inclusive, and collaborative environment, contributing to increased staff satisfaction and effectiveness.

Classified Learning Sessions

March 3 & 4, 2026

Question

Responses

2

What roadblocks or barriers are you experiencing?

Classified staff identified several operational, communication, and resource-related barriers that impact consistency, efficiency, and their ability to effectively support students.

1. Inconsistent Systems, Expectations, and Follow-Through

- Attendance practices and follow-up vary across buildings
- Inconsistent behavior expectations and consequences (classroom, bus, ISS)
- Lack of consistency in administrative support and presence
- Need for clearer, district-wide systems and accountability

2. Communication Gaps and Responsiveness

- Need for improved communication between buildings and departments
- Delays in response time (e.g., IT support, behavior support, ISS assistance)
- Limited proactive communication for events and operational needs
- Radio communication challenges across sites

3. Staffing Shortages and Coverage Challenges

- Insufficient bus drivers and need for bus aides; overcrowded buses
- Limited substitute pool (instructional, library, nursing), leading to staff being pulled from primary roles
- Nursing staff stretched across multiple buildings
- Difficulty retaining trained substitutes

4. Training and Onboarding Needs

- Insufficient training when new systems or programs are introduced (e.g., SPED forms, technology systems)
- Need for ongoing, role-specific professional learning to ensure efficiency

5. Role Clarity, Compensation, and Scheduling Issues

- Lack of clarity and inconsistency in flex time approval at building level
- Concerns about role alignment and compensation (e.g., different roles on same pay lane)
- Staff balancing multiple responsibilities without clear prioritization

6. Student Behavior and Administrative Support

- Increasing student behavior challenges impacting learning environments
- Expectation that administration—not classified staff—should lead behavior enforcement
- Need for stronger, consistent classroom and building-level behavior systems

7. Safety and Security Concerns

- Unsecured or propped doors allowing unauthorized entry
- Parent access points not consistently monitored
- Concerns about student and staff safety related to building access

8. Facilities, Equipment, and Environmental Concerns

- Inadequate classroom furniture and workspace setup (e.g., PK needs)
- Heating and air quality concerns impacting health and comfort
- Building maintenance issues (e.g., doors not locking)
- Traffic flow challenges during arrival times

9. Technology and Systems Limitations

- Ongoing device and system reliability issues for students and staff
- Inefficiencies in systems (e.g., time required for bus sign-in)
- Need for faster, more reliable tech support despite strong IT staff

Barriers center on inconsistency, staffing shortages, communication gaps, and operational inefficiencies. Addressing these areas with clearer systems, stronger staffing supports, and improved communication will enhance staff effectiveness and student support across the district.

Classified Learning Sessions

March 3 & 4, 2026

Question

Responses

3	<p>Do you have the resources you need to do your job?</p>	<p>Classified staff responses indicate that while some basic resources are available, there are gaps in training, role clarity, and professional development that impact effectiveness.</p> <p>1. Training and Professional Development Gaps</p> <ul style="list-style-type: none"> • Need for more comprehensive training on systems (e.g., attendance processes, Bound platform) • Training often limited to basic knowledge; staff desire deeper understanding • Request for targeted PD (e.g., CHAMPS, communication/tone with students) • Inconsistent access to PD opportunities for classified staff (e.g., paras not always included on PD days) <p>2. Role Clarity and Job Expectations</p> <ul style="list-style-type: none"> • Concerns that some responsibilities exceed defined job descriptions (e.g., administrative assistant duties) • Need for clearer alignment between assigned tasks and job roles <p>3. Consistency and Accuracy in Systems Use</p> <ul style="list-style-type: none"> • Need for improved training to ensure accurate attendance reporting • Desire for more staff to be trained to support consistency across buildings <p>Summary: While foundational resources exist, staff identified a need for expanded training, clearer role expectations, and more inclusive professional development opportunities to fully support their ability to perform their roles effectively.</p>
4	<p>What training/professional development opportunities might benefit staff?</p>	<p>Classified staff identified targeted training needs focused on systems knowledge, student safety, and role-specific skill development, with an emphasis on consistency and accessibility.</p> <p>1. Systems Training and Onboarding</p> <ul style="list-style-type: none"> • Need for improved training on Infinite Campus (IC) for both new and current staff • Stronger onboarding processes to ensure staff are prepared from the start • Ongoing refresher training to build confidence and consistency in system use <p>2. Health, Safety, and Compliance Training</p> <ul style="list-style-type: none"> • CPR and First Aid certification and recertification needed (noting expired cards) • Desire for regular refresher courses, particularly for transportation staff • Increased awareness and training on student medical needs (e.g., allergies, EpiPens) • Interest in improved access to student health information within systems (e.g., Tyler) <p>3. Behavior Management Training</p> <ul style="list-style-type: none"> • Need for additional training in student behavior management strategies • Applicable across roles, especially transportation and student-facing positions <p>4. Transportation-Specific Training and Capacity</p> <ul style="list-style-type: none"> • Interest in developing a local CDL training option to reduce costs and increase access • Training aligned to transportation safety, efficiency, and student management <p>Summary: Staff would benefit from enhanced system training, consistent safety certifications, behavior management strategies, and expanded role-specific training opportunities, particularly in transportation and onboarding processes.</p>

Classified Learning Sessions

March 3 & 4, 2026

Question

Responses

5

As we think about 2026-27, what might better look like?

Classified staff identified opportunities to strengthen culture, staffing, communication, and facilities to improve effectiveness and sustainability for the 2026–27 school year.

1. Professional Development and Team Building

- Dedicated time during Fall PD for building-level team building (e.g., at least ½ day)
- Opportunities to strengthen collaboration and relationships within buildings

2. Communication and Planning Tools

- Provide school year calendar magnets in advance for the upcoming year
- Improve proactive communication tools for staff and families

3. Facilities and Maintenance Improvements

- Updates to cafeterias and kitchens (e.g., fresh paint)
- Deep cleaning and maintenance of shared spaces (e.g., cafeteria tables)
- Address workload strain through added support staff (e.g., additional SPED secretary)

4. Transportation Systems and Staffing

- Increase number of bus drivers
- Implement consistent, district-wide student bus training on safety and expectations

5. Staffing Models and Scheduling Flexibility

- Explore more full-time or expanded-hour opportunities to attract and retain staff
- Consider staggered start times to better align with workforce needs

6. Consistency and Transparency in Behavior Systems

- Improve clarity and consistency of the behavior matrix across schools
- Ensure expectations are clearly communicated and consistently implemented

Summary:

Staff envision a stronger 2026–27 school year through enhanced team cohesion, improved staffing structures, better communication tools, upgraded facilities, and more consistent systems, particularly in behavior and transportation.

