

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, August 24, 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/96425656466?pwd=utaqheiqXA3dUWPxY3xXS9IGhlggy4.1>
Meeting ID: 964 2565 6466
Passcode: 7pSz45

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 August 10, 2026.
 - B. Approve Personnel Action
 - C. Approve Financial Reports
 - D. Approve the Purchases and Issuing of Accounts Payable.

- E. Approve Items as Surplus. (Surplus for sale or discard)
- F. Approve Conflict Disclosures and Waiver Authorizations Pursuant to SDCL 3-23-3
- G. Approve Liquidated Damages Waiver for Shae Weber

9. Items Removed From Consent Agenda

10. Elementary and Secondary Curriculum and Instruction Items:

11. Superintendent Items:

- A. Approve Student Assignment Requests as recommended for the 2026-27 school year.
- B. Approve Open Enrollment Applications as recommended for the 2026-27 school year under the Emergency Clause of Policy JECB.
- C. COOP Architect Contract Approval
- D. Authorize superintendent to countersign DCIP Grant Agreement with OLDCC.

12. Fiscal Resources Items:

- A. South Dakota Housing Infrastructure Loan Program Approval

13. Operational Support Services Items:

- A. Approve First Reading of Revised Board Policies: GDN- Evaluation of Support Staff
GDN-R- Implementation Procedures for Support Staff Evaluations
GDI- Support Staff Assignments & Transfers

14. Reports:

A. Superintendent:

- 1. Back To School Update
- 2. DODEA OLDCC Grant Invitation Update
- 3. DMS Construction Update

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

15. Upcoming Calendar Events: September 7 - Holiday, No School
September 14 - BOE Meeting, 5:00 pm
September 28 - BOE Meeting, 5:00 pm

16. Tour of District Facilities

17. Adjournment

DOUGLAS SCHOOL DISTRICT
Board Policy

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			
2			
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DOUGLAS SCHOOL DISTRICT
Exhibit

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, August 10, 2026

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, August 10, 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: Present, Chris Misselt: Present, Tonya Welch: Present. Brandon Vigneron: Associate Board Member, Present; Thomas Podgarski: Associate Board Member, Present.

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

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

Superintendent Kevin Case recognized our new staff who started last week. It takes a lot of work to make things better each year, and it was a great experience for all.

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 and Annual Board Meeting Minutes of July 13, 2026.

Approved June 2026 Financial Reports. (Attachment)

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

Approved Second Reading of the following new or revised Board Policies:

New Board Policy HJ(N) - Housing of Negotiable Items

Revised Board Policy Regulation GBM-R(N) - Staff Grievances Procedures

Revised Board Policy Regulation KL-R(N) - Complaint Procedure

Revised Board Policy Exhibit KL-E(1) (N) - Complaint Report Form

Revised Board Policy GCI(N) - Professional Staff Assignments and Transfers

Items Removed from Consent Agenda:

Motion to approve Items 8A-C as one item. This motion, made by Chris Misselt and seconded by Amy McGovern, Yea: 4, Nay: 0, Abstain (With Conflict): Gray. Carried

Approved Personnel Action. (Attachment)

Approved the recommendation to deny Shae Weber's request for waiver of liquidated damages.

Approved Conflict Disclosures and Waiver Authorizations as being fair and reasonable and not contrary to the public interest pursuant to SDCL 3-23-3.

Superintendent Items:

Motion to approve Items 10A and 10B as one motion. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Approved Student Assignment Requests as recommended for the 2026-27 school year.

Approved Open Enrollment Applications as recommended for the 2026-27 school year.

Motion to approve non-resident student enrollments for staff members as recommended and subject to the provisions of Section E of current Policy JECB as an employee benefit. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Motion to approve staff handbooks for the 2026-27 school year. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

Negotiated Agreement
Speech-Language Pathologist Handbook
Classified Handbook
Coordinator Handbook
Administrator Handbook

Fiscal Resources Items:

Motion to approve Items 11A-D as one motion. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Approved Supplemental Budget as presented.

Approved Contingency Transfer as presented.

Approve Revised Grant Budgets as presented:
Consolidated Application
McKinney Vento

Approved the following resolution:

LET IT BE RESOLVED that the Douglas School District #51-1 Board of Education hereby approves and authorizes the transfer of Impact Aid Funds as presented.

Operational Support Services Items:

Hear Informational Reading of the following revised Board Policies:

Revised Board Policy GDN- Evaluation of Support Staff
Revised Board Policy Regulation GDN-R- Implementation Procedures for Support Staff Evaluations
Revised Board Policy GDI- Support Staff Assignments & Transfers
Revised Board Policy JECB - Admission of Non-Resident Students (Open Enrollment)

Motion to Approve the new Financial Operations and Compliance Coordinator Job Description. This motion, made by Ben Frerichs and seconded by Amy McGovern, Carried.

Motion to Approve the new Student Support Services Job Description. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Reports:

Superintendent Kevin Case shared a map of the Douglas Middle School parking lots and student drop off areas explaining that student safety is the primary concern even when there will be inconvenience to parents. He thanked Gustafson contractors for meeting deadlines and getting the parking lots, sidewalks, and bus loop completed on time.

He also shared the updated Change Order list with board members, commenting that there are still some contingency funds left.

Superintendent Kevin Case said the district's application to apply for the \$20 million DCIP grant was selected and now have until August 21 to submit the grant proposal. Interviews are scheduled for the Federal Program Administrator position.

Committee Reports from Board Members and Comments from Associate Board Members

Several board members commented on the great sessions they attended at the ASBSD Joint Convention in Sioux Falls and the great people presenting who represented Douglas.

Tonya Welch attended the Box Elder Area Chamber of Commerce meeting. Taco Bell will be opening its new location in Box Elder soon.

Motion to adjourn the meeting at 5:47 p.m. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

June 1, 2026 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 05/31/26	(1,053,298.45)	2,130,859.82	1,919,362.76
RECEIPTS:			
TAXES	86,222.15	69,269.29	33,948.69
INTEREST	1,637.26	0.00	0.00
ADMISSIONS	0.00	0.00	0.00
LOCAL	5,039.28	0.00	0.00
COUNTY	13,901.43	0.00	0.00
STATE	1,439,219.75	0.00	320,259.00
FEDERAL	275.29	0.00	19,211.19
OTHER	3,158.69	0.00	0.00
INTERFUND TRAN.	12,227.33	0.00	0.00
TOTAL RECEIPTS:	1,561,681.18	69,269.29	373,418.88
DISBURSEMENTS:			
VERIFIED CLAIMS	441,082.72	204,534.24	4,205.40
SALARIES	1,840,300.58	0.00	413,871.28
TRANSFERS OUT	0.00		
BALANCE 06/30/26	(1,773,000.57)	1,995,594.87	1,874,704.96
BALANCE 06/30/25	(1,047,961.60)	1,932,325.01	2,280,225.47

June 1, 2026 FINANCIAL	FEDERAL PROJECTS	CAPITOL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 05/31/26	(224,997.42)	0.00	43,420.62
RECEIPTS:			
LOCAL			
STATE			
FEDERAL	245,487.00	0.00	0.00
REIMBURSEMENTS	0.00		
OTHER (LOCAL) -AFROTC	0.00	0.00	0.00
INTERFUND TRAN.			
TRANSFER IN			
TOTAL RECEIPTS:	245,487.00	0.00	0.00
DISBURSEMENTS:			
VERIFIED CLAIMS	(2,293.20)	202,744.50	0.00
SALARIES	82,547.63		0.00
TRANSFERS OUT			
BALANCE 06/30/26	(59,764.85)		43,420.62
BALANCE 06/30/25	(103,233.04)		48,686.70

June 1, 2026 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 05/31/26	2,990.72	4,123.72	34,838,699.54
RECEIPTS:			
INTEREST	0.00	0.00	12,227.33
FEDERAL	0.00	0.00	0.00
LOCAL	1,395.98	3,477.74	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,395.98	3,477.74	12,227.33
DISBURSEMENTS:			
VERIFIED CLAIMS	1,226.52	2,335.61	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	12,227.33
BALANCE 06/30/26	3,160.18	5,265.85	34,838,699.54
BALANCE 06/30/25	2,198.34	2,852.26	33,595,952.54

June 1, 2026 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 05/31/26	118,384.78	268,721.38
RECEIPTS:		
INTEREST		
SALES	798.10	0.00
STATE	4,577.28	0.00
FEDERAL	56,105.12	0.00
LOCAL	1,913.73	25,117.18
OTHER	0.00	0.00
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	63,394.23	25,117.18
DISBURSEMENTS:		
VERIFIED CLAIMS	149,178.91	32,039.11
SALARIES	24,636.95	0.00
BALANCE 06/30/26	7,963.15	261,799.45
BALANCE 06/30/25	12,032.50	275,373.44

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	187789		1,200.95
ACTION MECHANICAL INC	187790		15,367.00
AMAZON.COM	187791		32,385.80
AMICK SOUND INC	187792		343.38
ASBSD	187794		4,730.61
ASPI SOLUTIONS, INC	187795		2,362.00
BECKER'S	187796		3,241.98
BLACK HILLS CHEMICAL CO	187797		644.88
BLACK HILLS OVERHEAD DOORS	187798		1,133.37
BLICK ART MATERIALS	187799		2,963.29
BOX ELDER HARDWARE	187800		385.17
BRANDON VALLEY SCHOOL DISTRICT 49-2	187801		2,352.80
CARAHSOFT	187802		12,074.73
CARNEGIE LEARNING	187803		400.00
CAROLINA BIOLOGICAL SUPPLY COMPANY	187804		1,014.15
Case, Kevin	187774	X	370.33
CCASD	187805		110.00
CDW EDUCATION	187806		241.78
CENTURYLINK	187808		523.65
CITY OF BOX ELDER	336		5,733.43
CMC NEPTUNE LLC	187809		1,800.00
COLUMN SOFTWARE PBC	187776	X	418.04
CONVERGINT TECHNOLOGIES LLC	187811		1,254.79
CRESCENT ELECTRIC	187813		418.81
CURB ENVISION LLC	187814		165.00
D AND D PAINTING LLC	187815		2,502.02
DEMCO, INC	187818		123.20
DISCOUNT SCHOOL SUPPLY	187819		1,526.54
E-RATE EDUCATIONAL SERVICES LLC	187823		5,000.00
EDU20/20	187821		27,950.00
EVERGREEN OFFICE PRODUCTS	187824		997.69
EXPLORE LEARNING	187825		3,731.95
FIDUCIARY ACCOUNT	187827		904.58
FLINN SCIENTIFIC INC	187828		1,237.03
FREESTONE PEACH-ACCOUNTS RECEIVABLE	187829		105.94

Frerichs, Benjamin	187778	X	23.66
GEO-COMM, INC	187830		11,734.00
GEYER INSTRUCTIONAL AIDS INC	187831		429.00
Gholson , Sean	187832		179.00
Gray, Tanya	187779	X	95.34
GREAT WESTERN TIRE COMPANY	187833		2,015.14
HARVEYS LOCK SHOP, INC.	187834		135.46
HIGH POINT NETWORKS, LLC	187836		11,902.10
HILLYARD INC	187837		14,004.84
IASCO	187839		263.90
INNOVATIVE OFFICE SOLUTIONS	187840		8,235.70
INSTITUTE FOR MULTISENORY EDUCATION	187841		1,125.00
ISTE + ASCD	187842		158.00
JW PEPPER & SONS, INC.	187844		211.59
KOCH FILTER	187846		2,061.60
Kosters, Timothy	187847		786.87
MARSH & MCLENNAN AGENCY LLC	187849		3,277.00
MCGOVERN, AMY	187783	X	73.92
MENARDS	187852		759.99
MG OIL COMPANY, INC.	187853		2,480.10
MIDWEST BUS PARTS, INC.	187854		150.11
MILITARY IMPACTED SCHOOLS ASSOCIATION	187855		6,000.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	337		1,145.52
MOSYLE CORPORATION	187856		1,650.00
MRG HAUFF	187857		2,928.40
MYSTERY SCIENCE IN.C	187858		4,998.00
NAESP	187859		259.00
NASCO EDUCATION LLC	187860		918.48
NORTH CENTRAL SUPPLY, INC.	187862		1,998.26
NORTHERN TRUCK EQUIPMENT CORP.	187863		188.49
NOVUS GLASS REPAIR & REPLACEMENT	187864		505.00
O'REILLY AUTO PARTS BOX ELDER	187866		2,035.81
Olney , Trista	187865		160.65
PARTS TOWN	187867		964.08
PLANBOOK	187868		2,112.00

PLANK ROAD PUBLISHING	187869		258.40
POWER HOUSE	187870		377.48
PROGRESS PUBLICATIONS	187872		660.00
PROPHET CORPORATION DBA GOPHER, THE	187873		2,566.40
RAMKOTA HOTEL	187874		224.00
REAL DEAL ACTIVEWEAR, LLC	187875		1,203.90
RISK ADMINISTRATION SERVICES INC	187877		8,036.37
RIVERSIDE TECHNOLOGIES INC	187879		7,714.00
SANFORD HEALTH OCCMED	187880		328.00
SASD	187881		4,143.00
SCHOLARBUYS	187882		2,500.00
SCHOOL DATE BOOKS INC	187883		356.27
SCHOOL NURSE SUPPLY	187884		1,581.84
SCHOOL SPECIALTY INC.	187886		1,467.29
SHERWIN WILLIAMS	187887		1,480.68
SIMPSON'S PRINTING	187888		139.00
SUMMIT FIRE PROTECTION	187786	X	399.45
TEMPERATURE TECHNOLOGY INC	187891		380.00
TERRYBERRY	187787	X	967.89
THEMES AND VARIATIONS	187893		200.00
TYLER TECHNOLOGIES	187895		1,845.00
ULINE SHIPPING SUPPLY SPEC.	187896		201.60
UTJ HOLDCO, INC DBA TEACHING STRATEGIES,	187897		7,557.91
VALLEY SWEEPING, INC.	187898		5,511.78
VERIZON WIRELESS	187899		298.69
WARNE CHEMICAL & EQUIPMENT, INC.	187901		1,692.75
Welch, Tonya	187788	X	19.74
WESTERN COMMUNICATIONS, INC.	187902		768.00
WINNER SCHOOL DISTRICT	187903		5,250.00
YOU SCIENCE	187904		7,450.00
GENERAL FUND			287,260.34
APPLE INC	187793		8,737.50
CDW EDUCATION	187806		12,640.50
CENTURY BUSINESS	187807		5,174.63
COMBINED BUILDING SPECIALTIES, INC.	187810		79,940.00

