

DE SMET SCHOOL DISTRICT #38-2
BOARD OF EDUCATION
MINUTES

The School Board of the De Smet School District #38-2 of Kingsbury County, SD convened pursuant to due notice at 5:30 PM on December 14th, 2020 in the high school library. Those in attendance were Pres. Shane Roth, Vice-Pres. Barb Asleson, Jared Tolzin, Donita Garry and Evan Buckmiller. Administrators present were Supt. Abi Van Regenmorter, Princ. Andrew Armstead and Bus. Mgr. Susan Purintun. Visiting were Donna Palmlund of *Kingsbury Journal* via Zoom and Cory Haugen.

PUBLIC PARTICIPATION: none

AGENDA: On motion by B. Asleson, seconded by D. Garry to approve the presented agenda with no changes. All voting "aye", motion carried.

DELEGATIONS: None

CONFLICT OF INTEREST DISCLOSURE: None

CONSENT AGENDA: On motion by J. Tolzin, seconded by E. Buckmiller and unanimously carried to approve the consent agenda including the minutes from the regular meeting of Nov. 9th, 2020; financial report for the period of November 1st through November 30th, 2020, the bills for payment as presented (See attached listing.); approval of public school exemption of student A; Approval of resignation for Suzanne Sinclair, paraprofessional/remote learning coordinator; approval of signed employment agreement with Madison Birkel, paraprofessional/remote learning coordinator:

GENERAL FUND: Revenue - Ad Valorem Tax 432,663.98, Pr.Yr Taxes 3176.72, Pen&Int 1015.03, Interest 85.32, Services provided other LEA's 3750.00, Medicaid Indirect 786.49, Other local revenue 453.90, Co.Apport 1375.55, State Aid 71,879.00;

Disbursements - 32,881.54, November Payroll 207,253.50

TOTAL GENERAL FUND CASH BALANCE - 1,234,269.92

CAPITAL OUTLAY FUND: Revenue - Ad Valorem Tax 436,334.03, Pr. Yrs. Taxes 1454.85, Pen&Int 637.14;

Disbursements - 9261.43

TOTAL CAPITAL OUTLAY FUND CASH BALANCE - 1,465,765.43

SPECIAL EDUCATION FUND: Revenue - Ad Valorem Tax 169,074.60, Pr.Yrs Taxes 650.23, Pen&Int 258.87, Medicaid Indirect 121.00,

Disbursements - 13,577.71, November Payroll 45,726.14

TOTAL SPECIAL EDUCATION FUND CASH BALANCE - 477,745.89

FOOD SERVICE FUND: Revenue - Sales to Pupils 240.00 Other Sales 173.14; Reimb Adult Meals 1868.00 Federal Reimb 18,171.61;

Disbursements - 10,751.06, November Payroll 11,427.26

TOTAL FOOD SERVICE FUND CASH BALANCE - -6804.19

ENTERPRISE FUND: Revenue - none

Disbursements - none

TOTAL ENTERPRISE FUND CASH BALANCE - 4330.54

TRUST AND AGENCY FUND: Revenue -46,110.47

Disbursements - 56,100.11

TOTAL TRUST AND AGENCY FUND CASH BALANCE - 138,811.96

All voting "aye", motion carried.