**2026 Classified Listening Sessions
Attendance Summary**

2026								2025	2024	2023	2022	2021	2020
Department	3/3/@ 12:30 DHS	3/3 @ 1:30 CARR	3/3 @ 3:15 VES	3/4 @ 8:15 Bus Barn	3/4 @ 9:15 DMS	Totals by Classification							
Aides	1	1			2	4		4	17	14	17		11
Buildings & Ground					1	1		0	0	2	5		5
Custodians					1	1		0	0	3	6		7
Food Service		3				3		0	2	3	0		18
Nurses			2		1	3		2	1	2	5		5
Secretaries	3	2	2		5	12		8	7	14	14		13
Technology				2		2		2	7	6	2		2
Transportation	1			14		15		16	21	24	23		11
Other													
Total	5	6	4	16	10	41		32	55	68	72		72

Capital Outlay Proposals 2026-27								
Department	Amount Proposed	Priority 1 (Approved)	Priority 1 (Not Approved)	Priority 2 (Approved)	Priority 2 (Not Approved)	Priority 3 (Approved)	Priority 3 (Not Approved)	Sum
Building Requests	\$66,835	\$64,970	\$22,750	\$1,865	\$26,080	\$0	\$252,200	\$367,865
Food Services	\$22,750	\$22,750	\$0	\$0	\$0	\$0	\$200,000	\$222,750
Transportation	\$187,000	\$67,000	\$0	\$120,000	\$99,000	\$0	\$320,000	\$606,000
Technology	\$825,195	\$672,100	\$0	\$153,095	\$40,000	\$0	\$3,650	\$868,845
Buildings & Grounds	\$1,486,965	\$1,351,475.00	\$0	\$135,490	\$2,041,660	\$0	\$197,000	\$3,725,625
Curriculum	\$486,830	\$486,830	\$0	\$0	\$0	\$0	\$57,000	\$543,830
Library	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
SPED	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
DMS Athletics	\$17,150	\$4,500	\$0	\$12,650	\$0	\$0	\$41,205	\$58,355
DHS Athletics	\$98,740	\$60,000	\$186,000	\$38,740	\$0	\$0	\$38,270	\$323,010
Printing	\$109,000	\$109,000	\$0	\$0	\$0	\$0	\$0	\$109,000
Total District	\$3,395,465	\$2,908,625	\$208,750	\$486,840	\$2,206,740	\$0	\$1,109,325	\$6,920,280
Tax/Impact Aid Dollars Available			\$3,823,000					
(Approx. 15% Reserve for Contingency)			-\$521,615					
Dollars Available to Budget			\$3,301,385					
Possible E-Rate			\$94,080					
Priority 1 Approved			\$2,908,625					
Priority 2 Approved			\$486,840					
Total Approved			\$3,395,465					
Dollars Remaining			\$0					

Capital Outlay Proposals 2026-27

Capital Outlay Proposals 2026-27							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
							3	If Extra Funds / Future Purchase			
BUILDING REQUESTS											
Approve/Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
	Music Dept.	Electric Piano upgrade	1.00	\$1,550.00	\$1,550.00	FC		Over 20 years ago		We have not had a new organ in over 20 years. It has been repaired several times however the parts for it are no longer available to purchase. It is quickly failing and the teacher will need it as a part of their teaching	2027-005
	HS Science	Item # MS1121 Flinn Standard Compound Microscopes FLINN QUOTE # 331027 - for both Microscopes and Balances for a total of \$ 9312.36	20.00	\$319.00	\$6,380.00	HS Science		20 years old		With the transition to freshman taking biology next year we need to double our amount of biology seats. We can get by with only 20 additional microscopes with creative planning and scheduling. (Only 20 in the whole District)	2027-001
	HS Science	Item # OB2141 - Balance 210 x 0.01G FLINN QUOTE #: 331027	6.00	\$440.00	\$2,640.00	HS Science				Most of chemistry class is dealing with precision and accuracy in measurements and calculations. Currently we only have a 8 fully functioning electronic balances and with multiple classes other than chemistry needing to utilize them, we are left with sometimes only 1 or 2 per teacher to utilize for our labs. Purchasing these will allow multiple precise balances per teacher and students can accurately measure chemicals and learn the skills needed to pass chemistry. If we cannot purchase these for the 26-27 school year, teachers will have to simplify their instruction and lower the rigor for lab skills. For students who are interested in lab/science careers, this is a disservice to them.	2027-002
	MS Tech Ed	4 - 24' X 60" Butcher Block Adjustable Height Heavy Duty Table (\$658.08 each)	4.00	\$660.00	\$2,640.00	DMS				The following capital outlay request is to finish a project that was approved in 2023. In 2023 the MS Tech Ed classroom requested and was approved for 15 new classroom tables / worktables. And 40 stools to make the classroom more user friendly. The teacher that requested those tables moved to the HS to teach the construction CTE classes. I took over the classroom. The tables and stool were not ordered that summer as Mr. Waltman did not feel that the quality of tables that were chosen would hold up. I spoke with Mr Waltman during the 2023-24 school year about the approved request. Mr. Waltman ordered tables that were of a better quality. The tables arrived in August of 2024 and were installed during Christmas break or 24-25. The issue was that only 10 tables instead of 15 tables were ordered and no new stools or chairs. The tables are great and really did help make the classroom more user friendly. The issue is that I have class sizes of 24 - 30 students throughout the year. I am currently using some mismatch tables and seating kids in corners of the classroom. I spoke with Mr Waltman at the end of last year about finishing the project. He advised me that he would look into it but that is the last that I heard of it. Getting the 4 new tables and new stools will allow me to have appropriate seating for 28 students. I chose new stools from the same company as the previous table were ordered to ensure that they meet the quality that the school would be looking for but I would be open to alternate choices.	2027-003
	MS Tech Ed	28 - 18" 600 Series Fixed Height Steel Rimmed Seat Industrial Stool- KI (\$95.63 each)	28.00	\$100.00	\$2,800.00	DMS				Same as above	2027-004
	MS Math	16 X 558.99 plus shipping (two classrooms) Structure Series Mobile Hex Collaborative Whiteboard Table	16.00	\$560.00	\$8,960.00	Math/DMS				Collaborative Desk's whiteboard surface promotes student engagement through problem-solving, brainstorming, and visible thinking during math instruction, small-group learning, and academic discussions. WE NEED TO GET 3 quotes so we are ensuring they are quality, good price, and good educational use product.	2027-006
	CTE Storage	CTE Storage	1.00	\$15,000.00	\$15,000.00						2027-007
		Robotics	1.00	\$15,000.00	\$15,000.00						2027-008
		Paint Booth Replacement	1.00	\$10,000.00	\$10,000.00					Paint booth replacement in current location.	2027-009
	Robotics	ITEM #: 737-9001 VEX Air Competition Drone Bundle QUOTE # 111219215	1.00	\$1,865.00	\$1,865.00	HS CTE/ROBOTICS				For indoor use only. This requests funds for VEX's latest robotic drone technology. These drones are designed specifically for indoor use and utilize the existing 12x12 VEX arena, requiring no extra space. These kits will allow rotating student groups to apply coding and mechanical engineering skills to real-world scenarios, displaying skills such as autonomous package delivery and recovery.	2027-010
					TOTAL						

Capital Outlay Proposals 2026-27							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
							3	If Extra Funds / Future Purchase			
TRANSPORTATION											
Approve/Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
<input checked="" type="radio"/>	Transportation	Expedition Max (new) will have to be ordered - 1 mid-sized SUV (Explorer/Traverse, etc...)	1.00	\$60,000.00	\$60,000.00	Transportation	<input checked="" type="radio"/>		<input type="radio"/>	Replace the van we would like to move to maintenance. Move 10 passenger van to Maintenance	2027-013
<input checked="" type="radio"/>	Transportation	Pinchweld vehicle Lift	1.00	\$7,000.00	\$7,000.00	Transportation	<input checked="" type="radio"/>		<input type="radio"/>	Will make servicing vehicles a lot easier since the mechanic is doing all the district vehicles.	2027-014
<input checked="" type="radio"/>	Transportation	2 - MPV made by Bluebird. 14 passenger plus driver. All Wheel Drive \$120,000 Each Est. (Purchase Used?)	1.00	\$120,000.00	\$120,000.00	Transportation	<input type="radio"/>		<input type="radio"/>	This a White school bus that would not require a CDL so Coaches could drive their smaller teams. It has to be smaller than 15 passenger for a non CDL These vehicles would replace several contracted bus routes that we are currently paying for at \$1,000 per event. Here is the history of our vehicle fleet usage .	2027-015
		TOTAL			\$187,000.00						