CONVERGINT TECHNOLOGIES LLC	187811		14,345.92
CURB ENVISION LLC	187814		4,147.80
DAKOTA LETTERING	187816		12,621.80
DUE DILIGENCE, DOMINION	187820		10,575.00
FLINN SCIENTIFIC INC	187828		9,312.36
HILLYARD INC	187837		3,793.25
HOUGHTON MIFFLIN HARCOURT PUBLISHING	187838		37,650.00
INNOVATIVE OFFICE SOLUTIONS	187840		10,274.06
JOLLY LANE	187843		5,981.88
KILOWATT ELECTRIC INC.	187845		11,138.00
MATH LEARNING CENTER, THE	187850		36,300.00
MCGRAW HILL SCHOOL EDUCATION	187851		210,523.98
RIDDELL / ALL AMERICAN SPORTS CORP	187876		7,552.50
RIVERSIDE TECHNOLOGIES INC	187879		83,865.00
SCHOOL OUTFITTERS	187885		10,147.13
TODAY'S CLASSROOM	187894		6,178.42
TYLER TECHNOLOGIES	187895		19,170.00
VEX ROBOTICS INC	187900		1,860.73
CAPITAL OUTLAY			601,930.46
AMAZON.COM	187791		3,548.53
CHILDREN'S CARE HOSPITAL & SCHOOL	187775	X	7,140.00
ENOME INC	187822		20,000.00
FIDUCIARY ACCOUNT	187826		360.36
INNOVATIVE OFFICE SOLUTIONS	187840		3,640.88
LAKESHORE LEARNING MATERIALS	187848		229.41
MACKIE, BRENDA	187782	X	451.36
NCS PEARSON, INC.	187861		1,183.04
PRO-ED, INC.	187871		261.80
RATWIK, ROSZAK & MALONEY, P.A	187784	X	228.00
RISK ADMINISTRATION SERVICES INC	187877		1,950.15
RIVERSIDE INSIGHTS	187878		1,486.19
SASD	187881		965.00
SD DEPARTMENT OF HUMAN SERVICES	187785	X	12,261.31
SpEd FORMS	187889		5,155.50
STAGES LEARNING	187890		24,601.50

SPECIAL ED			83,463.03
CO-OP ARCHITECTURE	187812		10,000.00
DAKOTA TESTING & ENGINEERING, LLC	187817		2,872.00
HEAVY CONSTRUCTORS, INC	187835		299,728.93
CAPITAL PROJECTS FUND			312,600.93
FIDUCIARY ACCOUNT	187826		2,643.00
UNEMPLOYMENT			2,643.00
AMAZON.COM	187791		177.28
GRANTS			177.28
			1,288,075.04
CAMPBELL, STACY	13142		62.65
CASH-WA DISTRIBUTING COMPANY, INC.	13143		245.51
Garner, Jennifer	13144		341.06
NATIONAL FOOD GROUP INC	13141	X	6,992.95
REINHART FOOD SERVICE LLC	13145		5,498.17
RISK ADMINISTRATION SERVICES INC	13148		312.48
SERVALL TOWEL & LINEN SUPPLY, INC.	13146		250.14
SYSCO MONTANA	13147		6,619.09
FOOD SERVICE			20,322.05
Grand Total:			1,308,397.09

PAYROLL EXPENDITURES

JULY 7 2026

JULY 21 2026

TOTALS

\$986,715.80

\$1,031,192.26

DOUGLAS SCHOOL DISTRICT					
PERSONNEL ACTION 08/10/2026					
Certified Resignations/Terminations					
	Name	Position	Location	Effective Date	
	Parker Hilzer	4th Grade Teacher	VES	7/13/2026	
**	Shae Weber	6th Social Studies	MS	8/7/2026	Assess Liquidated Damages
Classified Resignations/Terminations					
	Name	Position	Location	Effective Date	
	Jody Smithwick	LRA	FC	7/18/2026	
	Mayra Campos	Instructional Aide	CA	7/29/2026	
	Tabatha Morgan	LRA	BC	05/22/2026	
Certified Staff Hiring					
	Name	Location / Position	Wage	Effective Date	
	Jamie Kayl	Carr / TOSA-IEP Case Mgr	\$56,250.00	2026-2027	
	Solomo Smith	Carr / EI Teacher	\$62,750.00	2026-2027	
	Taren Saunders	Carr / TOSA-IEP Case Mgr	TBD	TBD	
	Kaia Sheets Carlson	Carr / Family Services Worker	\$58,500.00	2026-2027	
Classified Staff Hiring					
	Name	Location / Position	Wage	Effective Date	
	Jeanette Daily	Transportation / Bus Driver	\$23.00	2026-2027	
	Angela Vinson	MS / Instructional Aide	\$17.50	2026-2027	
	Cassandra Dunsmore	CA / Instructional Aide	\$17.50	2026-2027	
	Keisha Wilson	Transportation / Bus Aide	\$16.00	2026-2027	
	Thomas Mills	HS / Instructional Aide	\$17.50	2026-2027	
	Kelly Anderson	BC / Lunchroom Aide	\$16.00	2026-2027	
	Colleen Bard	BC / Lunchroom Aide	\$16.00	2026-2027	
Temporary Hires					
	Name	Position	Salary	Effective Date	
	Emily Rudebush	6th Intramural Volleyball Coach	\$1,277.00	2026-2027	
	Olivia Harris	7th Asst. Volleyball Coach	\$2,457.00	2026-2027	
	Makiah Chadwick	7th Head Football Coach	\$3,213.00	2026-2027	
	Janee Leigh	MS Newspaper	\$1,824.00	2026-2027	
	Cari Kennedy	MS Student Council	\$1,776.00	2026-2027	
	Matt Howard	MS Knowledge Bowl	\$1,800.00	2026-2027	
	Lindsay Scott	MS Chorus	\$2,081.00	2026-2027	
	Luann Rosetter	MS Band	\$2,272.00	2026-2027	
	Richard Hamil	MS Band	\$2,272.00	2026-2027	
	Brian Palmer	MS Annual (Yearbook)	\$1,800.00	2026-2027	
	Kevin Militello	MS Robotics	\$1,848.00	2026-2027	
	Makiah Chadwick	MS Head 7th Football Coach	\$3,456.00	2026-2027	
	Hayden Wright	MS Asst. 7th Football Coach	\$2,457.00	2026-2027	
	Dale Daugherty	MS Head 8th Football Coach	\$3,840.00	2026-2027	
	Nathan Roberts	MS Asst. 8th Football Coach	\$2,525.00	2026-2027	
	Travis Miller	MS Head Cross Country Coach	\$3,936.00	2026-2027	
	Eric Elder	MS Asst. Cross Country Coach	\$2,730.00	2026-2027	
	Nicole Simmons	MS 6th Volleyball Co-Coach	\$1,242.00	2026-2027	
	Emily Rudebusch	MS 6th Volleyball Co-Coach	\$1,277.00	2026-2027	

	Brook Clark	MS 7th Head Volleyball Coach	\$3,744.00	2026-2027	
	Olivia Harris	MS 7th Asst. Volleyball Coach	\$2,457.00	2026-2027	
	Megan Steiger	MS 8th Head Volleyball Coach	\$3,792.00	2026-2027	
	Logan Phelps	MS Head Wrestling Coach	\$3,600.00	2026-2027	
	Tyler Carver	MS Asst. Wrestling Coach	\$2,525.00	2026-2027	
	Brook Clark	MS 6th Girls BB Co-Coach	\$1,346.00	2026-2027	
	John Barnes	MS 7th Head Girls BB Coach	\$3,504.00	2026-2027	
	Marlin Kingi	MS 7th Asst. Girls BB Coach	\$2,491.00	2026-2027	
	Lindsay Scott	MS Fall Drama Head Coach	\$3,392.00	2026-2027	
	Cari Kennedy	MS Fall Drama Asst. Coach	\$2,081.00	2026-2027	
	Jacob Ferdinand	MS 6th Boys BB Co-Coach	\$1,259.00	2026-2027	
	Abraham Wheeler	MS 6th Boys BB Co-Coach	\$1,294.00	2026-2027	
	Marlin Kingi	MS 7th Head Boys BB Coach	\$3,552.00	2026-2027	
	Aaron Kowaleski	MS 7th Asst. Boys BB Coach	\$2,867.00	2026-2027	
	George Johnson	MS 8th Asst. Boys BB Coach	\$2,491.00	2026-2027	
	Loghan Pitts	7th/8th Cheerleading Co-Coach	\$3,258.00	2026-2027	
	Lindsay Scott	MS Head Spring Drama Coach	\$3,392.00	2026-2027	
	Cari Kennedy	MS Asst. Spring Drama Coach	\$2,081.00	2026-2027	
	Melissa Poley	MS 7/8 Asst. Track Coach	\$2,594.00	2026-2027	
	Kaylee Knudson	MS 7/8 Asst. Track Coach	\$2,594.00	2026-2027	
	Aaron Kowaleski	MS 7/8 Asst. Track Coach	\$2,696.00	2026-2027	
	Nicole Simmons	MS 6th Track Co-Coach	\$1,277.00	2026-2027	
	George Johnson	MS 6th Track Co-Coach	\$1,277.00	2026-2027	
	Emily Rudebusch	MS 6th Track Co-Coach	\$1,259.00	2026-2027	
	Jennifer Stelzig	HS Head Band Coach	\$7,011.00	2026-2027	
	Jennifer Stelzig	HS Head Chorus Coach	\$3,615.00	2026-2027	
	Arianna Grindle	HS Head Student Coach	\$3,347.00	2026-2027	
	Cortney LeFors	HS Asst. Student Council Coach	\$1,752.00	2026-2027	
	Amy Rowe	HS Head National Honor Society	\$1,968.00	2026-2027	
	Michael Curran	HS Head Industrial Tech/Robotics	\$1,752.00	2026-2027	
	Sheryl Crofut	HS Head Yearbook Coach	\$3,504.00	2026-2027	
	Kevin Militello	HS Head E-Sports Coach	\$1,776.00	2026-2027	
	Karline Clark	HS Head Educators Rising	\$1,259.00	2026-2027	
	LuAnn Stukerjurgan	HS Head Competitive Cheer	\$6,584.00	2026-2027	
	Ashley Von Eye	HS Asst. Competitive Cheer	\$2,053.00	2026-2027	
	Chris Wieman	HS Head Cross Country Coach	\$6,498.00	2026-2027	
	Marlee Wieman	HS Asst. Cross Country Coach	\$4,674.00	2026-2027	
	Jesse Hamer	HS Head Fall Drama Coach	\$6,242.00	2026-2027	
	Anna Vaughn	HS Asst. Fall Drama Coach	\$3,392.00	2026-2027	
	Cassie Hamer	HS Asst. Fall Drama Coach	\$3,258.00	2026-2027	
	George Johnson	HS Head Football Coach	\$7,227.00	2026-2027	
	Garrett Jamison	HS Asst. Football Coach	\$4,490.00	2026-2027	
	Tony Keen	HS Asst. Football Coach	\$5,105.00	2026-2027	
	Jacob Thibodeaux	HS Asst. Football Coach	\$4,674.00	2026-2027	
	Randy Thibeau	HS Asst. Football Coach	\$4,674.00	2026-2027	
	Paul Ferdinand	HS Asst. Football Coach	\$4,736.00	2026-2027	
	Amy Rowe	HS Head Boys Golf Coach	\$6,926.00	2026-2027	
	Matthew Koch	HS Head Knowledge Bowl Coach	\$1,776.00	2026-2027	
	Nick Mayer	HS Head Boys Soccer Coach	\$6,327.00	2026-2027	
	Zachary Perrigo	HS Asst. Boys Soccer Coach	\$4,551.00	2026-2027	
	Heather Altman	HS Head Girls Soccer Coach	\$6,242.00	2026-2027	
	Andrea Murphy	HS Asst. Girls Soccer Coach	\$4,674.00	2026-2027	
	Keeley Anderson	HS Head Volleyball Coach	\$7,227.00	2026-2027	

	Mike Clark	HS Asst. Volleyball Coach	\$4,736.00	2026-2027	
	Rachel Quimby	HS Asst. Volleyball Coach	\$5,043.00	2026-2027	
	Rebekah Varilek	HS Asst. Volleyball Coach	\$4,920.00	2026-2027	
	Travis Miller	HS Head Boys BB Coach	\$8,217.00	2026-2027	
	Mack Vinson	HS Asst. Boys BB Coach	\$4,490.00	2026-2027	
	Matt Heck	HS Asst. Boys BB Coach	\$4,674.00	2026-2027	
	Mike Clark	HS Head Girls BB Coach	\$7,722.00	2026-2027	
	Brook Clark	HS Asst. Girls BB Coach	\$4,797.00	2026-2027	
	Tony Keen	HS Asst. Girls BB Coach	\$5,105.00	2026-2027	
	Kaitlin Heier	HS Asst. Girls BB Coach	\$4,490.00	2026-2027	
	LuAnn Stukerjorgen	HS Head Sideline BB Cheer	\$3,436.00	2026-2027	
	Tony Mraz	HS Head Debate Coach	\$6,498.00	2026-2027	
	Amanda Awe	HS Asst. Debate Coach	\$3,347.00	2026-2027	
	Jesse Hamer	HS Head Drama (One Act)	\$6,242.00	2026-2027	
	Anna Vaughn	HS Asst. Drama (One Act)	\$3,392.00	2026-2027	
	Cassie Hamer	HS Asst. Drama (One Act)	\$3,258.00	2026-2027	
	Dale Daugherty	HS Head Boys Wrestling Coach	\$7,821.00	2026-2027	
	Makiah Chadwick	HS Asst. Boys Wrestling Coach	\$4,674.00	2026-2027	
	Nick Ferguson	HS Head Girls Wrestling Coach	\$8,118.00	2026-2027	
	Darien Malone	HS Asst. Girls Wrestling Coach	\$4,490.00	2026-2027	
	Jesse Hamer	HS Head Spring Drama Coach	\$6,242.00	2026-2027	
	Anna Vaughn	HS Asst. Spring Drama Coach	\$3,392.00	2026-2027	
	Cassie Hamer	HS Asst. Spring Drama Coach	\$3,258.00	2026-2027	
	Amy Rowe	HS Head Girls Golf Coach	\$6,926.00	2026-2027	
	Courtney Tribby	HS Head Track Coach	\$8,118.00	2026-2027	
	Brook Clark	HS Asst. Track Coach	\$4,674.00	2026-2027	
	Mike Clark	HS Asst. Track Coach	\$4,490.00	2026-2027	
	Kaitlin Heier	HS Asst. Track Coach	\$5,105.00	2026-2027	
	Chris Wieman	HS Asst. Track Coach	\$4,674.00	2026-2027	
	Travis Miller	HS Asst. Track Coach	\$2,521.50	2026-2027	
	Timothy Simonich	HS Asst. Track Coach	\$2,306.50	2026-2027	
	Makenzi Hill	Activity Worker	\$15.00/hr	2026-2027	
	Alexia Dachtler	Activity Worker	\$15.00/hr	2026-2027	