General Fund: A-OX Welding Supply, Vo-ag Supp 495.06; ATS, Comm Supp 495.00; Automatic Building Controls, Labor/Service 663.27; Avid Hawk LLC, Web Service 45.00; Bau Plumbing and Heating, Repairs/Maint 562.52; Best Western Ramkota Rapid City, Cross Country State Travel 308.00; Blick Art Supp, Art Supp 14.71; Calumet Wholesale, Repairs/Maint 630.00; Carson Delosa Pub, Elem supp 17.98; City of De Smet, Trans Utilities 43.08, Building Utilities 355.00 Total 398.08; Cole Papers, Cust Supplies 290.29; Culligan, Utilities 91.00; De Smet Fire Dept, Service 500.00; De Smet Food Service Reimb Adult Meals 1576.00; Dust-Tex Serv, COVID Serv 701.70; Elite Drain and Sewer Cleaning, Service 342.75; Elkton School, Oral Interp DVC Fees 54.07; Fusion, Communications 833.54; Girton Adams Co, LIW Boiler Maint 1840.00; Hauf Mid-America Sports, BBB Supp 89.60, COVID Supplies 1274.95, Total 1364.55; Hillyard Supplies, Cust Supp 603.54; Horizon Health, Prof Fees 430.00; Innovative Office Solutions, Elem Supplies 123.73, Custodial Floor Refinish 1319.97, Total 1443.70; JW Pepper, Inst/Voc Music 524.98; Kingsbury Co Sheriff, Service 51.00; Kingsbury Electric, Comm Serv 54.32; Kingsbury Journal, Communication 419.13; Kormanagement Serv, Trans prof Fees 90.00; Maynards, Science Supp 38.36, Cons Sc Supp 230.86 Total 269.22; Midwest Bus Parts, Trans supp 129.35; NAPA Auto Parts, Trans Supp 22.98; NESC, Gen Serv 10.29, Read. Recov 303.32, Total 313.61; NW Public Serv, Trans Utilities 82.23, Building Utilities 1933.63 Total 2015.86; O'Keefe Implement, Trans Repairs 401.60; Office Peeps, MS Supp 12.36, Office Supp 85.90, Copier Maint 1557.40, Cust Supp 66.74, Copier Supp 718.20, Total 3085.59; Otter Tail Power, Trans Utilities 62.65, Ath Fd Utilities 177.08, Building Utilities 6447.67 Total 6687.40; Pfitzer Pest Control, Service 94.00; Plan Services, TSA Service 100.00, Pro-Tec Roofing, Repair 488.04; Redlinger Bros, Repairs/Maint 970.36; Rich's Gas 'n Serv, Trans Supp 340.17; School Datebooks, Princ Off Supp 212.45; SDHSAA, Oral Int Judges 242.41; Sherwin Williams, Cust Supp 193.98; Stan Houston Equip, Cust Supp 87.26; Trustworthy Hardware, Trans Supp/Fire 145.80, Cust Supp 27.00 Total 172.80; Total General Fund Expenditures: 30,677.27

Capital Outlay Fund: Ekern's Home Equipment, Payment Request #1 Ventilation Project 111,149.00; Total Capital Outlay Fund Expenditures 111,149.00

Special Education Fund: CPI, Prof Training 150.00; Fusion, Communication 164.50; Kingsbury Journal, Communications 168.00; McCrossan's Boys Ranch, Tuition Oct/Nov 3037.20; NESC, Early Childhood 401.93, Trans/Tech 29.62, Psychologist 700.14, Speech Path 1211.93, Physical Therapist 342.24, Occupational Therapist 516.71 Total 3202.57; Staples, SPED Supp 200.97; Total Special Education Fund Expenditures 6923.24

Food Service Fund: Child and Adult Nutrition, Food 109.96; CWD, Supplies 75.98, Food 4531.16 Total 4607.14; Maynards, Food 158.54; Prairie Blush Orchards, Food 145.00; Prairie Farms Dairy, 1989.44; US Foods, Supplies 34.80, Food 2998.46 Total Food Service Fund Expenditures 10,043.34

Total Expenditures: 158.792.85

REPORTS:

NESC: NESC rep Barb Asleson reviewed the November regular meeting noting that they reviewed the recent completion of the audit for FY20, finalization of the Director's job description, the possibility of Rutland joining the Coop in 2022 and the addition of the option of District's being able to use "Docu-sign" to eliminate in person meetings due to the pandemic.

EDUCATION ENHANCEMENT FOUNDATION: There was no report from the Education Enhancement Foundation.

LEGISLATIVE REPORT: Pres. Roth reviewed the ASBSD Delegate Assembly that was attended virtually. Governor Noem is proposing a 2.4% increase to the school districts school funding formula along with additional one time funds. The South Dakota Legislature will convene in January.