Capital Outlay Proposals 2026-27

TECHNOLOGY Inventory

							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
							3	If Extra Funds / Future Purchase			
Approve/Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
<input checked="" type="radio"/>	Tech	New student devices (ACER)	800.00	\$500.00	\$400,000.00	HS juniors and sophomores	<input checked="" type="radio"/>	2018/2019	<input type="radio"/>	ESTIMATED COST: Will discuss new rotation plan during meeting.	2027-016
<input checked="" type="radio"/>	Tech	Key card access from all playground doors 6 total	6.00	\$5,280.00	\$31,680.00	MS	<input checked="" type="radio"/>		<input type="radio"/>	Quote received from Convergent for 6 playground doors. This is a safety / security issue.	2027-017
<input checked="" type="radio"/>	Tech	Apple iPad 10, WiFi, 128 GB (plus cases)	250.00	\$365.00	\$91,250.00		<input checked="" type="radio"/>		<input type="radio"/>	These replace iPad 6's which are EOL. The 6's are no longer receiving critical software or security updates and are EOL.	2027-018
<input checked="" type="radio"/>	Tech	Desk UPS units	25.00	\$299.00	\$7,475.00	Various	<input checked="" type="radio"/>		<input type="radio"/>	QUOTE RECEIVED: All of our desk UPS units are extremely old (pre 2020) and need replaced. Many do not work at all. (Secretaries, admins, libraries, few switch stacks)	2027-019
<input checked="" type="radio"/>	Tech	HP 860 G11(?) - Staff	95.00	\$1,175.00	\$111,625.00	BC / FC	<input checked="" type="radio"/>		<input type="radio"/>	ESTIMATED COST: Replaced EOL devices at BC and FC (including sub computers (6 on each side)), keeping our staff building rotation cycle.	2027-020
<input checked="" type="radio"/>	Tech	Docking station	75.00	\$170.00	\$12,750.00	BC / FC	<input checked="" type="radio"/>		<input type="radio"/>	QUOTE RECEIVED (CDW): Replaces obsolete docking stations for staff devices above.	2027-021
<input checked="" type="radio"/>	Tech	Mitel 6910 Phone - DMS	65.00	\$160.00	\$10,400.00	MS	<input checked="" type="radio"/>		<input type="radio"/>	POSSIBLE EXPENSE.	2027-022
<input checked="" type="radio"/>	Tech	Connect1- Charging station w/chargers	8.00	\$865.00	\$6,920.00	MS	<input checked="" type="radio"/>	N/A	<input type="radio"/>	We have several carts in classrooms with only 10 devices in them. These carts can be better utilized and these 10-slot charging stations will allow us that flexibility.	2027-023
<input checked="" type="radio"/>	Tech	Cisco Meraki Access Points - ERATE	72.00	\$1,700.00	\$122,400.00	District	<input type="radio"/>		<input checked="" type="radio"/>	ESTIMATED COST: Year one of E-Rate AP replacement. 143 APs will be EOL in the next year. Will get 70% refund to make total \$36,720.	2027-024
<input checked="" type="radio"/>	Tech	Switch Closet re-organizations - ERATE	6.00	\$2,000.00	\$12,000.00	HS	<input type="radio"/>		<input checked="" type="radio"/>	ESTIMATED COST: Year one of E-Rate switch closet re-org project. 70% discount makes this \$3,600	2027-025
<input checked="" type="radio"/>	Tech	Weight Room camera	1.00	\$2,865.00	\$2,865.00	HS weight room	<input type="radio"/>		<input type="radio"/>	Quote received from Convergent. This is a request from HS admin for safety / security in the weight room.	2027-026
<input checked="" type="radio"/>	Tech	Camera in tech ed rooms for safety (One in each tech ed room)	2.00	\$2,865.00	\$5,730.00	MS TECH ED	<input type="radio"/>		<input type="radio"/>	Quote received from Convergent. This is a request from the HS admins for safety / security in these rooms.	2027-027
<input checked="" type="radio"/>	Tech	HS weight room key card access	1.00	\$5,335.00	\$5,335.00	HS weight room	<input type="radio"/>		<input type="radio"/>	Staff need access to this for wellness, coaching, and classroom needs. Quote received from Convergent.	2027-028
<input checked="" type="radio"/>	Tech	Camera in refocus room	1.00	\$2,865.00	\$2,865.00	FC	<input type="radio"/>		<input type="radio"/>	Quote received from Convergent. Camera was removed during construction at FC, and one needs to be in this room.	2027-029
<input checked="" type="radio"/>	Tech	iPads for High School Weight Room (w/ cases)	5.00	\$380.00	\$1,900.00	HS weight room	<input type="radio"/>		<input checked="" type="radio"/>	Requested by HS coaches for weight training apps. Approve/deny contingent upon having a plan (mounting, etc)	2027-030
					TOTAL						
					\$825,195.00						

Capital Outlay Proposals 2026-27

- 1
- 2
- 3

Required / Top Priority
 Needed / Yearly Allocation
 If Extra Funds / Future Purchase

Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.

BUILDINGS & GROUNDS

Approve/Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
	DMS	Middle School Roof Design	1.00	\$85,000.00	\$85,000.00	DMS	1		NO	This project was included as a priority to design this year. This is the design price the roof will cost \$1.7 million. The goal of this cost would be to get the entire roof at one time line with the addition. This will align the entire middle school roof.	2027-031
	District	Finalize District Roof Assessment and Prepare TBD Roof Bid Package	1.00	\$40,000.00	\$40,000.00	DISTRICT	1		NO	\$10,000 to finalize district roof assessment and \$30,000 roof design (\$500,000 x .06 Design Fee) Create a assessment of all roof status in the district.	2027-032
	District	Stadium Roof	1.00	\$10,000.00	\$10,000.00	DISTRICT	1		YES	Caulk - Phase I BH roofing	2027-033
	DHS	New Roofing	1.00	\$490,000.00	\$490,000.00	DHS	1		YES	This roof along with the rest of the DHS ones below have been identified as our most critical in the district from Black Hills roofing. Aux gym \$157,574, Main office \$44,522, Music Room \$98,161, Theater \$81,316, NTE \$48,114 Eualis fee \$30,000 + design work estimated at \$30,000 total \$490,000. Building plan	2027-034
	FC	Classroom Remodel (5 classrooms - KG @ FC)	5.00	\$50,000.00	\$250,000.00	FC	1		YES	We need to decide what building the remodels will take place in for the 26-27 school year. We are recommending 5 KG rooms at Francis Case this year. Approx. 30,000 remodel/20,000 furniture K-1 Quote 2-3 Quote Kindergarten Furniture .	2027-035
	BC	BC Boiler Upgrade -Design	1.00	\$62,000.00	\$62,000.00	BC	1		NO	Fall 2026 design - Spring 2027 bid - June 1 2027 project	2027-036
	DHS	HS Aux Gym Floor	1.00	\$156,000.00	\$156,000.00	DHS	1		YES	We have notified the floor installers - They plan to install wood floors during the 2026 summer. The thing to consider is if we want a wood floor in this space (we will have to purchase floor covering for events. Chad is sending samples for taraflex flooring . Innovative Quote	2027-037
	DHS	Stadium - Sound System/trouble-shooting	1.00	\$100,000.00	\$100,000.00	DHS	1		YES	This is an estimate - Will need to contact the company that did the work in the theater. Jared will talk to West Plains for an estimate. First week of March will get inspected.	2027-038
	HS/MS	MS/HS Gym Floor Cover	1.00	\$28,275.00	\$28,275.00	DHS	1		YES	We will use the floor covers to protect the gym floors at the middle and high school. We will purchase one set of covering to be stored at the warehouse and moved to the gym that needs protected when necessary. Innovative Quote This dollar amount will also include a needed ramp for transporting the gym floor coverings from building to building.	Already Approved
	MS	White Boards	48.00	\$550.00	\$26,400.00	DMS	1		NO	White Boards Currently have 24 4'x20' Chalk boards that require replacement in MS. These have been a work order to be reskinned since 2024	2027-039
	District	Vacuums	5.00	\$760.00	\$3,800.00	DISTRICT	1		NO	Old ones in use. Parts hard to find. Hunter will research current age and need for how many vacuums. These were on the list for FY25 and moved to priority 2 - Moved these forward Vacuums	2027-040
	DHS	Range Hoods for FACS Class	4.00	\$25,000.00	\$100,000.00	DHS	1		NO	Immediate Need according to Jared	2027-041
	DHS	Bleachers for HS Aux Gym	1.00	\$85,490.00	\$85,490.00	DHS	2		YES	If we are updating the gym floor, would this be a good time to also replace the bleachers? Hunter is getting a quote. Aux Gym Bleachers	2027-042
	DHS CTE/SPED	A library wall or walls (Hunter working to gather an accurate quote for next steps)	1.00	\$50,000.00	\$50,000.00	DHS	2		YES	Our library is a large unused space. We currently have a freshmen sped teacher on the lab side. Building a wall or having a closed classroom and office would greatly impact immediate and future CTE and SPED classrooms and space. One teacher at a minimum needs to be in there in 26/27.	2027-043
TOTAL						\$1,486,965.00					