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date	
	Molly Adams	Substitute Teacher	Per Substitute Pay Rate	8/10/2026	
	Colin Gholson	Substitute Teacher	Per Substitute Pay Rate	8/3/2026	
	Mayra Campos	Substitute Teacher	Per Substitute Pay Rate	8/10/2026	
	Kyla Cote	Substitute Teacher	Per Substitute Pay Rate	8/10/2026	
	Dominique Flaschberger	Substitute Teacher	Per Substitute Pay Rate	8/10/2026	
	Makenzi Hill	Substitute Teacher	Per Substitute Pay Rate	8/3/2026	
	Monica Hoagland	Substitute Teacher	Per Substitute Pay Rate	8/10/2026	
	Trenyce Hutson	Substitute Teacher	Per Substitute Pay Rate	8/10/2026	
	Olivia Maltos-Daynes	Substitute Teacher	Per Substitute Pay Rate	8/3/2026	
	Hope McCarty	Substitute Teacher	Per Substitute Pay Rate	8/3/2026	
	Sarah Olson	Substitute Teacher	Per Substitute Pay Rate	8/3/2026	
	Elsie Redig	Substitute Teacher	Per Substitute Pay Rate	8/3/2026	
	Kimberly Roberts	Substitute Teacher	Per Substitute Pay Rate	8/3/2026	
	Kelly Whitaker	Substitute Teacher	Per Substitute Pay Rate	8/10/2026	

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

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 8/24/2026****Employee Leave of Absence Requests**

	Name	Building	Position	Effective Date
	BOE See Attached			

Classified Service Factor Bonus

	Name	Position/Years	Amount	Dates of Service
	Darling Crow	Nurse / 5 years	\$260.87	8/17/2021-8/17/2026
	Jennifer Collins	Instructional Aide / 20 years	\$1,269.65	8/21/2006-8/21/2026

Certified Resignations/Terminations

	Name	Position	Location	Effective Date
	Debra James	Instructional Aide	HS	08/17/2026

Certified Voluntary Transfer Request/Assignments

	Name	From Bldg/Position	To Bldg/Position	Effective Date
	Michelle Hayes	BC / 3rd Grade	VES / 4th Grade	2026-2027
	Shawna Meisman	MS / Reading	MS / Social Studies	2026-2027

Classified Voluntary Transfer Request/ Assignments

	Name	From Bldg / Position / Hrs / Wage	To Bldg / Position / Hrs / Wage	Effective Date
	Kacey Short	VES/Food Services/6.5 hrs/\$17.50	VES/Food Services/4 hrs/\$17.50	2026-2027
	Gered Pitts	VES/Food Services/4 hrs/\$19.00	MS/Food Services/4 hrs/\$19.00	2026-2027
	Jessica Svoboda	BC / LRA / 3 / \$18.25	BC / LRA / 4 / \$18.25	2026-2027

Certified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Glenda Red Feather	MS / Reading	\$52,541.90	08/26/2026

Classified Staff Hiring

	Name	Location / Position	Wage	Effective Date
	Ryan Sobecki	BC / LRA	\$16.00	08/10/2026
	Anthony Elliott	BC / LRA	\$16.00	08/17/2026
	Anthony Elliott	Trans / Bus Driver	\$21.50	08/17/2026
	Andrea Warner	Trans / Bus Aide	\$16.00	08/17/2026
	Nathan Roberts	MS / Instructional Aide	\$17.50	08/17/2026
	Dorothy Trueman	CA / Instructional Aide EC	\$17.50	08/21/2026
	Kerry McDaniel	Trans / Bus Aide	\$16.00	08/21/2026
	Maarin Waltman	CA / Instructional Aide EC	\$17.50	8/25/2026
	Atyra Wilson	MS / Student Intern	\$17.50	09/08/2026
	Rae Hall	BC / Student Intern	\$17.50	09/09/2026
	Vance Nardi	IT / Student Intern	\$17.50	09/10/2026
**	Sarah Howard	Federal Grant Administrator and Grant Writer	\$80,000.00 - will be prorated based on an actual start date.	09/08/2026

Temporary Hires				
	Name	Position	Salary	Effective Date
	Kaylee Lancial	7th Assistant Girls Volleyball	\$2,457.00	0821/2026
**	Personnel Action additions and updates made after initial publication and before scheduled school board meeting.			

July 1, 2026 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 06/30/26	(1,773,000.57)	1,995,594.87	1,874,704.96
RECEIPTS:			
TAXES	160,446.48	18,188.62	9,739.27
INTEREST	1,726.27	0.00	0.00
ADMISSIONS	0.00	0.00	0.00
LOCAL	162.05	0.00	0.00
COUNTY	15,127.13	0.00	0.00
STATE	1,456,853.00	0.00	330,028.00
FEDERAL	0.00	0.00	88,810.00
OTHER	1,926.67	0.00	0.00
INTERFUND TRAN.	4,389,521.82	0.00	0.00
TOTAL RECEIPTS:	6,025,763.42	18,188.62	428,577.27
DISBURSEMENTS:			
VERIFIED CLAIMS	841,296.83	1,107,540.76	168,352.78
SALARIES	1,594,600.62	0.00	372,054.74
TRANSFERS OUT	0.00		
BALANCE 07/31/26	1,816,865.40	906,242.73	1,762,874.71
BALANCE 07/31/25	1,675,162.38	1,662,586.40	2,207,270.16

July 1, 2026 FINANCIAL	FEDERAL PROJECTS	CAPITOL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 06/30/26	(59,764.85)	(202,744.50)	43,420.62
RECEIPTS:			
LOCAL			
STATE			
FEDERAL	198,794.99	0.00	0.00
REIMBURSEMENTS			
OTHER (LOCAL) -AFROTC	0.00	0.00	0.00
INTERFUND TRAN.	0.00		
TRANSFER IN			
TOTAL RECEIPTS:	198,794.99	0.00	0.00
DISBURSEMENTS:			
VERIFIED CLAIMS	0.00	342,576.75	0.00
SALARIES	60,314.13	0.00	0.00
TRANSFERS OUT		0.00	
BALANCE 07/31/26	78,716.01	(545,321.25)	43,420.62
BALANCE 07/31/25	(176,585.87)	0.00	48,686.70

July 1, 2026 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 06/30/26	3,160.18	5,265.85	34,838,699.54
RECEIPTS:			
INTEREST	0.00	0.00	12,601.14
FEDERAL	0.00	0.00	0.00
LOCAL	1,291.68	3,629.78	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,291.68	3,629.78	12,601.14
DISBURSEMENTS:			
VERIFIED CLAIMS	625.00	7,995.94	0.00
EXPENDITURES/TRANSFERS OI	0.00	1,920.68	4,487,601.14
BALANCE 07/31/26	3,826.86	(1,020.99)	30,363,699.54
BALANCE 07/31/25	2,694.26	1,264.54	30,035,952.24

July 1, 2026 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 06/30/26	7,963.15	261,799.45
RECEIPTS:		
INTEREST		
SALES	588.15	0.00
STATE	0.00	0.00
FEDERAL	122,007.18	0.00
LOCAL	(34.15)	1,810.00
OTHER	341.06	0.00
INTERFUND TRAN.	200,000.00	
LOANS	(100,000.00)	
TOTAL RECEIPTS:	222,902.24	1,810.00
DISBURSEMENTS:		
VERIFIED CLAIMS	85,922.28	15,376.65
SALARIES	21,463.79	0.00
BALANCE 07/31/26	123,479.32	248,232.80
BALANCE 07/31/25	112,228.99	271,647.38

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
11:11 SYSTEMS	187919		14,924.76
A&J SCREENING	187920		1,317.00
A-1 AUTO RECYCLERS	187921		75.00
ACTION MECHANICAL INC	187922		400.36
AMSTERDAM PRINTING & LITHO CORPORATION	187923		183.13
ANYPROMO	187905		591.60
ASBSD	187924		1,025.00
ATHLETIC.NET LLC	187905		135.00
BECKER'S	187925		83.89
BLACK HILLS ENERGY- AUTO PAY	341		36,882.17
BLICK ART MATERIALS	187926		2,783.81
BOX ELDER HARDWARE	187927		612.46
BROCKEL, JANICE	187928		64.00
BUILDASIGN	187905		867.44
COLUMN SOFTWARE PBC	187931		793.73
CONCORD THEATRICALS	187932		466.90
CRESCENT ELECTRIC	187933		3,132.77
CSDV CONSULTING GROUP LLC	187934		2,700.00
DAKOTA LETTERING	187935		178.95
DISCOUNT SCHOOL SUPPLY	187937		688.38
DIVISION OF CRIMINAL INVESTIGATION	187905		700.00
DOUGLAS PETTY CASH	187938		378.40
FENWORKS, INC.	187943		1,250.00
FIDUCIARY ACCOUNT	187944		13,660.81
HARBOR FREIGHT TOOLS	187905		956.90
HIGH POINT NETWORKS, LLC	187947		10.00
HILLYARD INC	187948		147.15
HOME DEPOT PRO INSTITUTION, THE	187905		658.00
HUDL	187949		12,200.00
HYATT CENTRIC DOWNTOWN NASHVILLE	187905		2,719.28
iCARE ELECTRONIC REPAIR - Lee Logistics	187950		750.00
INDEED INC.	187905		215.38
INNOVATIVE OFFICE SOLUTIONS	187952		1,460.91
JOHNSTONE SUPPLY	187905		427.08
KIEFFER SANITATION, INC.-AUTO PAY	339		3,221.14

LOEWS NEW ORLEANS HOTEL	187905	784.60
LYNN JACKSON SHULTZ & LEBRUN PC INC	187954	183.00
MENARDS	187955	1,600.29
MIDCONTINENT COMMUNICATIONS- AUTO PAY	340	1,409.96
MIDWEST BUS PARTS, INC.	187956	89.85
NASCO EDUCATION LLC	187957	65.52
NATIONAL SPEECH & DEBATE ASSOCIATION	187958	149.00
Pettit, Ann	187960	104.21
POPP BINDING AND LAMINATING, INC	187961	1,420.00
PRAIRIE RIDGE	187962	7,000.00
QUADIENT LEASING USA, INC	187964	565.44
RABE ELEVATOR	187965	1,422.27
REGION IV ADMINISTRATORS	187966	500.00
SAM'S CLUB	187905	311.14
SCHOLASTIC NEWS	187969	329.67
SCHOOL MATE	187970	240.00
SDRS SPECIAL PAY PLAN	187971	53,225.02
SHERATON HOTEL AND CONVENTION CENTER	187972	1,776.00
SIMPSON'S PRINTING	187974	2,605.00
SMORE	187905	99.00
SOUTH DAKOTA DEPARTMENT OF EDUCATION	187975	814.00
SPARTAN STORES, LLC.	187976	585.05
STICKER MULE	187905	584.00
TEACHER CREATED RESOURCES	187977	113.39
TEMPERATURE TECHNOLOGY INC	187978	400.00
TRANE US INC	187979	1,008.10
TYLER TECHNOLOGIES	187980	16,811.00
UBER	187905	97.69
ULINE SHIPPING SUPPLY SPEC.	187981	1,173.53
UNITY SCHOOL BUS PARTS, INC.	187982	686.76
US BANK	187905	394.87
USA CLEAN	187905	27.89
VANWAY TROPHY & AWARD, INC.	187983	190.30
WEBSTAIRANT STORE	187905	1,549.63
WESTERN COMMUNICATIONS, INC.	187984	3,194.27

WHITE, ALEXA	187985	160.85
GENERAL FUND		208,332.70
BURCKHARD CONSTRUCTION LLC	187929	18,191.02
CENGAGE LEARNING	187930	2,792.70
DAKOTA SEALANTS, INC.	187936	10,816.35
EQUIPMENT SERVICE PROFESSIONALS	187939	4,599.16
EVERGREEN OFFICE PRODUCTS	187941	1,500.00
EXPRESS BADGING SERVICES, INC	187942	5,543.00
HEAVY CONSTRUCTORS, INC	187946	53,583.08
IMAGINE LEARNING LLC	187951	61,827.81
INNOVATIVE OFFICE SOLUTIONS	187952	2,120.50
JETT, CARLI	187953	11.00
MY PARKING SIGN	187905	1,730.61
ON SITE EXCAVATING LLC	187959	31,259.73
RIVERSIDE TECHNOLOGIES INC	187968	277,730.46
TEMPERATURE TECHNOLOGY INC	187978	26,750.00
WEBSTAURANT STORE	187905	8,699.65
CAPITAL OUTLAY		507,155.07
ASBSD	187924	205.00
COUNCIL OF ADMINISTRATORS OF SPECIAL	187905	475.00
DOUGLAS PETTY CASH	187938	114.00
ESTMAN, GEORGEANN	187940	240.24
LYFT	187905	34.99
Prange, Lexi	187963	44.20
RAPID CITY REGIONAL AIRPORT	187905	6.00
Reimer , Sarah	187967	258.70
SHINING PATHWAY ABA, LLS	187973	49,360.00
UNITED AIR LINES	187905	955.43
WAL-MART STORES INC	187905	27.95
WESTIN ALEXANDRIA OLD TOWN, THE	187905	924.40
SPECIAL ED		52,645.91
WEBSTAURANT STORE	187905	5,223.13
FOOD SERVICE		5,223.13
UPRINTING	187905	556.88
GRANTS		556.88
GENERAL FUNDS		773,913.69

CASH-WA DISTRIBUTING COMPANY, INC.	13156	10,145.11
COCA-COLA BOTTLING CO HIGH COUNTRY	13157	76.50
EQUIPMENT SERVICE PROFESSIONALS	13158	581.21
GENERAL FUND	13160	51,598.77
PAN-O-GOLD BAKING COMPANY, INC.	13161	397.53
PRAIRIE FARMS	13162	2,382.77
REINHART FOOD SERVICE LLC	13163	17,532.66
SERVALL TOWEL & LINEN SUPPLY, INC.	13164	258.12
SYSCO MONTANA	13165	5,868.93
WATER TREE, INC.	13166	984.00
WATERS, KYLEE	13167	30.45
FOOD SERVICE		89,856.05
Grand Total:		863,769.74