BUILDINGS AND FACILITIES REPORT: The buildings and grounds committee met prior to the regular meeting. They reviewed the bus shed repairs from the fire. At this point, the district is waiting on insurance reps to give final reimbursement and move forward with repairs and bus replacements. Supt. Abi noted that she has submitted a grant request for \$20,000 to go toward a new diesel bus. The District has budgeted for a new bus for this year and now with the loss of one and damage to another from the fire, the need to move forward is needed.

The committee reviewed new design pictures submitted by Co-op Architecture as to the possibility of adding an elementary complex to the MS/HS area. The board was presented with the designs to review. Other issues discussed were the water use and the meters at the athletic field and continued looking into a well. At the committee meeting, Mr. Holland spoke of the possibility to have water access to clean the bleachers and area surrounding them.

PRINCIPALS' REPORTS: Horizon Health came in for vision and dental screenings along with fluoride treatments. The MS/HS winter concert was done virtually and released for the public's viewing on December 4th. The students did a wonderful job in the performances. The Oral Interpretation students winning superiors were Aria Gruenhagen in storytelling and oratory, Willem Liam in poetry and a superior in Reader's Theatre for Aria Gruenhagen, Carly Wiese, Matt Rusche and William Liam. Christmas break will begin with a 1:30 dismissal on December 18th and return to class on January 4th. The end of the first semester will be January 8th. There will be a gym moratorium from December 23rd-26th.

Supt. Abi reported that the elementary students performed their virtual Christmas concert at the event center. The public was able to watch through a link on the school website and through the school Facebook page. There will be no Cheer Camp this year due to the pandemic.

The special education department is preparing for a state and federal review that will begin the middle of January.

FISCAL YEAR 2020 AUDIT REPORT: Business manager Susan Purintun reported on the recent annual audit of FY20. The audit was completed by Schoenfish and Co of Parkston, SD. The District is in good financial standing and received an unqualified report. It was noted that there will be a comment in regards to internal control and lack of segregation of duties, which is fairly common among District's the size of De Smet with a limited number of staff members. The auditor's report is waiting final approval by the Department of Legislative Audit. Following approval, a notice will be mailed and published in the local paper. Audit booklets and PDF forms of the audit will be available to the public.

EARLY DISMISSALS FOR REMOTE LEARNING PLANNING/INTERVENTION: The board approved early dismissals for students on the following dates: Jan 15, Jan. 29, Feb. 11, Feb. 26. This time will be used by staff for the additional planning and working with remote learners. School will be dismissed at 1:30pm on these days.

POLICIES APPROVAL: (Abi) On motion by J. Tolzin, seconded by D. Garry to approve the following policies presented and reviewed by board members. All policies have been followed previously, this is a matter of documentation. GCB – QUALIFICATIONS OF TEACHERS:

Every teacher employed in this school system must possess a valid certificate issued by the South Dakota Department of Education.

GCDB - CRIMINAL BACKGROUND CHECKS:

Definitions

Authorized Persons: Individuals determined by the superintendent or designee to need access to or need to view criminal history record information in their official capacity with the district.

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SDDCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual as well as the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information.

Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state-of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

Local Agency Security Officer (LASO): liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall (1) maintain a list of users who have access to CHRI, (2) Identify and maintain a list of persons who are authorized to use the approved hardware, software and firmware to access CHRI and ensure no unauthorized individuals have access to this technology, (3) identify and document how the equipment is connected to the state system, (4) ensure that personnel security screening procedures are being followed, (5) ensure that approved and appropriate security measures are in place and working as expected, (6) promptly notify the SDDCI of any security incidents, and (7) support any district security audits.

Noncriminal Agency Coordinator (NAC): primary contact person for the District who serves as the liaison between the District and SD Division of Criminal Investigation, responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current and such other duties as required.

Point of Contact (POC): District's contact person when SDDCI sends out Audit information, the contact person when an onsite Audit is scheduled.