Capital Outlay Proposals 2026-27							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
							3	If Extra Funds / Future Purchase			
CURRICULUM											
Approve/ Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
<input checked="" type="radio"/>	Secondary	ELA 9, 10,11,12	1.00	\$150,000.00	\$150,000.00	HS	<input checked="" type="radio"/>	NEW	<input type="radio"/>	Time for adoption	2027-044
<input checked="" type="radio"/>	Elementary	Math Number Corner	1.00	\$45,000.00	\$45,000.00	FC/BC/VES	<input checked="" type="radio"/>	New	<input type="radio"/>	Foundational Skills kits are older than me :-) This would be an upgraded purchase with a new product.	2027-045
<input checked="" type="radio"/>	Secondary	Social Studies US History, Gov, World History and Geography	1.00	\$200,000.00	\$200,000.00	MS/HS	<input checked="" type="radio"/>	NEW	<input type="radio"/>	New State standards and need to be in compliance with the state	2027-046
<input checked="" type="radio"/>	Secondary	edgenuity	1.00	\$61,830.00	\$61,830.00	MS/HS	<input checked="" type="radio"/>		<input checked="" type="radio"/>	Need to renew, online school 3 yr renewal	2027-047
<input checked="" type="radio"/>	Secondary	NWEA 6-8 3 year subscription	1.00	\$30,000.00	\$30,000.00	MS	<input checked="" type="radio"/>		<input type="radio"/>		2027-048
		TOTAL			\$486,830.00						

Capital Outlay Proposals 2026-27							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
							3	If Extra Funds / Future Purchase			
LIBRARY											
Approve/ Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
<input checked="" type="radio"/>	BC	Replenish Library books and materials	1.00	\$5,000.00	\$5,000.00		2		NO	Yearly Allocation	2027-049
<input checked="" type="radio"/>	FC	Replenish Library books and materials	1.00	\$5,000.00	\$5,000.00		2		NO	Yearly Allocation	2027-049
<input checked="" type="radio"/>	VES	Replenish Library books and materials	1.00	\$5,000.00	\$5,000.00		2		NO	Yearly Allocation	2027-049
<input checked="" type="radio"/>	MS	Replenish Library books and materials	1.00	\$5,000.00	\$5,000.00		2		NO	Yearly Allocation	2027-049
<input checked="" type="radio"/>	HS	Replenish Library books and materials	1.00	\$5,000.00	\$5,000.00		2		NO	Yearly Allocation	2027-049
		TOTAL			\$25,000.00						

Capital Outlay Proposals 2026-27							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
							3	If Extra Funds / Future Purchase			
SPECIAL EDUCATION											
Approve/ Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
<input checked="" type="radio"/>	Family Services/Birth to 3	Suburban or other larger SUV (4WD, 3 rows of seats)	1.00	\$70,000.00	\$70,000.00	Carrousel	<input checked="" type="radio"/>		<input type="radio"/> NO	Both the Family Services Workers provide transportation regularly to students. Our B-3 Team has been being reimbursed for mileage, and using their own vehicles since before I got here so should have access to a district vehicle (not sure if just one vehicle will cut it but willing to try!)	2027-050
							<input type="radio"/>		<input type="radio"/>		
					TOTAL						

Capital Outlay Proposals 2026-27							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
							3	If Extra Funds / Future Purchase			
DMS ACTIVITIES											
Approve/ Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
<input checked="" type="radio"/>	Football	Football Helmet Reconditioning	25.00	\$120.00	\$3,000.00	MS Activities	1	Yearly	NO	27 helmets sent in for yearly reconditioning for safety.	2027-051
<input checked="" type="radio"/>	All Activities	Ice machine	1.00	\$1,500.00	\$1,500.00	Buildings and Grounds	1	25+ years old	NO	Repurposed several years ago from HS stadium, stopped working several times throughout the year. Need the ice machine for safety of athletes during practices/games.	2027-052
<input checked="" type="radio"/>	Basketball	Uniforms (boys: 7-8th grade)	1.00	\$8,800.00	\$8,800.00	MS Activities	2	7 years	NO	Rotation of jerseys due to wear and tear/longevity	2027-053
<input checked="" type="radio"/>	Cross Country	Uniforms (girls and boys, 6-8th grade)	1.00	\$3,850.00	\$3,850.00	MS Activities	2	7 years	NO	Rotation of jerseys due to wear and tear/longevity	2027-054
		TOTAL			\$17,150.00						

Capital Outlay Proposals 2026-27							1	Required / Top Priority		Please provide a brief description of why the purchase is needed, how it will be implemented and/or implications of it not being funded this year.	
							2	Needed / Yearly Allocation			
ANNUAL PRINTING REQUESTS							3	If Extra Funds / Future Purchase			
Approve/Deny	Department	Project or Equipment	Quantity	Per Item Cost	Amount Proposed	Building / Department	Priority	Year Acquired Age of Current Item	Expend Funds Prior to July 1?	Rationale	Item #
<input checked="" type="radio"/>	BC	Yearly Printing Allocation			\$13,500.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	FC	Yearly Printing Allocation			\$13,500.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	VES	Yearly Printing Allocation			\$13,500.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	DMS	Yearly Printing Allocation			\$20,000.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	DHS	Yearly Printing Allocation			\$20,000.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	SPED	Yearly Printing Allocation			4,000.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	TECH	Yearly Printing Allocation			1,500.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	CO	Yearly Printing Allocation			7,000.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	B&G	Yearly Printing Allocation			13,000.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	TRANS	Yearly Printing Allocation			1,500.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
<input checked="" type="radio"/>	FS	Yearly Printing Allocation			1,500.00		<input checked="" type="radio"/>		<input type="radio"/>	Yearly Allocation	2027-063
		TOTAL			\$109,000.00						

Bid Evaluation Matrix

District/School Name:

2026-2027

Type of Service or Equipment: Network Closet Reorganization / Clean up

A separate Bid Evaluation Matrix must be completed for each type of service.

Criteria	Points Available	RTI	Golden West	Vendor 3	Vendor 4	Vendor 5
Price of the eligible products and services*	40	15	40			
Prior experience with the vendor	20	20	0			
Prices for ineligible services, products, and fees	15	0	0			
Flexible invoicing: BEAR or SPI	15	15	15			
Local or in-state vendor	10	10	10			
Total	100	60	65	0	0	0

*This criteria must be given a higher weight than all other factors. Lowest bid gets full points. Other bids: Lowest bid/higher bid X Points Available (Example: 10/20 X 40 = 20)

Comments:

List of Disqualified Bidders and Reason:

Winning Bidder: Golden West

Signature: Shawn Compton

Date: 3/23/26

Bid Evaluation Matrix

District/School Name:

2026-2027

Type of Service or Equipment: **Wireless Access Point Purchase and Install**

A separate Bid Evaluation Matrix must be completed for each type of service.