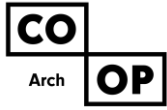
**Douglas School District 51-1
Equipment, Furniture, Misc.
2025-2026 Surplus**

Qty	Description
1	Freezer (no brand) - 64" tall, 22" deep 28" wide
1	Table, round, adjustable, 5' foldable legs, dk brown
9	Table, round, adjustable, 4' tall, brown, 1 foldable leg
5	Table, 60"x30" gray top, legs adjustable
2	Exercise bike - not sure if they work
1	Desk, teacher, wooden, white top w/drawer 30" tall, 54 wide, 30 deep
1	Desk, teacher, wooden, 42" tall, 30" wide x 29 " deep - with drawers
1	Desk, teacher, metal, 30" tall, 60" wide, 30" deep with drawers
4	Chairs, 16" high to seat blue, not adjustable
10	Hole punchers
2	Ultimate Desk Organizers
1	Gaval
1	Microphone
4	Pickleball set
5	Table, 30"x72" brown, adjustable legs
1	Table, 36"x72" brown top, adjustable legs, none folding
1	Table, 48"x24" brown top, adjustable legs, none folding
1	Table 46x19 wooden, bottom tray, 24.5x18.5
4	Golf bags with assorted clubs
8	Targets - archery, wall hanging
5	Targets - archery, round
1	Youth Block archery target - small
9	Targets, archery, square, 6 on wheels
Many	Arrows, used/new
6	Mats, wrestling, blue 71" tall
2	Mats, wrestling blue 37" tall
9	Archery bow
2	Archery bow wrack
3	Backdrop, mesh for low powered junior bows
1	Table 27" tall, 32" wide, 18" deep
1	Stove, Whirlpool, four burner, electric
1	Stove, Frigidaire, flattop
1	Bed, patient 72"x29", white with metal legs
1	Bed, athletic, teal top 25"x77", wooden non adjustable legs, 30" high
	Tile, Imperial floor, red, white, blue
2	Block, precast concrete, 11x11
9 bx	Tile, Armstrong, red, white and blue
1	Boxing bag, Everlast on a stand, 2 sets of boxing gloves
3	Tables, pingpong
1	Bookshelf on wheels, wooden, 50" tall, 60" long, 12" wide - 6 shelves one sided

3	Bookshelf not on wheels, wooden, 48" tall, 72" long, 11" wide, 6 shelves, one sided
1	Bookshelf not on wheels, wooden, 48" tall, 72 long, 22" wide, 12 shelves, two sided
1	Bookshelf on wheels, wooden, 37" tall, 24" long, 12" deep, 8 shelves
1	Bookshelf on wheels, wooden, 36" tall, 30" wide, 20" deep, 6 shelves/cubbies, two sided
2	Bookshelf on wheels, wooden, 30" tall, 25" wide, 15" deep, hinged top work station with chalk board in front
1	Bookshelf on wheels, wooden, 30" tall, 25" wide, 15" deep, hinged top work station with white board in front
2	Volleyball referee stands
	Miscellaneous shop tools, hedger, leaf blower, metal detector
1	Parts washer - metal, Handy Clean
1	Cabinet, wooden 47" tall, 32" long, 9" deep, 2 doors, 4 shelves, no wheels
1	Work bench, 39" tall, 64" long, 24" deep, 4 drawers, linoleum top
1	Bookshelf, metal, 59" tall, 34 long, 13" deep, beige, 4 adjustable shelves
1	Bookshelf, metal, 47" tall, 35" long, 13" deep, 3 adjustable shelves, beige
1	Bookshelf, metal, 42" tall, 36" long, 13" deep, 3 adjustable shelves beige
1	Bookshelf, wood, on wheels, 51" tall, 48" tall, 18" deep, 4 adjustable shelves
5	Stool, red, metal, adjustable legs
3	Stool, gray, metal, adjustable legs
1	Bookshelf, wooden, on wheels, 37" tall, 60" long, 12" deep, adjustable shelves
3	Insulation, pink foam, 4' tall, 8' long, 2" thick
1	Whiteboard 8'
1	Chalkboard 8'
7	Cart on wheels, 34" tall, 24" wide, 18" deep, metal
2	Cart on wheels, 26" tall, 24" wide, 18" deep, metal
16	Standing desks, 38" tall, 28" wide 20" deep with shelf, gray top, ' adjustable wheels
1	Cart on wheels, 34" tall, 24" wide, 18" deep, metal, black, attached electrical strip
1	Garbage can holder, mesh metal, black
100's	Landscaping blocks, gray, 15x12x6
3	Metal Book Carts
1	LG Smartboard
13	Overhead Projector Carts
3	Instrument carts
1	Marker Board
1	Recognition board
3	Paper cutter boards
1	Phone headset
2	Overhead Calculators
2	Ball chair frames
1	Waiting room chair
1	Label maker
3	World Globes
1	Black upright piano Kawai 11-005471
1	5 step metal stand on wheels 81" tall
8	Round brown folding tables 60"
3	Car Jacks, sm, md & lg
1	Miller Welder
1	Dry Rod Stabilizing Oven
1	Century Ac-Dc Heavy Duty Welder

	Box of mirrors
1	Sewing Machine Artisan on wheels
1	Typewriter Brother ML 100 Standard 47x21x30
1	Balcrank greaser on stand w/ wheels
1	Cummins Inline 5 Data Link Adapter w/Cd & Manual
2	9.00R20 Tire Inner Tubes (2 in each box) new
1	Remanufactured International Starter
1	Kar Check Timing Light
1	International DT466 Valve Cover Gasket
	Various other boxes of bus things
1	6.5' Black Christmas Tree
2	Flag holder base gold
2	White Cubby/ Bookshelf 46.5 x 44 x 17.5 6 shelf/ 20 cubby
1	Pink Avon Desk Lamp/ flashlight
40	Calculators
1	Table ceramic top, blue T legs, adjustable, 60 x 30 x 28
4	Treadmills, 1 Vision Fitness, 3 Matrix
3	Ellipticals
2	Spin bikes
	Various Weight equipment
1	Refrigerator/ Icemaker Kenmore
1	6' x 5' x 1'8" double sided wood shelf, 14 shelves
1	Wall hanging, six gray 4x4 photo frames on a black rail
3	Art Looms
7	Box Clay
1	Box random clay molds
1	Dark Room Setup - all materials & Chemicals
1	Slab Roller
1	Peavy Mixer
4	Behringer Speakers, cables and adapters with blue ends
2	Speaker stands, in a carrying case (for speakers)
1	Roll Top Music Cabinet
1	Light board with cables
13	Microphone cables
3	Portable microphone amps w/ microphones
	Speaker cables
2	Av Cables
1	Aux Cable
9	American Optical Microscopes
1	sharp Calculator
1	Lg Bag 3D Sunglasses
1	4490 Photo Printer Epson
9	Precision School Balance
9	Hexagram Weights
3	DVD Burners
	Speakers various sizes - lots
	Tote full of random cords

	Box routers and internet stuff
1	Cannon Powershot
1	Amplifier
	Box Stem Education Graph books
5	Stem Kits
	Box of Edison Robot Parts - Lots
	Box of Directv Remotes
2	Hussey electric bleacher puller, blue
1	Glazer 1100 Tornado Buffer
2	Radius 300, push sweeper
	Diecut set, and cutters
20+	tires from the bus barn - various sizes
2	lunchroom foldable tables
1	scaffolding - red
1	Cart on wheels with lift, 18"x29"
5	File cabinet, Fireking fireproof, 4 drawer, black, 53" tall, 18" wide, 32" deep
1	metal warehouse shelves 5' x 5' x 18" with wood planks
1	Fellows paper shredder
1	button maker set
2	black floor foot cushion mats
1	Powermatic Planer, 12"
1	Powermatic Drill Press
1	Wooden cabinet, white top, two doors, 4 cubbies 50 long x24 wide x33 high
25	CATIGA Printing Calculators CP-30A



To: Kevin Case, Superintendent
Douglas School District
Project: Douglas School District – OLDCC III Grant Summary Contract
Location: 420 Patriot Dr, Box Elder, SD 57719
Date: August 21st, 2026

RE: Contract for Architectural & Engineering Services

Dear Mr. Case,

CO-OP Architecture is pleased to submit a contract agreement for entering the next phase of its ongoing facilities planning efforts. The District has completed Phase I of its Facilities Master Plan, establishing a prioritized roadmap for addressing current and future facility needs. With the recent federal funding appropriation supporting the construction of Elementary School #1, the District now has greater clarity regarding its immediate facilities priorities and can move forward with implementation while continuing to address the broader facility needs created by continued community and student growth. The anticipated expansion of Ellsworth Air Force Base and the B-21 mission is expected to create significant additional demand on District facilities. Continued facilities master planning is therefore necessary to ensure continuity of operations, address changing programming needs, improve safety and security, and provide the information necessary to support sound financial decision-making. CO-OP Architecture is pleased to continue its ongoing partnership with Douglas School District in supporting this next phase of facilities planning. The following tasks build upon the work completed through the Facilities Master Plan and are focused on moving identified priorities forward through construction documentation, programming and needs assessment, existing facility evaluation, and targeted facility improvements.

Project Tasks:

Task 3: Francis Case Secure Point of Entry Construction Documents

Move From Schematic Design & Design Development to Completion of Construction Documents to design a Secure Port of Entry. This aligns with recommendations from the Facilities Master Plan I. As of February 2026, DSD 51-1 has secured funding to proceed with construction of Elementary School #1. During Phase I of the Facilities Master Planning Process in 2025, the committee and architect explored two basic expansion and renovation options for Francis Case. The decision point for those two options centered around receiving funding for Elementary School #1 and current and expected elementary building capacity. Ultimately concerns were raised regarding the need for a secure port of entry at Francis Case. The committee and architect explored some initial schematic design and design development of this concept and decided it was fiscally responsible to wait until we knew the status of Elementary School #1 funding before proceeding to create construction documents for the secure port of entry. Given the fact that funding has been secured, the district is now at a point where construction documents for that proposed renovation would support continued student growth, improve staff and student safety and security, and move the district toward having secure ports of entry at all district facilities.

- a. Estimated Construction Cost Of Project = \$1,062,500
- b. Total AE Design Fee = 6% of Total Cost = \$63,750
- c. ~~SD 15% of Design Fee = \$9,563 Completed~~
- d. DD 20% of Design Fee = \$12,750
- e. CD 40% of Design Fee = \$25,500
- f. Total of SD, DD, and CD (75% of \$63,750) = \$47,813

NOTE - USED 2,500 ft² and no remodel space for cost estimate. Note: Item e. is not included as it was completed as part of Facilities Master Planning Phase I.

Task 3 Fee: \$38,250

Task 4: Badger Clark Secure Point of Entry Construction Documents

Move From Schematic Design & Design Development to Completion of Construction Documents to design a Secure Port of Entry. This aligns with recommendations from the Facilities Master Plan I. As of February 2026, DSD 51-1 has secured funding to proceed with construction of Elementary School #1. During Phase I of the Facilities Master Planning Process in 2025, the committee and architect explored two basic expansion and renovation options for Francis Case. The decision point for those two options centered around receiving funding for Elementary School #1 and current and expected elementary building capacity. Ultimately concerns were raised regarding the need for a secure port of entry at Francis Case. The committee and architect explored some initial schematic design and design development of this concept and decided it was fiscally responsible to wait until we knew the status of Elementary School #1 funding before proceeding to create construction documents for the secure entry. Given the fact that funding has been secured, the district is now at a point where construction documents for that proposed renovation would support continued student growth, improve staff and student safety and security, and move the district toward having secure ports of entry at all district facilities.

- a. Estimated Construction Cost Of Project = \$1,062,500
- b. Total AE Design Fee = 6% of Total Cost = \$63,750
- c. ~~SD 15% of Design Fee = \$9,563 Completed~~
- d. DD 20% of Design Fee = \$12,750
- e. CD 40% of Design Fee = \$25,500
- f. Total of SD, DD, and CD (75% of \$63,750) = \$47,813

NOTE - USED 2,500 ft2 and no remodel space for cost estimate. Note: Item e. is not included as it was completed as part of Facilities Master Planning Phase I.

Task 4 Fee: \$38,250

Task 5: Douglas High School CTE Programming, Needs Assessment, & Facility Design to Construction Documents

Move From Schematic Design & Design Development to Completion of Construction Documents to design a CTE Addition and Remodel. This aligns with recommendations from the Facilities Master Plan I. Given our expected student growth throughout the district, our current CTE programming and facilities are not equipped to support additional students, current workforce trends, and/or current and future programming needs. Existing facilities are dated, undersized, spread throughout the building in former non-CTE classrooms, and do not meet current code or support current, in demand STEAM pathways that align with South Dakota labor needs. Staff, students, and district patrons will be involved in exploring future programming and facilities renovation and expansion planning. Decision making will take into account the district's strategic direction and recently completed Portrait of a Graduate profile to support collaboration and alignment with current South Dakota labor needs. Facilities upgrades are needed to better support recruitment and retention of existing families, especially military families who are coming from schools with more robust CTE programs and facilities. Approximately 42% of the students in CTE Programs are Military Connected.

- a. Estimated Construction Cost Of Project = \$2,500,000
- b. Total AE Design Fee = 6% of Total Cost = \$150,000
- c. SD 15% of Design Fee = \$22,500
- d. DD 20% of Design Fee = \$30,000
- e. CD 40% of Design Fee = \$60,000
- f. Total of SD, DD, and CD (75% of \$150,000) = \$112,500

Programming Planning and Development Process: Provide systematic, process oriented, intentional, opportunities for stakeholder input to make informed decisions regarding CTE needs, programming, and current workforce trends.

- a. 4 Days On Site Consulting & Planning = \$12,000

Task 5 Fee: \$124,500

Task 6: Existing Facilities Next Steps

Now that the district has secured federal funding for Elementary School #1, there are two support buildings (Technology & Central Office) and a student site (Carrousel School which provides special education services to pre-k students where programming, space utilization, work flow constraints, expansion possibilities, deferred maintenance, and potential decommissioning of the building need to be considered.

a. Carousel School

(43% of our Special Education Early Childhood students are military connected.)

Feasibility Study & Scenario Building to consider options to evaluate existing & future programming costs associated with expanding, remodeling, upgrading, or rebuilding existing facility; or exploring the possibility of decommissioning the building.

Cost of Feasibility Study:

1. Cost analysis for remodel/expansion/new build, existing facilities use, building programming, future facility needs, and evaluation of critical systems life span (\$31,000)

b. DSD Central Office

Develop plans to the Construction Document Phase to support the growing needs of the district.