Security Incident: An act of violating an explicit or implied security policy regarding CHRI including, but not limited to (1) attempts (either failed or successful) to gain unauthorized access to a system or its data, (2) unwanted disruption or denial of service, (3) the unauthorized use of a system for the processing or storage of data, and (4) changes to system hardware, firmware or software characteristics without the district's knowledge, instruction or consent.

Policy Statement

The District is committed to providing a safe learning and working environment. The District will require each person over eighteen years of age hired by the district, or who is a volunteer two or more times during the school year, to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. Also, any person who is employed by an entity which provides the District with student services shall be required to submit to a criminal background investigation. The district and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the district.

In accordance with law and to protect the district's students, criminal background checks on persons who are employed in the district, who volunteer two or more times during the school year, or are employed by an entity which provides the District with student services shall be required. Examples of non-school entities which provide student services include but are not limited to food service and bus service contractors. The criminal background investigation shall be done by means of fingerprint checks by the Division of Criminal Investigation. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. The district and district employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.

Designations

1. The Superintendent, as the Agency Representative, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District.
2. The Superintendent shall be the District's Point of Contact(POC) and Noncriminal Agency Coordinator (NAC) to act as the primary contact person for the District, shall serve as the liaison between the District and SD Division of Criminal Investigation, and will fulfill all responsibilities of the POC/NAC, including but not limited to being the contact person when SDDCI sends out Audit information, shall be the contact person when an onsite Audit is scheduled, and responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current.
3. The Superintendent is designated to be the Local Agency Security Officer (LASO) to act as liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall be knowledgeable in CHRI, policies and mandated rules and regulations as well as knowledge of IT security procedures. The LASO shall actively represent the District in all matters pertaining to information security, dissemination of information security alerts and other material within the District, and responsible for contacting SDDCI if there has been misuse of CHRI.

Criminal Background Checks

1. Each person over eighteen years of age hired by the district, who is a volunteer two or more times during the school year, or is employed by an entity which provides the District with student services shall be required to submit to a criminal background investigation.
2. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee or volunteer enters into service.
3. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
4. The District shall pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment with the District or status as a volunteer is subject to the requirements of this section.

5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
7. The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the district. Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District.
8. A District employee who is employed simultaneously with another school district is only required to obtain one criminal background investigation, if the background investigation was conducted less than five years before the person was first employed by the District.
9. The District shall run a background check on employees of contractors that provide the district with student services. Examples of contractors which provide student services include but are not limited to food service and bus service contractors. The contractor shall be responsible for the cost of the criminal background check.
10. No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution or trafficking in controlled substances or distribution of marijuana.
 - a. The District may also refuse to employ a person who has been convicted of a crime involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.
 - b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
 - c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) in this state or any other state.
11. The District's employment application form shall inform applicants that if no SD statutorily disqualifying conviction is identified at the state level the fingerprints will be forwarded by the S.D. Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
12. The application form shall also inform applicants that if the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry

on the applicant's [record](#) to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.

13. Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI).
14. Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person, and inform the person of his or her right to appeal the accuracy or completeness of the CHRI to the SDDCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.
15. All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.
16. The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense. The district reserves the right to require any employee of an entity which provides the District with student services to submit to additional criminal background checks which shall be at the entity's or person's expense.
17. As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the school board suspends an employee without pay, or an employee resigns, or an employee is terminated, the superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the S.D. Department of Education.

Training

The District will ensure that all employees who have access to CHRI shall be trained by SDDCI on the rules and responsibilities for the confidentiality, receipt, use and dissemination of the CHRI.

Confidentiality

1. Before requesting CHRI on any individual, the district will give the individual written notification that his or her fingerprints will be used to obtain the CHRI of the individual, and the district will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDB-E(1).
2. Information received by the district pursuant to a criminal background check is confidential. Only authorized persons within the district may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, or other worker on district property. The district will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.