Criteria	Points Available	RTI	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Price of the eligible products and services*	40	30				
Prior experience with the vendor	20	20				
Prices for ineligible services, products, and fees	15	0				
Flexible invoicing: BEAR or SPI	15	15				
Local or in-state vendor	10	10				
Total	100	75	0	0	0	0

*This criteria must be given a higher weight than all other factors. Lowest bid gets full points. Other bids: Lowest bid/higher bid X Points Available (Example: 10/20 X 40 = 20)

Comments:

Douglas School District posted Form 470 # 260017365 on 2.23.2026 requesting quotes for C2 Eligible Equipment and Cabling (Wireless AP Purchase and Install). Only 1 quote for this service was received. The quote from RTI, Inc is cost-effective for the school.

List of Disqualified Bidders and Reason:

Winning Bidder: RTI

Signature: Shawn Compton

Date: 3/23/26

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KG
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COMMUNITY USE OF SCHOOL FACILITIES

~~School district facilities and equipment are purchased, maintained, and operated by funds largely provided by local taxes. The Board of Education subscribes to the idea that the public schools are owned and operated by and for its patrons and are an integral part of the community. To this end, the Board encourages the use of school facilities by various education and community organizations. Facilities, for purposes of this policy, include all the buildings of the District and/or grounds of the District.¶¶~~

The School District facilities are for providing a public education to enrolled students. As the facilities are constructed with local taxpayer funds, the Board of Education encourages the use of school facilities for activities of an educational, cultural, civic, social, recreational and governmental nature which are sponsored by individuals residing in or entities located within the School District. The Board of Education authorizes the use of school facilities by non-school district residents, organizations, agencies, institutions and individuals, as set forth in this policy, and Regulation KG-R: Facility Use – Regulations, Exhibit KG-E(1): Request for Facility Use and Exhibit KG-E(2): Facility Use Agreement.

- A. The right to use the property for any lawful purpose is a privilege granted by the District. No person or entity, other than the School District, has any vested right to use school property.
- B. The District shall not grant any use of a school facility if the use would, in the opinion of the school administration, restrict or limit the educational program (including school activities), infringe on or interfere with the conduct, operation or best interests of the school system.
- C. Scheduled and rescheduled school activities for which the facility will be used shall take priority over any other non-school related activity.
- D. It is recommended that a person wishing to use a school facility contact the building principal regarding availability prior to submitting the Request for Facility Use Form.
- E. The permitted use of school facilities by any person or organization does not imply endorsement by the School District of the activity.
- F. No user authorized to use a school facility shall permit or allow the use of alcohol, tobacco products or illegal drugs in school facilities or on school grounds. Violation of these restrictions shall result in the permission to use school facilities being revoked.
- G. Authorized users must provide supervision as set forth in Regulation KG-R.

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H. User fees may be assessed to cover utilities, maintenance, and custodial and administrative costs.

I. A certificate of insurance verifying that the applicant has general liability insurance for the activity must be submitted with the written request for use. The requirement for a certificate of insurance may be waived by the Board. A waiver request must be submitted to the Board prior to a regularly scheduled board meeting and before the intended use.

J. The superintendent or his designee will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups, and a weekly schedule will be sent to the administrative staff, activities directors, school secretaries, and building custodians.

K. The school board reserves the right to waive any or all fees. In order for the Board to consider fee waivers, requests for fee waivers must be submitted to the Board prior to a regularly scheduled board meeting and before the intended use.

~~As a community service, the Board may rent or grant the use of school facilities for any purpose which it may deem to be advisable. Such use, however, shall not interfere with school activities nor serve to compete with local business. School sponsored activities shall have first priority.~~

PROCEDURES:

A. Request for Facility Use: Any person or entity wishing to use the District facilities for a purpose which is not directly related to the operation, purpose and objective of the District must submit a written request, KG-E(1): Request for Facility Use Form, to the _____ at least five (5) calendar days prior to the date requested.

B. Facility Use Agreement: The District shall review the request for facility use and determine if the facility is available during the time requested. If it is available the _____ will complete KG-E(2): Facility Use Agreement Form and insert the applicable fee if any. The _____ and person requesting the use of the facility shall both sign the Facility Use Agreement.

~~The Superintendent or designee is authorized to approve and arrange for scheduling the use of school facilities by qualified applicants who satisfy the above purposes and limitations. Right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable.~~

~~Applicants will be required to submit a facility use agreement declaring that to the best of their knowledge their projected use is legal. Applicants requesting permission to use a school building will be held responsible for the preservation of order and for any damage to school facilities. The person signing the application will agree to replace or pay for all damages or lost equipment or material when directed to do so by the school administration. If replacement is~~

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~~required for damaged property, replacement costs will be the measure, and depreciation will not be a factor. In addition, users of the facility will be required to hold the District harmless for all damages and personal injury that may occur during their utilization.~~

Prohibited PROHIBITED USES OF SCHOOL FACILITIES:Activities

The following activities will be prohibited on school grounds or in school facilities:

~~Partisan political meetings;¶~~

~~Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence;¶~~

~~Any purpose in conflict with school activities;¶~~

~~Commercial advertising;¶~~

~~Fundraising campaigns except as permitted by Board policy or special action of the Board;¶~~

~~Activities which are discriminatory in the legal sense.~~

A. Any activity in conflict with school activities;

B. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment, **or which are discriminatory in the legal sense.**

C. Fund-raising campaigns except as permitted by School Board policy, by special action of the School Board, or those intended to be of a benefit or service to students of the school district.

D. Any activity which the School Board determines not to be advisable as a community service.

E. Any activity which is not deemed to be a community service as determined by the _____ subject to appeal to the Superintendent and the School Board.

~~Permission may be granted to allow local colleges and universities, which may charge tuition, or school personnel to use District facilities for staff improvement or in-service training. Private teaching, either by individuals employed by the school district or by outside agencies or persons, for which tuition is charged will require board approval before facilities may be used.¶~~

~~Any person, public body, or group given permission to use school facilities shall be responsible to the District for all damages that may be caused by reason of such use or occupancy. The Board may require the sponsoring organization to show proof of financial responsibility prior to granting use of school facilities.¶~~

~~Authorization for use of school facilities shall not be considered as an endorsement of the group or organization nor the activities or purposes they represent. The right to authorize use of school facilities is retained by the Board of Education acting through its Superintendent and building administrators.¶~~

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Box Elder

South Dakota

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~~The Superintendent or designee will develop regulations to be reviewed by the board for the use of school district facilities and equipment.~~

PROCEDURES: Granting of Approval¶

~~A. Request for Facility Use: Any person or entity wishing to use the District facilities for a purpose which is not directly related to the operation, purpose and objective of the District must submit a written request, KG-E(1): Request for Facility Use Form, to the _____ at least five (5) calendar days prior to the date requested. ¶~~

~~B. Facility Use Agreement: The District shall review the request for facility use and determine if the facility is available during the time requested. If it is available the _____ will complete KG-E(2): Facility Use Agreement Form and insert the applicable fee if any. The _____ and person requesting the use of the facility shall both sign the Facility Use Agreement. ¶~~

¶

~~The Superintendent or designee is authorized to approve and arrange for scheduling the use of school facilities by qualified applicants who satisfy the above purposes and limitations. Right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable. ¶~~

¶

~~Applicants will be required to submit a facility use agreement declaring that to the best of their knowledge their projected use is legal. Applicants requesting permission to use a school building will be held responsible for the preservation of order and for any damage to school facilities. The person signing the application will agree to replace or pay for all damages or lost equipment or material when directed to do so by the school administration. If replacement is required for damaged property, replacement costs will be the measure, and depreciation will not be a factor. In addition, users of the facility will be required to hold the District harmless for all damages and personal injury that may occur during their utilization.~~

REFERENCES
State Reference: SDCL 13-24-20

Adoption History			
Previous Policy No. 302	11/18/1975	First Reading-Rev Reg	4/13/2004
Revised	11/8/1979	First Reading-Revision	8/27/2007
First Reading-Revisions	5/11/1993	Approved-Revision	9/10/2007

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Approved - Revisions	5/25/1993	First Reading-Revision	2/12/2024
First Reading-Revised Regulations	8/11/1997	Approved-Revision	2/26/2024
Approved-Revised Regulations	9/8/1997		
First Reading-Rev Reg	4/22/2002		
Approved-Rev Reg	5/13/2002		

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FACILITY USE - (Regulation)

Pursuant to Policy KG, the School District Board of Education allows the use of school facilities for activities by individuals and entities when such activities do not conflict with the use of the facilities by the District. However, no person, group, or organization other than the District has any vested right to use school property.