Existing facilities are currently at capacity, poorly laid out, and do not support quality work flow and collaboration. Given our anticipated growth due to the B-21 Mission, our need for additional district level staff will continue to increase to support growth. Initial conversations regarding potentially leasing office space were held with a developer in 2024. This option is not viable given the fact that the developer is no longer actively pursuing building in the area. The technology department is currently in a modular building that is outdated. The current plan is to move the technology department into the existing Central Office once Central Office has a new location.

- i. Estimated Construction Cost Of Project = \$2,550,000
- ii. Total AE Design Fee = 6% of Total Cost = \$153,000
- iii. SD, DD, & CD = 75% of Design Fee = \$114,750

Task 6 Fee: \$145,750

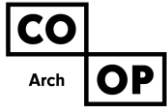
Task 7: Patriot Elementary Playground Drainage Study

This aligns with recommendations from the Facilities Master Plan I.

The existing playground area at Patriot Elementary has reached its life expectancy and is in need of updating. As is, the playground also has major drainage issues that will need to be resolved to ensure student safety and increase the life span of the equipment and facilities. Basic information regarding the existing facility, grade, and existing soil type will assist in long term planning.

- i. Estimated Construction Cost Of Project = \$1,000,000
- ii. Total AE Design Fee = 6% of Total Cost = \$60,000
- iii. SD 15% of Design Fee = \$9,000
- iv. DD 20% of Design Fee = \$12,000
- v. Total of SD & DD (35% of \$60,000) = \$21,000

Task 7 Fee: \$21,000



Fee Summary

<u>Task</u>	<u>Description</u>	<u>Fee</u>
Task 3	Francis Case Secure Point of Entry Construction Documents	\$38,250
Task 4	Badger Clark Secure Point of Entry Construction Documents	\$38,250
Task 5	Douglas High School CTE Programming, Needs Assessment & Facility Design	\$124,500
Task 6	Existing Facilities Next Steps	\$145,750
Task 7	Patriot Elementary Playground Drainage Study	\$21,000
TOTAL TASKS 3–7		\$367,750

Total Proposed Fee: \$367,750

Proposed Base Fee: CO-OP Architecture will provide full architectural design services for a lump sum fee of **\$367,750** as outlined above. Should the scope increase to include other areas, additional services can be negotiated and only begin upon written approval from the owner.

Scope of Services:

We will provide as basic services, the following:

Architecture	CO-OP Architecture
Civil Engineering	TBD – FMG, DGR, or TDG
Landscape Architecture	Tallgrass Landscape Architecture
Structural Engineering	Albertson Engineering, Inc./Respec
Mechanical & Electrical Engineering	West Plains Engineering

We will work with Douglas School District from start to finish, attend regular design & progress meetings review schedule and hold consultants to schedule to milestones.

Timing:

- Scope of work will be completed by May 15, 2028

Future Contract:

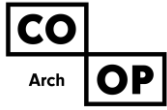
Future Contracts for bidding/negotiations, and construction administration are contingent on funding. The above fee summaries are based on 75% of construction costs, and future contracts would anticipate covering the final 25% of design fees based on those estimated construction costs.

Basis for proposal: Lump Sum fee, billed monthly as a progress payment submittal. Services required over and above this contract will be billed on an hourly basis, after approval from owner. Sales tax will be added if applicable. Owner will provide any necessary civil, geo-technical information, environmental assessments, including survey and plat.

Acceptance of Contract and Authorization to Proceed

If this contract is acceptable, please return one signed original as our authorization to proceed. An additional AIA contract may be prepared to be included as part of this contract.

We look forward to working with you,



CO-OP Architecture

Douglas School District

A handwritten signature in black ink, appearing to read 'Jared Carda'.

Date: 08-21-26

Date: _____

Jared Carda, AIA

Associate Principal Architect

Representative

Acceptance of Contract and Authorization to Proceed

If this contract is acceptable, please return one signed original as our authorization to proceed. An additional B101/B132 AIA contract (or equivalent AIA contract) will be prepared to be included and must be a part of this contract.

Basis for contract: Lump Sum fee, billed monthly as a progress payment submittal. Services required over and above this proposal will be billed on an hourly basis, after approval from owner. Sales tax will be added if applicable. This contract assumes no changes in floor plan location after 40% Construction Document submittal. Modifications thereafter shall be charged at 6.5% of the construction cost of the change, unless mutually agreed on differently in writing.

Adjustments, Changes or Additions: Changes or additions may be necessary during construction, and industry standard is 3% of the cost of construction. A contingency fund (typically at least 5%) shall be maintained until construction is completed to pay for field changes, adjustments, or increased scope items. All change order amounts requested by contractors shall be submitted to Architect for review prior to being approved. Architect shall not be responsible for any cost that provides added value to Project.

Photography: Architect shall have access to photograph completed work.

Construction Means and Methods: Architect shall not be responsible for, nor have control over or charge of, construction means, methods, sequences, techniques, or procedures, or for any health or safety precautions. Neither Client nor Architect shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events.

Billing/Payment: Invoices for Architect's services shall be submitted on a monthly basis and payable within 30 days of invoice date. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5. In event a bill remains unpaid 120 days after the billing, Architect may stop all services at no liability or cost to Architect until overdue charges are paid.

Exclusions & Owner Expenses: Topographic/boundary surveying, geotechnical exploration/testing & soil borings, environmental testing, traffic studies, permitting approvals and coordination, platting, wetland 404/CLOMR permitting, public meetings/public group coordination, electrical/mechanical/structural engineering, private utility design (power, gas, cable TV, phone, etc.), LEED/Green Globes/WELL sustainability planning & certification, life cycle cost estimating, site inspections beyond stated in proposal, construction staking, and illustrated 3D illustrations of the site.

Renderings: 5 interior and 5 exterior visual renderings (10 total) are included as standard Architect design services. Any additional renderings of the project are \$800/per (+tax).

Furniture Design & Procurement: Furniture design and procurement is not included in Architect's standard services and must be identified in the proposal or AIA contract as an additional service.

Schedule: Revisions to the estimated/tentative schedule must be agreed upon by Architect. The Architect is not responsible for Owner decision-making delays and Owner may be subject to additional design and construction schedule extensions and additional fees by the Architect.

CAGE Code: 5RQT0

Grant Introduction/Background

Douglas School District 51-1 serves the community surrounding Ellsworth Air Force Base in Box Elder, South Dakota.

Douglas School District currently operates three elementary school buildings: Badger Clark Elementary, serving PreK through 3rd grade; Francis Case Elementary, serving PreK through 3rd grade; and Vandenberg Elementary, serving 4th and 5th grade. All three facilities are operating at or near their functional capacity.

Douglas School District 51-1 proposes construction of a new 129,000 square foot elementary school to serve approximately 600 PreK-5 students on district-owned land in Box Elder, South Dakota. The project directly addresses a growing capacity deficit driven by the B-21 Raider beddown at Ellsworth Air Force Base and increased military-connected student enrollment.

Need for Assistance

The Department of the Air Force projects the total installation population will grow from 7,728 in FY22 to 11,792 in FY41, an increase of more than 4,000 personnel, generating approximately 100 additional school-aged students per year over the next 15 years. Douglas School District's most recent demographic analysis, conducted in February 2026, illustrates 74 percent of projected student growth is concentrated in the birth-to-11 age range. With B-21 aircraft expected to begin arriving at Ellsworth AFB in 2027, enrollment growth is no longer a distant projection. It is an immediate operational reality for which Douglas School District's current facilities are structurally unprepared.

Douglas School District has been planning for this growth since 2018, coordinating with local, state, and federal partners to assess capacity needs and secure funding. Douglas School District purchased the site for the new elementary school in 2022 following an in-depth analysis of residential growth patterns and projected enrollment distribution. Despite this preparation, Douglas School District cannot proceed to construction without Federal support.

Results or Benefits Expected

The proposed elementary school will deliver direct educational benefits to approximately 600 PreK through 5th grade students annually upon opening. Based on current enrollment patterns and Douglas School District's documented military-connected population, approximately 40 percent of students served are expected to be dependents of active duty, reserve, or civilian personnel assigned to Ellsworth Air Force Base, a figure that will grow as B-21 beddown accelerates. These students will benefit from a modern, purpose-built facility with dedicated STEM classrooms, a special education suite, universally accessible playgrounds, and an on-site Military and Family Life Counselor office suite providing confidential support services for children navigating deployment, relocation, and family transition. At full enrollment, the facility is expected to directly serve an estimated 240 military-connected students.

The project also delivers substantial indirect benefits to the broader installation population. By relieving overcrowding at Badger Clark, Francis Case, and Vandenberg Elementary Schools, the project will improve student-to-facility ratios and instructional quality across the District, benefiting both military-connected and civilian students. Reduced travel times and improved daily logistics will support military families residing in installation-adjacent housing areas. When the full installation population is considered, including personnel with school-age dependents, families with younger children approaching school age, civilian employees, and contractors, the benefits of this project are expected to positively affect a substantial majority of the Ellsworth Air Force Base population.

The long-term benefits extend to retention and readiness. Educational quality and accessibility are consistently among the top factors military families cite when evaluating assignment satisfaction and reenlistment decisions. A duty station that is known for good student-to-facility ratios and quality educational services will attract and retain the experienced aircrews, maintainers, and support personnel essential to executing the B-21 mission.

Grant Abstract

A grant to Douglas School District, South Dakota, to undertake a project to construct a 129,000 square foot elementary school.

This project supports Ellsworth Air Force Base by providing new permanent facilities to alleviate overcrowding and increase the number of military-connected students served.

Scope of Work/Work Program

Douglas School District 51-1 proposes the construction of a new, approximately 129,000 square foot elementary school on a district-owned site near Prairie View Estates and Creekside Drive in Box Elder, South Dakota, designed to serve a permanent student capacity of 600 students in grades PreK through 5.

The proposed facility is designed to serve students who reside within the new elementary boundary area surrounding the school site, providing relief to Douglas School District's three existing elementary buildings, all of which are operating at or near capacity serving nearly 40 percent military dependents. The new school's location outside Douglas School District's current centralized campus cluster is a deliberate planning decision to improve traffic flow, reduce congestion at existing facilities, and serve the growing residential areas developing near the installation.

The building design intentionally separates public-facing and academic functions to enhance security, operational efficiency, and long-term adaptability. Public-facing spaces, including the commons, kitchen, and gymnasium, are centrally positioned to support both daily school operations and community use, while dedicated academic wings house general education classrooms for each grade level, STEM laboratory classrooms, a special education suite, and outdoor learning environments. Space is incorporated for Military and Family Life Counselor (MFLC) services, reflecting Douglas School District's sustained institutional commitment to the social-emotional and transitional needs of military-connected students and families.

The facility incorporates a single-point-of-entry and other security requirements consistent state and local codes. The building envelope is designed to meet South Dakota energy code requirements, reducing lifecycle operating costs and enhancing resilience under regional weather extremes. Site development includes comprehensive grading and drainage improvements, two on-site stormwater detention basins, dedicated bus drop-off and pick-up areas, separate parent and caregiver drop-off loops, and safe pedestrian connections throughout the site.

The completed facility will be owned and operated by Douglas School District 51-1 and will serve Douglas School District, the surrounding community, and Ellsworth Air Force Base families for the life of the investment.

Grant Deliverable List

Name	Description	Deliverable Date
Certificate of Occupancy	The Grantee will provide the Grantor with a copy of the certificate of occupancy for the completed project issued by the appropriate jurisdiction.	12/31/2029
Equipment List	The Grantee will provide the Grantor with a list of all grant-related personal property (e.g., equipment and non-fixed asset machinery; as conforming to 2 CFR § 200.33, § 200.313).	12/31/2029
As-Built Drawings	The Grantee will provide the Grantor with final “as-built” construction drawings as well as final inspection reports (including photo documentation).	12/31/2029
Notice of Federal Interest	The Grantee will provide the Grantor with evidence a Notice of Federal Interest has been recorded in the appropriate official records of the jurisdiction in which the property is located within 10 days of recordation.	12/31/2029
Permits	Grantee will provide Grantor copies of approved permits necessary for accomplishment of the grant scope.	12/31/2029
Bid Documents	The Grantee will provide the Grantor copies of the 100% complete bid documents for the construction and/or equipment installation contracts.	02/28/2027
Contract Documents	The Grantee will provide the Grantor copies of any executed contracts required to execute the project.	05/31/2027

Approach and Timeline

Douglas Elementary School - Milestone Dates

Grant start date September 1, 2026

September 2026 (4 weeks) – A&E Consultants Finalize and Seal Drawings

- Review Code Updates and Value Engineering Opportunities/Systems

November 2026 - Issue Documents to Bid (5 weeks)

November 2026 - NEPA and SHPO ready to submit to OLDCC

December 2026 - Bid Project

January 2027 - Bid Negotiations Completed

January 2027 - Submit to City for Permits

February 2027 - Special Board Meeting for CMaR contract to be signed

February 2027 - Performance Bond/Surety Bond

April 2027 – OLDCC Notice To Proceed

Construction Start Date September 1, 2027

Substantial Completion – September 1, 2029

Construction End Date – December 31, 2029

Grant end date March 31, 2030

Execution Strategy:

Douglas School District will execute this project through staff time (including 2 new positions) and contractual efforts with A&E firm, environmental services consultant, and Construction Manager At Risk.

Planning and Design: The proposed elementary school has been designed and supported by a licensed multidisciplinary consultant team. The project is currently at approximately 99 percent construction document completion. Final construction documents will be reviewed for any applicable code updates and professionally sealed immediately prior to bidding. This finalization step is administrative in nature and does not require substantive redesign.

The facility is designed to comply with the International Building Code (IBC) and all adopted codes and standards as amended and enforced by the City of Box Elder and the State of South Dakota, including the International Mechanical Code (IMC), International Fire Code (IFC), International Energy Conservation Code (IECC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), and ADA/ANSI accessibility requirement. Any required code updates will be incorporated into final design completion prior to bidding. Structural systems are designed in accordance with applicable wind, seismic, and snow load requirements, including a 120-mph basic wind speed (Exposure C) and Risk Category III criteria, appropriate for a public educational facility serving a high-enrollment population.

Construction Bid Documents:

Construction bid-ready documents will be completed in November 2026

Site Control:

Douglas School District purchased and now owns the parcel outright. Applicant is working to gather the documents and receive an opinion from their general counsel to confirm site control.