4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

Access and Retention

1. The District may print or electronically share records when necessary to determine whether the person is authorized to work for the district. In those situations, the physical or electronic copy will be destroyed immediately after the decision is made.
2. If the District runs a background check on employees of a contractor that does business with the district, the district will not provide the CHRI to the contractor. Instead, the district will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the district.
3. The District will not disseminate CHRI across state lines.
4. Upon request the district will provide a copy of the SDDCI CHRI to the person who is the subject of the background check. The SDDCI CHRI will only be released to the individual and not to relatives, spouses or friends. The District will note in the dissemination log that a copy was provided to the individual.
5. FBI rules prohibit the District from providing a copy of the FBI CHRI to the person who is the subject of the criminal background check.
6. The results of the background investigation done by the District shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail or encrypted email.

Recordkeeping

A Secondary Dissemination Log shall be maintained in which all authorized disseminations of FBI and State DCI criminal background check results are recorded. The following shall be recorded in the District's Secondary Dissemination Log:

1. name of District;
2. name of person subject to the criminal background check review;
3. date of birth of person subject to the criminal background check review;
4. SD public school district requesting FBI and DCI criminal background check results and person/title requesting on behalf of the SD public school district;
5. written request signed by person subject to the criminal background check review for a copy of the SDDCI criminal background check results, attached to the Secondary Dissemination Log; NOTE: FBI CHRI cannot be released to the person who is the subject of the criminal background check.
6. date of release of criminal background check results;
7. description of the record that was shared;
8. how the record was sent or received
9. person to whom criminal background check results were disseminated;

10. signature of District employee disseminating the criminal background check review pursuant to a valid request.

The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes

Security

The district will provide for the security of any CHRI received, including the appropriate administrative, technical and physical safeguards to provide for the security and confidentiality of the information. This includes, but is not limited to, the following:

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked cabinet in a room that is free from public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.
3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the district has electronic copies of CHRI, the district will restrict access to authorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.
5. The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the district contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

All District employees will immediately report to the LASO information security incidents such as the theft or loss of physical records or the hacking or failure of electronic systems or suspicions that an incident has or will take place. The LASO will document receipt of all reports, investigate incidents and report incidents to SDDCI. LASO documentation will include (1) date of security incident, (2) location of security incident, (3) systems affected, (4) method of detection, (5) nature of security incident, (6) description of security incident, (7) actions taken/resolution, (8) current date, and (9) contact information for LASO.

Consequences

Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion

of CHRI may also result in criminal prosecution.

GCE – PART-TIME AND SUBSTITUTE EMPLOYMENT – PROFESSIONAL STAFF:
PART-TIME TEACHERS

Upon the recommendation of the Superintendent, the Board will approve or reject the employment of part-time teachers consistent with the needs of the school district.

A part-time certificated teacher, if employed for the full school term, will attain continuing contract status the same as a full-time teacher.

Part-time teachers will meet all necessary certification requirements, and any non-unit part-time teachers will be compensated for their work on a pro-rated basis commensurate with their placement on their salary schedule.

SUBSTITUTE TEACHERS

The employment of substitute teachers will be centralized for the district in the office of the Superintendent. To the extent possible substitute teachers must meet the requirements for teacher appointments and will be assigned substitute teaching positions on the basis of their areas of competence. The Board will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the Board. Principals will assume responsibility for the scheduling of substitutes from the approved list as needed.

GCI – PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Professional personnel will be assigned on the basis of their qualifications and the needs of the school district.

The assignment and transfer of teachers to positions in other schools of the district or within the teacher's assigned school will be made by the Superintendent giving consideration, but not limited to the following criteria:

1. The contribution that the teacher would make to students in the new assignment.
2. The qualifications of the teacher as compared to those of other candidates for the position to be filled.
3. The opportunity for professional growth.
4. The desire of the teacher regarding the new assignment.
5. The length of service in the school district.
6. The availability of a qualified replacement for the position vacated by the transferring teacher.

Any teacher who desires a transfer in assignment should request such a transfer in writing to the principal with a copy to the Superintendent. Every effort will be made to honor this request.