The procedure for submitting application for use, fee schedule and rules related to the use are as set forth in this regulation.

REQUESTS

A. Any person or entity wishing to use the District facilities for a purpose which is not directly related to the operation, purpose and objective of the District must submit a reservation request through the District’s authorized online reservation platform (Bound) at least five (5) calendar days prior to the date requested to allow sufficient time to complete a Facilities Use Agreement, receive Proof of Insurance, and notify all parties concerned. The five (5) calendar days prior notice requirement may be waived for good cause.

B. User Fees may be assessed to cover utilities, maintenance, and custodial and administrative costs. User fees are based upon the (1) status of the applicant as resident or nonresident, (2) status of the applicant being “for-profit” or “non-profit” and (3) District direct or indirect expenses incurred due to facility being used for non-school purposes.

1. The application for use shall identify the applicant as resident or nonresident and as being “for-profit” or “non-profit.”
2. “Resident user” is defined as a person residing within the District or an entity having its principal place of business located within the District. Any user not meeting the definition of “resident” shall be deemed to be a “nonresident.”
3. A “for-profit” user is a user (person or entity) which is in business for the purpose of generating a financial profit for the user and the user, in his/her/its sole discretion, determines how that profit is to be distributed.
4. A “non-profit” user is a user which is organized under laws or rules that prohibit the distribution of profit to any person or persons and all profit generated by the user after payment of expenses are reinvested in objectives of the non-profit user. “Non-profit” users include organizations with IRS 501c3 status and organizations with State of South Dakota non-profit status. The superintendent of schools may also recognize as “non-profit” organizations that exist solely to provide programs and services that are of public benefit and do not charge any fees or admissions for their activities.
5. The User Fees related to the “for-profit” and “non-profit” distinction applies to the type of user and not to the activity or event for which the school facility is to be used or any admission or participation

fee charged by the user.

6. The District may require verification in a manner determined by the District from an applicant of the applicant's residency and/or non-profit status for the purpose of determining the applicable user fee and prior to granting the applicant the use of school facilities.

C. Applications by an entity for the use of a school facility must be signed by a person authorized by the entity to submit the application, and by the signing of the application on behalf of the entity denotes that the person signing the application has such entity authorization.

D. Persons or entities wishing to use school facilities on a regularly scheduled basis throughout the school year (school year being defined as from July 1 to June 30) need file only one request at the beginning of the school year. However, the person or entity having received year-long permission must submit a separate request for special events/activities not identified in the request for year-long application for use. Year-long requests for the use of District facilities must be renewed each year.

E. All applications must be signed by a person at least twenty-one (21) years old, said person being responsible to the District for the individual's (or entity's, if applicable) use of the facility.

F. District administrators, or in the absence of a school administrator the custodian on duty, have the right to terminate any activity at any time if, in his/her judgment there are violations of Board Policy, or federal, state, or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

G. The District reserves the right to rescind any permission previously granted for the use of school facilities, without liability to the District, Board of Education and individual school board members, and District employee's, should such action be deemed necessary or desirable in the sole discretion of the District for a legitimate reason and provided such reason is not discriminatory in nature (i.e., based upon race, religion, gender, disability, and such other discriminatory classifications established by the federal government or State of South Dakota).

ACCESS TO FACILITY/SCHOOL GROUNDS

A. In the sole discretion of the District, the District will either provide the user with the necessary key(s) for the user to access the facility/school grounds to be used and lock the facility/school grounds after use, or require user have a school employee open the facility/school grounds before and lock the facility/school grounds after user's activity.

B. Should the District choose to provide the necessary key(s) user shall (1) return the key(s) upon the conclusion of the activity identified in the Facility Use Agreement, (2) pay a \$50.00 deposit for the key(s) with said deposit to be refunded upon the return of the key(s) to the District, (3) not allow any person other than the user to be in possession of the key(s), and (4) not allow the duplication of the key(s).

INSURANCE AND INDEMNIFICATION

Notwithstanding SDCL 13- 24-20, which states that the school district is not liable for any damages which might arise as the result of such use or occupancy, unless waived by the Board, a certificate of insurance must be submitted with the application for use of a school facility. The certificate of insurance must verify that the applicant has general liability insurance for the activity with minimum limits of liability for bodily injury or death of \$500,000 per person / \$1,000,000 per occurrence, and minimum

insurance coverage for property damage of \$100,000 per occurrence. Receipt by the District of such verification does not constitute and shall not be deemed a waiver by the District of the immunity for liability granted to the District by SDCL 13-24-20. By signing the facility use agreement, the individual assumes all responsibility and liability for any injury to persons, damage to school facilities or school personal property that may result from use of the facility and agrees to indemnify and hold the District, its agents and employees harmless from and against all claims and expenses for it, including attorney fees.

PRIORITIES FOR USE

A. The use of school facilities for non-school purposes shall in no way restrict or limit the educational program, including school activities.

B. Priorities for use of school facilities will be as follows:

1. School-related activities/meetings authorized by District administration or Board;
2. Joint use agreements between the District and other governmental (state, federal, county or township) entities;
3. Children/youth activities sponsored by a resident non-profit user;
4. Children/youth activities sponsored by a non-resident non-profit user;
5. Children/youth activities sponsored by a resident for-profit user;
6. Children/youth activities sponsored by a non-resident for-profit user;
7. Activities/programs sponsored by a resident non-profit user for the general public;
8. Activities/programs sponsored by a resident for-profit user for the general public;
9. Activities and programs sponsored by a non-resident non-profit user for the general public;
10. Activities and programs sponsored by a non-resident for-profit user for the general public.

C. A user may be granted permission to use school facilities on a temporary basis (not to exceed one year) in the event of emergency or in order to allow time to build or acquire the user's own facility. If at the end of one year the organization is actively engaged in providing its own facilities, but has not yet completed them, the user may be granted additional use time, such additional time which may be granted not to exceed one additional year. User fees applicable to for-profit users shall be assessed to the non-profit user during the entire period of time the use of school facilities is granted pursuant to this provision.

FACILITIES USE AGREEMENTS

A. A Facilities Use Agreement must be digitally accepted by the individual or authorized entity representative and authorized District representative as a condition for permission to use a school facility. The applicant requesting use of a school facility must complete the application and agreement process within the Bound platform and submit the applicable user fee, if any, prior to the date of requested use. The facility is considered reserved when the applicant completes the digital signature in Bound, and pays the applicable user fee, if any, and the request is signed electronically approved by the authorized District official.

B. Facility use is restricted to the dates, hours and areas specified in the Facilities Use Agreement.

C. The individual/entity granted permission to use a school facility shall not assign, sublet or transfer in any way the use of the facility or any part of the facility to any other person or entity.