NEPA:

Douglas School District is undertaking a comprehensive Environmental Assessment for the Elementary School construction site on undeveloped land to satisfy NEPA requirements for the grant. Douglas School District is coordinating with City of Box Elder to be the Responsible Entity to meet the HUD NEPA requirements under 24 CFR 58. Douglas School District will work with OLDCC to meet all requirements. Other environmental requirements will be satisfied through consultation with the respective regulatory offices or agencies as the Environmental Assessment is drafted.

Matching Funds:

Non-Federal share is from Douglas School District:

\$758,459 pre-award expenditures for land acquisition, A&E services, traffic study, and demographic study. Time range: March 1, 2020 - August 31, 2022.

\$1,985,317 for inspection fees during the grant period

Permits:

The proposed project requires a limited number of local permits and approvals, all administered by the City of Box Elder. Required permits include a grading permit and a building permit, each with an average turnaround time of approximately two weeks assuming complete submittals. The site is already zoned for Public Land District, consistent with the proposed use. No

federal permits or long lead-time permits are anticipated. All required permits are routine, attainable within standard municipal review timelines, and will not impede the proposed construction start.

Contracting:

Douglas School District followed Federal, state, and local procurement requirements for their A&E contract to develop the design.

Douglas School District will follow a competitive construction contract bidding process, most likely through a Construction Manager At Risk with Guaranteed Maximum Price.

Performance Bond:

Will be provided at time of the construction contract

Risk Discussion:

The identified project funding is sufficient to deliver a complete, fully operational elementary school facility within the five-year DCIP performance period. The use of the Construction Manager at Risk (CMAR) delivery method provides a Guaranteed Maximum Price (GMP) that limits cost exposure and ensures delivery of a complete and usable facility within the identified funding envelope.

Three issues may create challenges:

- 1. Other Federal Funding: U.S. Department of Housing and Urban Development (HUD) awarded \$42M to Douglas School District in FY2026 and is meeting with Douglas School District on August 31, 2026 for the first time. OLDCC Project Manager will join a portion of that meeting virtually. With the HUD process still in early coordination stages, the funding in the Other category may move around and the construction timeline may be impacted if additional requirements are defined.
- 2. NEPA process: OLDCC will need to coordinate with U.S. Department of Housing and Urban Development on designating the lead agency and further requirements for compliance with NEPA.
- 3. Procurement: Applicant completed a competitive process in 2019 for a Construction Manager at Risk. Applicant then signed a contract in 2023 specific to this proposed new building – elementary school. Determination needed if that meets 2 CFR 200 requirements.

Key Personnel

Name	Title	Email	Resume
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Contractor Services

Does this grant require use of contractor services?

Yes

Briefly describe how your procurement process complies with the requirements of 2 CFR 200.317 (State grantees) or 2 CFR 200.318 (non-State entities)

Competitive bid for construction contractor.

Sub Recipient

Does this application include any subaward recipients (aka subrecipients)?

No

Please attach any additional supporting documents (PDF Only)

Examples include military endorsement letter, maps, site plans and drawings (construction), site control documentation (construction).

Douglas_Elementary_School_#1_draft_design.pdf

2.4 MB - 08/21/2026 15:39

Total Files: 1

Budget

Budget Justification Files

Please upload the budget justification for this grant application. ***PDF Files Only***

- Identify the source and amount of non-Federal match
- Do not duplicate information contained in the Application Narrative or Scope of Work
- Validate that all costs are allowable, necessary, reasonable and allocable to the project under 2 CFR Part 200, Uniform Administrative and Audit Requirements for Federal Awards, Subpart E – Cost Principles
- Using the budget builder function in EADS2, provide a line item budget that identifies all costs by object class category. A brief example may be included in the text box for each object class category.

DCIP_-_HUD_-_District_Expenditure_Breakout.pdf

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Construction

Description	Category	OLDCC Funds	Non-Federal Funds	Total
General Requirements	Construction	\$466,500	\$0	\$466,500
Existing Conditions	Construction	\$140,000	\$0	\$140,000
Concrete	Construction	\$5,905,454	\$0	\$5,905,454
Masonry	Construction	\$197,274	\$0	\$197,274
Metals	Construction	\$3,414,000	\$0	\$3,414,000
Thermal and Moisture Protection	Construction	\$684,588	\$0	\$684,588
Plumbing	Construction	\$2,856,000	\$0	\$2,856,000
Heating Ventilating and Air Conditioning	Construction	\$999,034	\$0	\$999,034
Electrical	Construction	\$1,869,400	\$0	\$1,869,400
Earthwork	Construction	\$1,458,000	\$0	\$1,458,000
Exterior Improvements	Construction	\$1,100,000	\$0	\$1,100,000
Utilities (Includes Geo Wells)	Construction	\$909,750	\$0	\$909,750
Inspection	Project inspection fees	\$0	\$1,985,317	\$1,985,317
Architectural/Engineering Fees (Pre-Award)	Architectural and engineering fees	\$0	\$486,375	\$486,375
Land (Pre-Award)	Land, structures, rights-of-way, appraisals, etc.	\$0	\$245,064	\$245,064
Traffic Study (Pre-Award)	Miscellaneous	\$0	\$12,020	\$12,020
Enrollment Analysis (Pre-Award)	Miscellaneous	\$0	\$15,000	\$15,000
		\$20,000,000	\$2,743,776	\$22,743,776

Total Direct Costs

	OLDCC Funds	Non-Federal Funds	Total
Total Direct Costs	\$20,000,000	\$2,743,776	\$22,743,776
Grand Total			
	OLDCC Funds	Non-Federal Funds	Total
Grand Total	\$20,000,000	\$2,743,776	\$22,743,776

SF424C - BUDGET INFORMATION - Construction Programs

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$0.00	\$0.00	\$0.00
2. Land, structures, rights-of-way, appraisals, etc.	\$245,064.00	\$0.00	\$0.00
3. Relocation expenses and payments	\$0.00	\$0.00	\$0.00
4. Architectural and engineering fees	\$486,375.00	\$0.00	\$0.00
5. Other architectural and engineering fees	\$0.00	\$0.00	\$0.00
6. Project inspection fees	\$1,985,317.00	\$0.00	\$0.00
7. Site work	\$0.00	\$0.00	\$0.00
8. Demolition and removal	\$0.00	\$0.00	\$0.00
9. Construction	\$20,000,000.00	\$0.00	\$0.00
10. Equipment	\$0.00	\$0.00	\$0.00
11. Miscellaneous	\$27,020.00	\$0.00	\$0.00
12. SUBTOTAL (sum of lines 1-11)	\$0.00	\$0.00	\$0.00
13. Contingencies	\$0.00	\$0.00	\$0.00
14. SUBTOTAL	\$0.00	\$0.00	\$0.00
15. Project (program) income	\$0.00	\$0.00	\$0.00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$0.00	\$0.00	\$0.00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter eligible costs from line 16c Multiply X 0% Enter the resulting Federal share.			\$20,000,000.00

By submitting this application, the applicant assures:

1. The individual signing the application has the authority to bind the applicant seeking federal financial assistance and the application includes sufficient documentation to confirm this authority.
2. Its compliance with all statutes, regulations [including those at Title 2 of the Code of Federal Regulations (CFR)], and policies applicable to this application for federal financial assistance.
3. That it has made any mandatory disclosures in compliance with 2 CFR § 200.113.
4. That it will maintain the currency of its Unique Entity Identifier (UEI) in SAM.gov throughout the application process and, if awarded federal financial assistance, during the full period of performance.
5. It understands that if offered a grant award, it will agree to be bound by the OLDCC Grant Awards Terms and Conditions and the Grants Management Manual as part of its Grant Award Agreement (current and historical versions available at <https://oldcc.gov/grant-terms-and-conditions>).
6. It has uploaded the following completed forms in the OLDCC Grants Portal as appropriate (current versions are available at <https://grants.gov/forms/forms-repository/sf-424-family>):
 - a. For all grants:
 - i. Application for Federal Assistance (SF-424)
 - ii. Grants.gov Lobbying Form*
 - b. For Construction Programs only:
 - i. Assurances for Construction Programs (SF-424D)

* Pursuant to 31 U.S. Code § 1352, applicants must submit Form SF-LLL (Disclosure of Lobbying Activities) only if the applicant or a proposed sub-awardee uses non Federal funds for lobbying activities. A form is required for each payment or agreement to make payment to any lobbying entity with the purpose of influencing or attempting to influence a Member of Congress or an officer or employee of a Federal agency, Congress, or a Member of Congress in connection with a Federal action outlined at 31 U.S.C. § 1352(a)(2). Failing to disclose such activity may subject the applicant to civil penalties.

Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 and could subject you to fines, imprisonment, or both.

***By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

I Agree

Construction Costs	BUDGET	OLDCC - FEDERAL	OTHER - HUD	DISTRICT	OTHER	
01 - General Requirements	\$1,166,250	\$466,500	\$699,750	\$0	\$0	
02 - Existing Conditions	\$246,000	\$140,000	\$106,000	\$0	\$0	
03 - Concrete	\$7,843,895	\$5,905,454	\$1,938,441	\$0	\$0	
04 - Masonry	\$197,274	\$197,274	\$0	\$0	\$0	
05 - Metals	\$4,267,500	\$3,414,000	\$853,500	\$0	\$0	
06 - Wood, Plastics and Composites	\$600,000		\$600,000	\$0	\$0	
07 - Thermal and Moisture Protection	\$2,653,692	\$684,588	\$1,969,104	\$0	\$0	
08 - Openings	\$2,730,000		\$2,730,000	\$0	\$0	
09 - Finishines	\$5,253,369		\$5,253,369	\$0	\$0	
10 - Specialties	\$1,415,000		\$1,415,000	\$0	\$0	
11 - Equipment	\$1,238,961		\$1,238,961	\$0	\$0	
12 - Furnishings	\$175,000		\$175,000	\$0	\$0	
13 - Special Construction	\$0		\$0	\$0	\$0	
14 - Conveying Equipment	\$110,000		\$110,000	\$0	\$0	
21 - Fire Suppression	\$520,000		\$520,000	\$0	\$0	
22 - Plumbing	\$5,415,800	\$2,856,000	\$2,559,800	\$0	\$0	
23 - Heating Ventilating and Air Conditioning	\$7,033,000	\$999,034	\$6,033,966	\$0	\$0	
26 - Electrical	\$4,673,500	\$1,869,400	\$2,804,100	\$0	\$0	
27 - Communications	\$0		\$0	\$0	\$0	
28 - Electronic Safety and Security	\$0		\$0	\$0	\$0	
31 - Earthwork	\$1,875,000	\$1,458,000	\$417,000	\$0	\$0	
32 - Exterior Improvements	\$2,888,500	\$1,100,000	\$1,788,500	\$0	\$0	
33 - Utilities (Includes Geo Wells)	\$1,516,250	\$909,750	\$606,500	\$0	\$0	
Fee	\$1,502,751		\$1,502,751	\$0	\$0	
Building Permit/Tap Fees	\$373,252		\$373,252	\$0	\$0	
Payment and Performance Bonds	\$322,170		\$322,170	\$0	\$0	
SD Contractors Excise Tax	\$1,102,490		\$1,102,490	\$0	\$0	
Construction Contingency	\$1,523,114		\$1,523,114	\$0	\$0	
	\$56,642,768	\$20,000,000	\$36,642,768	\$0	\$0	\$56,642,768
Administration/Legal	\$900,069	\$0	\$900,069	\$0	\$0	
Inspection	\$2,461,500	\$0	\$476,183	\$1,985,317	\$0	
Miscellaneous (FFE - \$28/128,746 square feet)	\$3,604,888	\$0	\$3,604,888	\$0	\$0	
Architectural/Engineering Fees	\$4,123,186	\$0	\$376,092	\$0	\$0	
Architectural/Engineering Fees (Pre-Award)*	\$0	\$0	\$0		\$2,988,635	
Architectural/Engineering Fees (Pre-Award)**	\$0	\$0	\$0	\$486,375	\$0	
Land Acquisition (Pre-Award)***	\$0	\$0	\$0	\$245,064	\$0	
Traffic Study (Pre-Award)****	\$0	\$0	\$0	\$12,020	\$0	
Enrollment Analysis (Pre-Award)*****	\$0	\$0	\$0	\$15,000	\$0	
	\$11,089,643	\$0	\$5,357,232	\$2,743,776	\$2,988,635	\$11,089,643
	\$67,732,411	\$20,000,000	\$42,000,000	\$2,743,776	\$2,988,635	\$67,732,411
*previous OLDCC Federal funds						
**Start 3/30/2020; End 6/15/2022						
***Purchased 1/28/2022						
****Start 12/06/2021; End 8/20/2022						
*****Start 9/28/2021; End 8/15/2022						



HIFP LOAN AGREEMENT

(Housing Infrastructure Financing Program)

This HIFP Written Loan Agreement (this "Agreement") is entered into as of the 20th day of May, 2026 (the "Effective Date") by and between South Dakota Housing Development Authority ("SDHDA") and Douglas School District #51-1 ("Developer").

WHEREAS, SDHDA is the administrator of Housing Infrastructure Financing Program funds ("HIFP Funds") pursuant to SDCL Chapter 11-15, as amended from time to time, together with Administrative Rules of South Dakota Chapter 20:09:26, as amended from time to time (collectively, the "HIFP Act");

WHEREAS, Developer submitted an application to SDHDA for HIFP Funds (the "Application") for the construction of a public infrastructure project known or to be known as Douglas New Elementary School & Douglas Middle School Addition located in Box Elder, South Dakota (the "Project"); and

WHEREAS, SDHDA agrees to provide funding under the HIFP Act to Developer pursuant to the terms of this Agreement and all exhibits attached hereto.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements and covenants set forth herein, SDHDA and Developer agree, for themselves and for their respective successors and assigns, as follows:

SECTION 1. The Project

1.1 Project Description

1.1.1 Commitment Summary: The Project is described in the Commitment Summary, which is attached hereto as Exhibit A (the "Commitment Summary"). Developer further acknowledges and agrees that the Commitment Summary attached hereto as Exhibit A accurately details the Project.

1.1.2 Project Location: The legal description of the real property in South Dakota where the Project is located is described in Exhibit B, attached hereto (the "Project Location"). Developer represents and warrants that said legal description describes the area of real property that the infrastructure project will serve.

- 1.1.3 Political Subdivision: The Project Location is located within the jurisdiction of Box Elder, South Dakota a municipality, and the Project Location is located within the corporate limits of said municipality.
- 1.1.4 Application. Developer acknowledges that in reaching a decision to award funding for the Project, SDHDA relied upon the accuracy of the information, documentation, specifications, and statements of Developer (collectively, the “Developer Information”) included in the Application.
- 1.1.5 Project specifications. Developer agrees to construct, or cause to be constructed, the Project to final completion with reasonable diligence in accordance with the Developer Information and the approved plans, information, and specifications set forth in the Commitment Summary, the Project Budget, and the Application (collectively, the “Project Specifications”). Developer represents and warrants that to the best of Developer’s knowledge, the Project Specifications are true, accurate, and correct.