D. The individual/entity granted permission to use a school facility shall be responsible for using the facility for the purpose described in the Facility Use Agreement.

FACILITY USER FEES

A. Fees assessed for the use of school facilities are not rental payments, as that term is generally understood, but are fees associated with the cost borne by the District for the use of the facility for a non-school purpose and for which expenses would not otherwise have been incurred by the District. Such expenses include such things as utilities, supplies, maintenance of facilities, custodial and cafeteria services as well as administrative services necessary to process each request and Facilities Use Agreement. Such User Fees are established by the Board of Education and are subject to change as the Board may deem appropriate.

B. All User Fees (Exhibit KG-E(2)) are computed on an hourly rate beginning with the time the building is required to be open and ending with the time the building is no longer occupied by any person on the premises participating in the activity for which the use was authorized.

C. Individuals or entities that use a school facility on a regularly scheduled basis throughout the school year or a portion thereof may be billed the User Fee on a monthly or quarterly basis. Payment is due within 30 days of mailing date, and failure to pay the user fee shall result in the revocation of the permission to use the facility. Should permission be revoked due to the failure of the user to pay the use fee any subsequent request by the user to use a school facility shall not be granted until all past due user fees are paid in full and unless the User Fee applicable to the requested use period is paid at the time the request for subsequent use is submitted.

D. Unless otherwise specifically provided in the Facility Use Agreement, no User Fee shall be assessed for use by resident or nonresident non-profit users if the activity is for the direct and sole benefit of students of the School District such as but not limited to grade school basketball, football and wrestling, post prom and visiting musical groups, provided that no participation fee or admission fee is charged by the non-profit user and there is no custodial expense incurred by the District.

E. No User Fee shall be assessed to District affiliated entities (such as the Parent Teacher Association, local Education Association, a recognized state or regional professional education organization) or federal, state, county or township governmental entities.

F. Non-profit users sponsoring an activity which is not for the direct and sole benefit of District students and for which a participation or admission fee is charged, or which results in there being a custodial expense incurred by the District, shall be responsible for payment of the User Fee schedule as set forth in Exhibit KG-E(2).

G. A User Fee shall be assessed to all individual and entity for-profit users according to the User Fee schedule set forth in Exhibit KG-E(2) and notwithstanding that the use may not result in there being a custodial or other expense incurred by the District.

H. The Board of Education reserves the right to waive user fees in its sole discretion provided the user requesting the waiver provides the District with valuable compensation (such as educational or facility services, supplies or materials) in lieu of monetary fee payment in a manner acceptable to the Board. Any request for a fee waiver pursuant to this provision shall be in writing and shall include the reason for the

waiver request and proposed compensation in lieu of monetary fee payment, and shall be submitted to the Superintendent.

CANCELLATIONS/CONFLICTS

A. Cancellation of a signed Facility Use Agreement must be received at least two working days (working days being defined as Monday through Friday, inclusive, when school administrative offices are open) prior to the date of the scheduled use. Failure to cancel within the prescribed time frame shall obligate the user to pay for all custodial and other such expenses incurred in the District fulfilling its obligations within the conditions of the Facilities Use Agreement.

B. The District reserves the right to cancel a Facilities Use Agreement or reschedule the use of school facilities by a user, for cause and with notice, and without penalty to the District, should the facility be needed for District use after a request for the use has been approved by the District and a Facility Use Agreement been signed. Use of school facilities by non-school individuals and entities is automatically cancelled when school is closed and all school activities are suspended due to inclement weather or other conditions. The District shall notify the person having signed the Facility Use Agreement and that person shall be responsible for notifying persons associated with the scheduled event of the cancellation.

SUPERVISION

A. The user shall be held fully responsible for the proper use of the building facilities. The conduct of the persons in attendance and the scheduling of the activities within the time limit of the permit will also be the responsibility of the authorized user.

B. All activities must be under the supervision of person(s) at least twenty-one (21) years of age. Each authorized user is responsible for the behavior and conduct of all persons using the facility pursuant to the applicant's request for use of the facility. If the activity includes participants who are less than eighteen (18) years old the sponsoring person/entity must provide at least one supervisor for every twenty-five (25) participants who are less than eighteen (18) years old.

C. If the use of the school facility is for a youth activity the building custodian or principal will not permit entry to the building unless the supervisor is present. It is the responsibility of the supervisor to permit entry only to those authorized to attend. The supervisor is responsible for seeing that all persons using the facility pursuant to the Facility Use Agreement leaves the facility at the end of the activity before the supervisor leaves the facility.

D. Should there be damage to or theft from the school, the user shall make prompt payment for any assessments levied by the school district. The user may be denied future use of school facilities until the amount assessed is paid in full.

E. In signing a Facilities Use Agreement, the user agrees to leave the facility and its contents in an orderly and clean manner.

F. The Board of Education shall determine the amount of compensation to be paid to the District for damage to or theft from school property.

G. Should circumstances indicate possible excessive abuse of school property, a security deposit may be

required by the District prior to the applicant being granted use of the facility.

PROHIBITION OF ILLEGAL DRUG, TOBACCO AND ALCOHOL

A. No user authorized to use a school facility pursuant to this policy and corresponding regulations shall permit or allow the use of illegal or tobacco products in school facilities or on school grounds. This prohibition applies to all persons regardless of age and regardless of whether they may legally use the products. Violation of these restrictions shall result in the permission to use school facilities being rescinded.

B. No alcohol may be consumed on the property identified in the Facility Use Agreement unless prior permission has been expressly granted by the Board. The Board may authorize alcohol consumption only at such events as wedding dances, family reunions and similar events.

SPECIAL PROVISIONS

A. GYMNASIUMS

1. Only gym shoes with white or gum-rubber soles are allowed on the gym playing surface. Street, hard-soled, soccer, and any black-soled shoes are not permitted. Use of resin or other substances on floor surfaces is not permitted. Folding bleachers and partitions are to be operated only by custodians or school personnel.

2. Users are permitted to use the shower/locker room facilities; however, when shower/locker room facilities are to be used the user must discontinue gymnasium activities at least one- half hour before scheduled ending time of the gymnasium use set forth in the Facility Use Agreement.

3. All recreational equipment is to be furnished by the user. Users wishing to use school equipment must obtain prior approval as part of the Facilities Use Agreement. The District reserves the right to require the user to pay a reasonable deposit for the use of the equipment and which deposit shall be refunded to the user less any amount retained by the District should there be damage to the school equipment.

B. WEIGHT ROOMS

1. Due to safety and liability issues, the weight room is not available for public use.

2. The school administration may authorize use of the weight room for employee wellness activities and for student training activities under the supervision of a coach.

C. CAFETERIAS/KITCHENS

1. A District employee must be present if a kitchen is used to prepare or cook food. The user shall be billed for the employee's time.

2. The District employee will supervise the use of cafeteria equipment.

3. The user is to furnish the user's own dishes, silverware and other serving or cooking utensils,

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unless other arrangements have been made with the District. The user using the cafeteria is responsible for ensuring that tables, floors and equipment are clean, all decorations are removed and garbage and waste are disposed of after use and as directed by the District employee on duty.

4. All arrangements for tables, chairs, equipment and set up must be made with building principal and custodians.

D. EQUIPMENT

1. Equipment, including but not limited to recreational equipment, computers and audio- visual equipment belonging to the District is not available for use unless specified in the Facilities Use Agreement.

2. Users may be required to post a security deposit as a prior condition for the use of school equipment.

3. School equipment is not available for use off school premises.

4. Lighting and Sound Equipment

a. Requests that require use of District light and/or sound systems are subject to approval on the basis of availability of District employees who are qualified to operate the equipment.

b. The user must make prior arrangements with the District for the use and operation of the equipment and the user shall be billed for the District employee's time.

E. SCHOOL GROUNDS

1. The track, football field and football practice field and all other areas on school grounds are subject to the facility use policy and regulations.

2. Individuals and entities wishing the use of school grounds must submit a facility use request and execute a Facilities Use Agreement as a condition of use.

3. Portable restrooms at user's expense may be required by the District as a condition for the use of school grounds.

4. Water and electricity may be provided by the District and if so provided the user may be billed for the same.

5. No vehicles shall be driven on school grounds, other than designated roads and driveways, unless expressly authorized in the Facility Use Agreement.

6. The user is responsible for care of the school grounds and removal of litter. User shall be held responsible for any property damage occurring at the time of use. Failure by user to return the property after the use in the same condition it was in at the commencement of the use shall result in the user being billed for restoration of the school grounds to its prior condition and may also result in the user being denied the privilege of using the school grounds in the future.

F. USE OF SCHOOL FACILITIES BY SCHOOL EMPLOYEES

1. School employees wishing to use a school facility for a school authorized activity, including but not limited to doing work-related activities when school is not in session, or by supervising “open gym” or weight room/physical fitness activities when school is not in session, are not required to submit a written request, pay any otherwise applicable user fee, sign a Facility Use Agreement or provide insurance verification. Employees are, however, required to schedule the use of the facility with the building principal. The employee shall be responsible for securing the building and leaving it in a clean and usable condition for the next school day.

a. Open Gym Supervision and Participation: Upon prior approval by the school administration, district employees may provide an open gym for students during non-school hours. The time and day(s) of the open gym shall be made known to the student body by the administration in a timely manner through announcements, bulletin board postings, articles in the school newsletter, etc. Participants must furnish their own clothing such as sweat suits, shorts, shoes, etc. District employees who are coaches may supervise open gym activities but may not coach during that time. Supervision is defined as observing the activity. District employees may participate in school-sponsored open gym activities pursuant to this provision only if their participation does not violate another District or SDHSAA policy, rule or regulation.

b. Weight Room Supervision and Participation: Upon prior approval by the school administration, district employees may provide weight room and physical fitness equipment opportunities for students during non-school hours. The time and day(s) of the open gym shall be made known to the student body by the administration in a timely manner through announcements, bulletin board postings, articles in the school newsletter, etc. The weight room and use of physical fitness equipment is limited to use by the students under the supervision of a physical education instructor or a coach who is employed by the District to coach the athletic activity for which the weight room participants are training. Supervision is defined as observing the activity or providing assistance with the equipment but does not include personal use of the equipment by employees. All weight room supervisors and coaches must have completed a required training program on the proper use of the equipment before supervising student use. No school employees shall use the equipment during the period of time the employee has supervisory responsibilities.

2. District employees may use the gym as part of the employee’s personal health/wellness program. The employee is responsible for paying for any damages or costs incurred by the District as a direct result of the use.

a. The gym is available for personal use by District employees and their immediate family provided the employee is present, provided the use is not during the eight-hour school day and provided the facility has not been scheduled for school use or use by a non-school individual or entity.

b. Unless otherwise authorized in writing by the building principal, no person other than the employee and his/her immediate family may be present during such use. The immediate family of the employee consists of the employee’s spouse, children and parents.

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c. Only gym shoes with white or gum-rubber soles are allowed on the gym playing surface. Street, hard-soled, soccer, and any black-soled shoes are not permitted. Use of resin or other substances on floor surfaces is not permitted.

d. District employees who use the gym for their personal use under this policy are doing so outside the scope of their employment.

3. District employees may use the weight room as part of the employee’s personal health/wellness program. The employee is responsible for paying for any damages or costs incurred by the District as a direct result of the use.

a. The weight room is available for personal use by District employees provided the use is not during the eight-hour school day and provided the facility has not been scheduled for school use or use by a non-school individual or entity.

b. Only employees may be present during such use.

c. The employee must complete a required training program on the proper use of the weight room/physical fitness equipment or execute a waiver.

d. District employees who use the weight room for their personal use under this policy are doing so outside the scope of their employment.

4. Should a school employee wish to use a school facility for any purpose other than that in Section F, regulations applicable to the general public shall apply to the employee.

REFERENCES

State Reference:

[SDCL 13-24-20](#) Use of school facilities or buses for other purposes

Federal Reference:

Adoption History

First Reading			
Approved			
First Reading-Revision			
Approved			

REVISED ASBSD LANGUAGE

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SECTION	K	TITLE	SCHOOL/COMMUNITY /HOME RELATIONS	FILE	KG-E(1)
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FACILITY USE - AGREEMENT

Facility Reservation Application Process

A. Online Reservation Requests All individuals or entities seeking to utilize District facilities for non-school purposes must submit their application through the [Bound platform](#), the District's authorized online reservation system. This electronic process replaces all traditional paper-based requests. Applications must be completed via [Bound](#) at least **five (5) calendar days** before the requested date to allow for proper administrative review and coordination.

B. Facilities Use Agreement and Digital Acceptance As a condition of permission, the applicant must **digitally accept** the Facilities Use Agreement within the [Bound](#) platform. A facility is only considered officially reserved once the following steps are completed in the platform:

1. The application is fully submitted.
2. The user digitally signs the agreement and acknowledges the liability provisions of **SDCL 13-24-20**.
3. The request receives **final electronic approval** from the authorized District official.

C. Mandatory Documentation During the [Bound](#) application process, users are required to upload a **Certificate of Insurance** verifying general liability coverage with minimum limits of **\$500,000 per person and \$1,000,000 per occurrence**. Applicants must also pay any applicable **User Fees**, which are calculated within the platform based on the user's resident and profit status.

REFERENCES

State Reference:

SDCL 13-24-20 [Use of school facilities or buses for other purposes](#)

Federal Reference:

Adoption History

REVISED

First Reading			
Approved			
First Reading-Revision			
Approved			

NEW

Box Elder

DOUGLAS SCHOOL DISTRICT
Board Policy

South Dakota

SECTION	K	TITLE	SCHOOL/COMMUNITY /HOME RELATIONS	FILE	KG-E(2)
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FACILITY USE - FEES

	Resident Non-Profit	Resident For-Profit	Non-Resident Non-Profit	Non-Resident For-Profit	Custodial Fees
HS Gym	No Charge	\$32.00/hr.	\$20.00/hr.	\$45.00/hr.	\$35.00/hr.
ES Gym	No Charge	\$27.00/hr.	\$15.00/hr.	\$40.00/hr.	\$35.00/hr.
Lunchroom	No Charge	\$32.00/hr.	\$20.00/hr.	\$45.00/hr.	\$35.00/hr.
Kitchen	No Charge	\$32.00/hr.	\$20.00/hr.	\$45.00/hr.	\$35.00/hr.
Commons	No Charge	\$32.00/hr.	\$20.00/hr.	\$45.00/hr.	\$35.00/hr.
Classroom	No Charge	\$32.00/hr.	\$20.00/hr.	\$45.00/hr.	\$35.00/hr.
Library/Music Room	No Charge	\$32.00/hr.	\$20.00/hr.	\$45.00/hr.	\$35.00/hr.
Theater	No Charge	\$30.00/hr.	\$30.00/hr.	\$50.00/hr.	\$35.00/hr.

- If the requested use is for a location not on the above list, the Administration shall assess a User Fee consistent with the above locations.
- Rental fees for S.D.H.S.A.A. district and region tournament games will be set by the district and region committees.
- The school board reserves the right to waive any or all fees. In order for the Board to consider fee waivers, requests for fee waivers must be submitted to the board prior to a regularly scheduled board meeting and before the intended use.

REFERENCES

State Reference:

Federal Reference:

NEW

Adoption History			
First Reading			
Approved			
First Reading-Revision			
Approved			