1.2 Expenditure Deadline; Project Completion

Expenditure Deadline. The term of this Agreement shall begin on the Effective Date. All funds awarded by SDHDA to Developer under this Agreement, whether in the form of an HIFP Loan or a HIFP Grant (as defined in Section 2.1.1 of this Agreement) must be expended by Developer by a date that is no later than the “Expenditure Deadline”, which for purposes of this Agreement is defined as the 30th day of June, 2029.

1.3 Tasks and Schedule

To ensure that the Project progresses adequately toward completion, Developer must achieve the following benchmarks.

- 1.3.1 Construction Commencement Deadlines Developer represents and agrees that construction on the Project began prior to the Effective Date of this agreement.
- 1.3.2 Final Plans and Specifications: No later than the Construction Deadline, Developer must provide evidence to SDHDA that the Project shall be completed in a manner consistent with the Commitment Summary, Project Budget, the Application, and in compliance with all property standards and compliance requirements set forth in Section 3 of this Agreement.

1.4 Contractor Bonding. Developer agrees to remain in full compliance with the contractor bonding requirements of the Political Subdivision and any other applicable governing body.

SECTION 2. Form of Financing and Disbursements

2.1 Form and Terms of Assistance

2.1.1 Form of Assistance (please check one or both provisions below, as applicable):

HIFP Loan: SDHDA shall provide Developer with HIFP Funds in the form of a construction loan to finance the Project (the "HIFP Loan") in the principal amount not to exceed \$15,000,000.00. The term of the HIFP Loan shall commence at execution by Developer of a Promissory Note (the "Note"). The term of the construction loan period shall not exceed twenty-four (24) months with a total duration of loan period not to exceed twenty (20) years. The HIFP Loan shall carry interest at a rate of zero percent per annum (0%) (provided there is no default), payable in terms as defined in the Promissory Note.

2.1.2 Security and Loan Documents: This loan shall be unsecured. Together, this Agreement, and the Note, shall be referred to under this Agreement as the "Loan Documents".

2.1.3 Loan Closing: Developer shall satisfy all due diligence requirements of SDHDA in order to facilitate a closing on the HIFP Loan no later than the Construction Deadline. Developer shall be responsible for all applicable closing costs in connection with the loan contemplated herein including, but not limited to, title insurance, surveys, financing fees, recording fees, and Developer's attorney fees.

2.2 Disbursement

Developer may request periodic disbursements under the HIFP Award under this Agreement no more than monthly and not less than quarterly from SDHDA during the construction period in accordance with the terms set forth in this section.

2.2.1 Conditions of Construction Draws: Proceeds of the HIFP Award shall only be released to Developer for actually incurred Project costs in compliance with eligibility requirements under the HIFP Act and this Agreement. The obligation of SDHDA to approve any draw or to make any disbursement of HIFP Award funds is subject to the satisfaction of the following conditions at the time of making such disbursement:

- a. Developer shall not be in default under the terms of this Agreement, any of the Loan Documents, or any other agreement between SDHDA and Developer, and no event shall exist, which by notice, passage of time, or otherwise would constitute an event of default under this Agreement, any of the Loan Documents, or any other agreement between SDHDA and Developer.
- b. The Project shall not have been materially damaged by fire or other casualty.
- c. SDHDA shall have received evidence satisfactory to SDHDA that all work and improvements requiring inspection by the Political Subdivision and any applicable governmental authority having jurisdiction have been inspected and approved by such

authorities and by any other persons or entities having the right to inspect and approve construction.

- d. Developer shall have submitted at least forty-five (45) days prior to the date a disbursement is desired a completed disbursement request using AIA G-702 (Contractor's Application for Payment) and G-703 (Continuation) forms and such other appropriate source documentation as may be required by SDHDA including, without limitation, the following:
- A certificate executed by an engineer licensed in South Dakota stating that the contractors have performed their work in a workmanlike manner, that the completed work is in accordance with the applicable plans and specifications of the Project, and that the value of the work in place is equal to the total disbursed direct costs regarding the Project, and containing an itemized list of total direct costs expended to date with an estimate of the direct costs required to complete the Project, and
 - Sworn statements identifying all contractors, subcontractors, and suppliers along with their addresses, and identifying all labor and materials furnished to date along with the amounts paid to date and the balances due and any change orders, as well as sworn lien waivers executed by the contractors, subcontractors, and/or suppliers covering all labor and materials identified in the prior request for disbursement approved by SDHDA, said sworn statements and sworn lien waivers to be dated no less than five (5) days precedent to the date of the requested disbursement, or such other documentation or supporting evidence as may be required by SDHDA, including receipts or other vouchers showing payments for labor, payments to subcontractors, and payments to material suppliers.
 - Evidence satisfactory to SDHDA that the Project and the contemplated use thereof are permitted by and comply with all applicable use or other restrictions and requirements in prior conveyances, zoning ordinances, or regulations that have been duly approved by the municipal or other governmental authorities having jurisdiction; that the required building permits and other permits have been obtained as required; and that no environmental impact statement is required or that such environmental impact statement has been properly filed and approved.
 - Appropriate certifications of compliance in all respects with labor standards and prevailing wage requirements applicable under applicable state and federal law.
 - Such other supporting evidence as may be requested by SDHDA or its agents to substantiate all payments which are to be made out of the relevant disbursement and/or to substantiate all payments then made with respect to the Project.

- e. SDHDA shall have determined that all requirements under the HIFP Act and all other applicable law pertaining to the disbursement of funds have been met.
- f. No determination shall have been made by SDHDA that the undisbursed amount of the HIFP Award is less than the amount received to pay all costs and expenses of any kind that reasonably may be anticipated in connection with the completion of the Project.

2.2.2 Conditions of Final Disbursement: In addition to the requirements set forth in Section 2.2.1, SDHDA shall require a form AIA G-704 (Certificate of Substantial Completion) and requires the following prior to the final disbursement of funds, the request for which shall not be submitted before Project Completion, including all correction of defects in workmanship and/or materials:

- a. Any applicable certificate(s) for the Project required under applicable state or local law or ordinances;
- b. Evidence satisfactory to SDHDA that the Project has been completed free of mechanic's or materialmen's liens and substantially in accordance with the Commitment Summary, Project Budget, and this Agreement;
- c. A final recorded plat of the project site;
- d. The political subdivision's or its agent's inspection report indicating approval thereof;
- e. A South Dakota engineer certifying that the request for payment is correct and that it contains valid expenditures;
- f. Review and final settlement of the cost certification described below in Section 2.2.4; and
- g. Such other supporting evidence as may be requested by SDHDA or its agent to substantiate all payments that are to be made out of the final disbursement or to substantiate all payments then made with respect to the Project.

Developer agrees that up to ten percent (10%) of the total amount of the HIFP Award shall be retained by SDHDA until final disbursement of funds upon Project Completion. Any request for disbursement for eligible costs presented later than ninety (90) days after Project Completion shall not be accepted by SDHDA and shall not be paid.

2.2.3 Limitation on Draw Requests:

- a. In all cases, Developer may not request disbursement of funds under this Agreement until funds are needed for the payment of eligible costs, and all disbursement requests must be limited to the amount needed at the time of the request.

SECTION 3. Insurance, Casualty, and Condemnation

3.1 Insurance

Throughout the term of this Agreement, at its own expense, Developer shall cause to be maintained:

- a. Comprehensive general liability insurance, including coverages for operations, contingent liability (covering operations of contractors and subcontractors), completed operations and contractual liability insurance, with limits (i) against bodily injury of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and (ii) against property damage of not less than replacement cost of the Project (to accomplish the above required limits, an umbrella excess liability policy may be used); and
- b. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars (\$1,000,000.00) for any one occurrence, with respect to each Developer's owned, hired or non-owned vehicles assigned to or used in connection with this agreement.
- c. Workmen's compensation insurance, with statutory coverage.

SECTION 4. Other Compliance Requirements

4.1 Certifications

- a. *Good standing.* Developer is duly formed, validly existing, and in good standing under the legal requirements of the state of its formation, and that it has all necessary power and authority to own its assets and to carry on its business as it is now being conducted. Developer is duly qualified to do business and is in good standing in all jurisdictions where the nature of its business makes such qualification necessary.
- b. *Authorization.* (A) This Agreement has been duly and validly executed by Developer, and this Agreement constitutes the legal, valid, and binding obligation of Developer, enforceable against Developer in accordance with its terms; (B) Developer is fully authorized to perform Developer's obligations under this Agreement, and such actions have been duly authorized by Developer pursuant to the organizing documents of Developer and applicable law; and (C) the person executing this Agreement on behalf of Developer has the right, power, and authority to execute and deliver this Agreement on behalf of Developer.

SECTION 5. Reporting

5.1 General Requirements

Developer agrees to provide reports to SDHDA and to maintain records documenting compliance with this Agreement, the Loan Documents, and all other agreements between SDHDA and Developer; the HIFP Act; and all other applicable state, federal, tribal, county, and municipal laws, regulations, and ordinances.

5.2 Reports

Developer shall submit periodic reports to SDHDA on the progress and performance of the Project. SDHDA reserves the right to unilaterally alter, supplement, or otherwise modify the frequency or content of required reports as needed to maintain adequate oversight of the Project, address statutory or regulatory changes to the HIFP Act, or address findings related to noncompliance by the Project.

5.3 Records Retention

Developer shall retain all applicable records, documentation, and information pertaining to the Project for a period consisting of the later of (a) three (3) years after all of Developer's obligations under this Agreement and the Loan Documents are fully satisfied, including without limitation the repayment by Developer of any outstanding Indebtedness of Developer, and (b) three (3) years after termination of this Agreement.

Notwithstanding the above, if there are litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have commenced before the expiration of the three (3) year period, such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three (3) year period, whichever occurs later.

5.4 Inspections

Developer shall provide SDHDA, applicable state and local authorities, and their representatives and agents with access to the Project Location and the Project for the purposes of conducting physical inspections. SDHDA and its agents may at SDHDA's discretion conduct periodic physical inspections to ensure the Project is progressing and construction activity meets applicable Ten States Water and Wastewater Standards and is compliance with this Agreement and applicable law. After Project Completion, SDHDA may inspect the Project or Project Location to ensure that the Project is in compliance with all appropriate Ten States Water and Wastewater Standards.

SECTION 6. Enforcement and Termination.

6.1 Default

The actions noted below shall constitute an event of default by Developer hereunder. SDHDA may give written notice of default to Developer, by registered or certified mail, addressed to the address stated in this Agreement, or such other address as may subsequently, upon appropriate written notice thereof to SDHDA, be designated by Developer as its legal business address:

6.1.1 Failure to comply with the terms and conditions of this Agreement;

- 6.1.2 Failure to comply with applicable state, federal, tribal, county, or municipal laws, regulations, ordinances, or other requirements related to the Project;
- 6.1.3 A default by Developer under any other of the Loan Documents or any other agreement between SDHDA and Developer; and
- 6.1.4 Any event of fraud, misrepresentation, gross negligence, or willful misconduct by Developer in the execution or performance of this Agreement or in its application for HIFP Funds under the HIFP Act.

6.2 Remedies

In the event of default by Developer hereunder that is not cured within thirty (30) days of the mailing of written notice by SDHDA as described in Section 7.1 (an "Event of Default"), SDHDA may, in its sole discretion, seek any combination of the following remedies:

- 6.2.1 Withhold any further payments to be made under this Agreement until such time as Developer's breach has been cured in accordance with the terms and conditions of any cure period provided by SDHDA (but SDHDA may, in its sole discretion, make disbursement after the occurrence of an Event of Default without thereby waiving its rights and remedies hereunder);
- 6.2.2 Apply to any appropriate state or federal court for such other relief as may be appropriate and allowed by law, since the injury to SDHDA arising from a default under any of the terms of this Agreement would be irreparable and the amount of damage would be difficult to ascertain; and

SECTION 7. Notices

Except in the case of notice of default under this Agreement, notices due to Developer hereunder shall be placed in the United States mail, postage prepaid, addressed to Developer as follows:

Douglas School District #51-1
c/o Business Manager
400 Patriot Drive
Box Elder, SD 57719

Notices due SDHDA shall be placed in the United States mail, postage prepaid, addressed to SDHDA as follows:

South Dakota Housing Development Authority
Attn: Executive Director
3060 E. Elizabeth Street
Post Office Box 1237

SECTION 8. Miscellaneous Provisions

8.1 Assignment

This Agreement is binding on SDHDA and Developer and their respective successors and assigns. Developer shall not assign or transfer its interest in this Agreement without the written consent of SDHDA.

8.2 Interpretation

This Agreement shall not be merged with any subsequent agreement between SDHDA and Developer, including, but not limited to the Loan Documents, regulatory agreements, or any other agreement related to the Project. Any question or dispute regarding the interpretation of the terms of this Agreement shall be decided by SDHDA. SDHDA's decision shall be final and binding. In the event of a conflict between this Agreement, the Loan Documents, and/or the regulatory agreements or any other agreements between SDHDA and Developer, SDHDA reserves the right to resolve the conflict and determine which provision shall take precedence. In general, the more restrictive provision shall apply.

8.3 Applicable Law

This Agreement shall be construed and interpreted in accordance with South Dakota law. In the event of legal action resulting from a dispute hereunder, the Parties agree that the state and federal courts of the State of South Dakota shall have jurisdiction and that the proper forum for such action shall be Pierre, South Dakota.

8.4 Entire Agreement

This Agreement, together with the exhibits hereto and proposal and application for participation in the program submitted by Developer, which are specifically incorporated herein, represent the entire agreement between the parties and supersede all prior representations, negotiations, or agreements whether written or oral.

8.5 Amendments

This Agreement may not be modified or amended unless the modification or amendment is made in writing and is signed by both parties.

8.5.1 Notwithstanding any terms within this Agreement, in the event that (i) the South Dakota Legislature or the State of South Dakota imposes new or modified requirements on existing projects receiving HIFP Funds through regulation, administrative notice, publication, or other notice or (ii) the State of South Dakota or SDHDA specifically identifies violations of requirements under the HIFP Act pertaining to this Agreement or the Project, Developer agrees to comply with any new or modified requirements to ensure the Project remains in or is brought into compliance with such requirements.

Developer further agrees to execute an amendment to modify the terms of this Agreement in such manner as necessary to reflect and implement new requirements under the HIFP Act or correct identified deficiencies.

8.6 Headings

The headings of the paragraphs in this Agreement are for convenience only and do not affect the meanings or interpretation of the contents.

8.7 Severability

If any provision of this Agreement is determined to be invalid or unenforceable, the validity or enforceability of any other provision of this Agreement shall not be affected, and in lieu of such invalid or unenforceable provision there shall be added automatically, as part of this Agreement, a provision as similar in terms as may be valid and enforceable, if possible.

8.8 Counterparts

This Agreement shall be executed in two or more counterparts, each of which shall be considered an original, and shall be binding when fully executed by both parties. Delivery of signatures to this Agreement by any party hereto via electronic means (e.g., "pdf" copies via email, facsimile, or similar method) shall be valid and binding upon such party as the original signature of such party for all purposes hereunder.

8.9 Authority

Except as otherwise provided herein, whenever any approval or notice by SDHDA is required under this Agreement, or whenever any action by SDHDA is required or permitted, the Director of Rental Housing Management of SDHDA, its successor or its authorized delegate, shall have the power and right to approve, give notice, or act on behalf of SDHDA, as the case may be.

SECTION 9. Certification

Developer certifies that its duly authorized representative has read and reviewed this HIFP Written Agreement in its entirety; acknowledges its responsibility for implementation of the Agreement; assumes full responsibility for compliance therewith; indemnifies and holds SDHDA harmless with respect to noncompliance; and agrees that the representations contained in this section shall survive the expiration or termination of this Agreement.

AUTHORIZED SIGNATURES:

In witness hereto, the parties signify their agreement by affixing their signatures hereto.

SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY

By: Chas Olson
Its: Executive Director

DOUGLAS SCHOOL DISTRICT #51-1

By: _____
Printed Name: _____
Title: _____
Date: _____

WITNESS:

By: _____
Its: _____

NOTE: A Developer that is a corporation must execute this Agreement by a duly authorized officer and the corporate seal must be affixed (if applicable); a Developer that is a limited liability company must execute this Agreement by duly authorized Manager or by all members; and a Developer that is a partnership must execute this Agreement in the name of the partnership, together with the signature of an authorized general partner.

EXHIBIT A

CONDITIONAL COMMITMENT SUMMARY AS APPROVED

CONDITIONAL COMMITMENT SUMMARY HOUSING INFRASTRUCTURE FINANCING PROGRAM

April 14, 2026

Project Name: Douglas School
Project Location: Creekside Estates Subdivision – School Lot
Developer: Douglas School District
Engineers: CO-OP Architecture, Jared Carda

Number and type of housing lots	The project consists of building a new Elementary School and an addition to the current Middle School to accommodate student enrollment growth as a result of the Ellsworth Airforce Base expansion. The school district is anticipating an increase of approximately 1,500 students over the next 15 years. This loan is authorized by Senate Bill 6 which was enacted during the 2025 Legislative session.
Funding Eligibility	As authorized by law - \$15,000,000.00

Estimation of Cost:

Middle School Addition	\$7,557,424	
New Construction Elementary School	\$62,539,580	
Total Development Costs	\$70,097,004	

Proposed Funding Sources & Terms

SDHDA HIFP Loan	\$15,000,000	0%, 20-year amortization
Rounds' Congressional Directed Spending	\$42,000,000	
Douglas School District Impact Aid	\$13,097,004	
Total Funding	\$70,097,004	

EXHIBIT B

**FINAL PROJECT PLAT OR
CURRENT LEGAL DESCRIPTION AND PROPOSED LEGAL DESCRIPTION**

School Lot in Creekside Estates Subdivision, in the City of Box Elder, Pennington County, South Dakota, as shown on the plat filed in Document No. A202201410;

Property Legal Description



PLAT OF
SCHOOL LOT,
CREEKSIDE ESTATES SUBDIVISION
(formerly a portion of the SW1/4 of the NE1/4 of Section 30)
LOCATED IN THE SW1/4 OF THE NE1/4 OF SECTION 30, T2N, R9E, 8HM,
BOX ELDER, PENNINGTON COUNTY, SOUTH DAKOTA

EXHIBIT C

PROJECT BUDGET AS APPROVED

IV. PROJECT COSTS AND USES

List all school project costs. Specify what all "other" costs are.

Itemized Costs	Actual Costs
PURCHASE LAND AND BUILDINGS	
Land	
Existing Structures	
Demolition	
Other (Specify) See Appendix 5ELEM/5DMS	
1. SUBTOTAL	\$ 0.00
Site Work	
Off Site Improvements	
On Site Improvements	
Site Utilities	
Roads Driveways and Walks	
Landscaping	
Earth Work	
Other (Specify) See Appendix 5ELEM/5DMS	
2. SUBTOTAL	\$ 0.00
NEW CONSTRUCTION	
New Buildings	\$ 62,539,580.00
Garages/Accessory Structures	
General Requirements	
Contractor Profit	
Contractor Overhead	
Excise Taxes	
Building Fees & Permits	
Appliances	
Other (Specify) See Appendix 5ELEM/5DMS	\$ 7,557,423.75
3. SUBTOTAL	\$ 70,097,003.75
CONSTRUCTION CONTINGENCY	
Construction Contingency	
Other (specify) See Appendix 5ELEM/5DMS	
4. SUBTOTAL	\$ 0.00
PROFESSIONAL FEES	
Architect Fee – Design	
Architect Fee – Supervision	
Real Estate Attorney	
Attorney/Legal Fees	
Engineer/Survey	
Accounting CPA – Cost Certification	
Other (specify) See Appendix 5ELEM/5DMS	

PROJECT BUDGET AS APPROVED – (continued)

5. SUBTOTAL	\$ 0.00
CONSTRUCTION INTERIM COSTS	
Payment/Performance Bond	
Construction Insurance	
Construction Interest	
Construction Loan Origination Fee	
Title and Recording (construction only)	
Legal Fees	
Property taxes	
Other (specify) See Appendix 5ELEM/5DMS	
6. SUBTOTAL	\$ 0.00
PERMANENT FINANCING	
Loan Origination Fees	
Title and Recording	
Legal Fees	
Other (specify) See Appendix 5ELEM/5DMS	
7. SUBTOTAL	\$ 0.00
SOFT COSTS	
Appraisal	
Environmental Reports	
Soft Cost Contingency	
Consultant Fee	
Other (specify) See Appendix 5ELEM/5DMS	
8. SUBTOTAL	\$ 0.00
TOTAL PROJECT COST	\$ 70,097,003.75

Box Elder

DOUGLAS SCHOOL DISTRICT
Board Policy

South Dakota

SECTION	G	TITLE	PERSONNEL	FILE	GDN
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EVALUATION OF SUPPORT STAFF

The Superintendent of the Douglas School District or designee shall ensure that a systematic and effective process for the evaluation of classified employees is designed, implemented and monitored. Such procedures are subject to Board approval. Classified employees shall receive a copy of the evaluation procedures and criteria in the Classified Handbook available on the District website.

The evaluation process shall be designed to generate the data necessary to help determine: 1) accomplishments, 2) how services could be improved, 3) areas of strengths and areas of concern, and 4) assignment and re-employment.

Each classified employee shall have a written job description and the evaluative criteria for each employee shall be a clear reflection of that job description.

New employees will receive a documented review by the supervisor (rounding) at the end of the first thirty (30) and ninety (90) work days of employment. ~~Support staff will receive written evaluations by their supervisor at least once during the first 90 days of employment~~ and at least every other year thereafter. Additional evaluations may be made as often as once a month for employees needing assistance and improvement.

To the extent applicable to the position, the evaluation criteria will include, but is not limited to, the following components:

- Working knowledge of areas of responsibility;
- Professional growth;
- Judgment, logical thinking, creativity, and imagination;
- Fulfillment of assigned responsibility without neglecting some areas;
- Adheres to policies of the Board;
- Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation;
- Staff relations;
- Student relations;
- Community relations;
- Community skills;
- Ability to adjust to unplanned situations;
- Use of available financial resources, building, grounds, and other materials in the area of responsibility;

To the degree possible, the evaluation process should focus on employee strengths and professional growth and should not be a threatening experience.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of support staff constitutes personnel information and is not open to inspection or copying.

REFERENCES

State Reference:

[SDCL 13-42-70](#)

Policy Reference:

CBG - Evaluation of the Superintendent

CGB - Business Manager Evaluation

CIA - Evaluation of Professional Staff (Principals & Other Administrators)

GCN - Professional Teaching Staff Evaluations

Adoption History

First Reading	08/18/1981		
Approved	09/10/1981		
Regulation Revised	01/08/1990		
First Reading-Revised	09/08/2008		
Approved	09/29/2008		
First Reading-Revised	07/13/2015		
Approved-Revised	08/10/2015		
First Reading-Revised	04/25/2016		
Approved-Revised	05/09/2016		
First Reading-Revised	05/08/2023		
Approved-Revised	05/22/2023		

Revised to match current Classified Handbook language

Box Elder

DOUGLAS SCHOOL DISTRICT
Administrative Regulation

South Dakota

SECTION	G	TITLE	PERSONNEL	FILE	GDN-R
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**IMPLEMENTATION PROCEDURES FOR THE DOUGLAS SCHOOL
DISTRICT SUPPORT STAFF EVALUATION PROCESS**

A job description has been written for each classified position in the Douglas School District. In most cases, both the supervisor and the supervisee had input into the content of that job description. The evaluation criteria and the evaluation form are an accurate reflection of that job description. Although the evaluation process must be utilized to make decisions regarding continued employment with Douglas, it is the intent of the District to make the evaluation process as professional and growth producing as possible.

1. Employees will be evaluated by the hiring supervisor using input from other appropriate supervisory staff. Evaluations must be discussed with the employee. The district evaluation process will be used for all support staff as follows:
 - a. ~~New employees will receive a documented review by the supervisor (rounding) at the end of the first thirty (30) and ninety (90) work days of employment. New employees will be evaluated during or at the end of the first three months,~~ and
 - b. Employees will be evaluated every other year, unless their performance is considered less than satisfactory by their supervisor. In this case, evaluations will be conducted as deemed necessary by the supervisor.
2. A copy of the written evaluation will be given to the employee and submitted for inclusion in the employee's Personnel File. A copy will be placed in the supervisor's files.
3. Each formal written evaluation will be accompanied by a conference between the supervisor and the supervisee. Supervisee shall acknowledge that he/she has had the opportunity to review by affixing his/her signature and date to the copy to be filed. Said signature does not imply agreement with the contents. It indicates the evaluation has been viewed by the support staff member and discussed.
4. The supervisor may request the supervisee to complete a self-evaluation prior to the formal evaluation. If a self-evaluation is requested, it is recommended that the regular evaluation form be utilized for that purpose.

Revised to match current Classified Handbook language

BOE Approved Revision 05/22/2023

SECTION	G	TITLE	Personnel	FILE	GDI
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Support Staff Assignments and Transfers

I. Definitions

- **Assignment:** A change of position or responsibility initiated by the Superintendent or designee. This may include a change in the employee's assigned building, job classification, or the specific administrator responsible for their evaluation.
- **Transfer:** A change of position or responsibility initiated by the employee. This may include a requested change in building or classification, or it may be the result of the employee's expressed interest in a specific district vacancy.

II. Assignments (District-Initiated) The Superintendent or designee is responsible for the assignment of all support staff members to ensure the efficient operation of the District.

- **Administrative Authority:** Every employee is assigned to a specific position, but the Superintendent or designee retains the discretion to assign or reassign an employee to any other position for the welfare of the employee or the District.
- **Consultation:** As necessary, the Superintendent or designee will consult with building principals and department supervisors regarding assignment needs.
- **Documentation:** An "Authorization to Transfer/Assignment" form will be placed in the employee's permanent personnel file following the change.

III. Transfers (Employee-Initiated) The District will honor employee requests for transfer or changes in work hours to the extent that they are consistent with the best interests of the District.

- **Procedure:** Any employee seeking a transfer must submit a formal Transfer Request Form to Human Resources.
- **Selection Criteria:** When multiple employees request a transfer to the same position, the following criteria—listed in order of priority—will form the basis for the decision:
 1. The best interests of the District.
 2. The specific qualifications of the employee.
 3. The length of continuous service (seniority) within the District.
 4. The potential contribution the employee would make in the new assignment.
 5. The opportunity for the employee's professional growth.
 6. The availability of a qualified replacement for the position being vacated.

IV. Salary and Benefits Following Assignment or Transfer

- District-Initiated Assignments to a Lower Pay Scale: When the District initiates an assignment to a position on a lower pay scale to ensure efficient operations or for the welfare of the District, the employee's current hourly rate shall be protected. The employee will be placed at a step and lane commensurate with their current pay to ensure their earnings remain unchanged.
- Employee-Initiated Transfers to a Lower Pay Scale: If an employee requests and is granted a transfer to a position on a lower pay scale, the rates of the lower scale shall apply. In such instances, the employee will remain on their current experience step.
- Assignments or Transfers to a Higher Pay Scale: When an employee moves to a higher-paying scale, they will be placed on the step closest to their previous earnings, but not less. If the closest step provides an hourly increase of less than 15 cents, the employee will be moved to the next higher step.
- Seniority and Leave Credits: An employee's length of service (seniority) and accrued annual leave credits are not affected by an assignment or transfer

~~Assignment:~~

~~¶~~

~~The Superintendent or designee will make assignments of support staff members for the efficient operation of the schools. As necessary, the Superintendent or designee will consult with the building principals and/or department supervisors on these matters. ¶~~

~~¶~~

~~Assignments may be initiated by the Superintendent or other administrative officer if it is for the welfare of the employee or the schools. An administrative assignment will be made only after a conference between the employee and the Superintendent or designee, at which time the employee will be notified of the reason for the assignment. ¶~~

~~¶~~

~~Transfer:~~

~~¶~~

~~Any employee desiring a transfer in assignment may make a request in writing to his/her supervisor with a copy to Human Resources. The following criteria, in order of priority, will form the basis for granting the transfer: ¶~~

- ~~1. The best interests of the District. ¶~~
- ~~2. The qualifications of the employee. ¶~~
- ~~3. The length of continuous service the employee has with the District. ¶~~
- ~~4. The contribution the employee would make in the new assignment. ¶~~
- ~~5. The opportunity for growth in the position.~~

REFERENCES

State Reference:

Revised to Classified Handbook Language

Adoption History			
First Reading	6/8/2015		
Approved	6/22/2015		
First Reading-Revision	5/9/2022		
Approved	5/23/2022		