If a change of assignment is deemed necessary by the Board, then the new assignment will be as nearly similar to the desired assignment as possible. The teacher's contract will stipulate the area of certification for which the teacher is employed. All members voting "aye", motion carried.

SIXTH GRADE BOYS TO PARTICIPATE IN JH BASKETBALL: On motion by B. Asleson, seconded by E. Buckmiller to allow the sixth grade boys to participate in JH basketball if needed. Princ. and JH boys basketball coach Andy Armstead explained to the board that due to COVID quarantines and injuries there have been times that as few as 4 players available for practices. At this point, it is not known for sure if

this will be necessary but if an entire class were to be quarantined, it would take away games in the season. The sixth grade coach, Mike Luethmer has been in and discussed with Mr. Armstead as to working together with the 6th grade schedule. This situation will only be used if needed. All members voting “aye with Jared Tolzin voting “naye”. Motion passes.

WINTER ATHLETICS SPECTATOR GUIDELINES: The board held a lengthy discussion with several motion options presented as to changes to the present spectator guidelines after hearing opposition from patrons. Complaints mostly were concerning those that did not have enough vouchers for all of their family to attend and needing care for younger siblings. Others noted that after watching online, how few were wearing masks and social distancing. While board members understand the public’s frustration, they also want to protect the players’ season, continue to compete and not miss opportunities due to being lax in safety measures. Several board members acknowledge that the De Smet community is known for supporting the student extra-curricular activities and they regret that the pandemic has forced decisions to be made for the safety of not only the students but the general public. Area schools are handling attendance and masking based mostly on their own community spread and what tier they are at. Board members agreed that it is not plausible for the administration to be able to enforce mandatory masking and social distancing. Pres. Roth also noted that perhaps they should not limit attendance and those that are not comfortable with the crowds and guidelines have the option to view the event online or attend a viewing at the Event Center. The board debated the number of lanyards to be assigned to players along with allowing K-12 students versus 7-12, which would help those families with younger siblings of players. On motion by B. Asleson, seconded by D. Garry to adopt the following (the change is underlined):

SPECTATOR VOUCHERS/LANYARDS, SEATING GUIDELINES & ADMISSION

- Each De Smet athlete in grades 7-12 will receive school designed lanyards to be given to whomever their family chooses for entrance to games/matches.
- Visiting athletes will be given vouchers from their Athletic Director.
- Athletes will be given 4 lanyards/vouchers for home events.
- The lanyard pass or visiting team voucher must be shown at the door.
- Lanyards are required to be worn at all times during the event. Vouchers will be collected at the door. - **Students in grades preK-12** do not need a voucher or lanyard to attend.
- Students in grades 6 and younger must remain seated with their family during the event.
- Masks are recommended for all spectators.
- There will be designated areas for visiting and home team spectators. We ask that you social distance as much as possible within these sections.
- Admission will not be charged for events at De Smet schools during the 2020-21 school year.

All voting “aye”, motion carried.

COVID CLOSE CONTACT QUARANTINE LENGTH AMENDMENT: Pres. Roth reviewed the current quarantine length policy. The CDC has changed their recommendations lessening the number of quarantine days to 10 instead of 14. Following discussion, Pres Roth motioned, seconded by E. Buckmiller the following: Close contacts are encouraged to follow the DOH recommendation to quarantine for

10 days from the time of exposure. However, parents have the option to send a child back to school 7 days from the time of exposure if the child is symptom-free. Close contacts are required to wear masks and social distance as permitted throughout the school day if they return to school prior to the end of the DOH recommended quarantine timeframe. If it is determined that a student is a close contact while wearing a mask in the school setting, the close contact can return to school if the child is symptom-free. All members voting 'aye", motion carried.

2021 NEGOTIATED AGREEMENT AMENDMENT: On motion by B. Asleson, seconded by D. Garry to approve the 2.5% increase to certified staff contracts and classified staff members with the increase to be delivered in one check in December versus being spread out in the remaining months of the fiscal year. All voting "aye", motion carried. Pres. Roth thanked DTO negotiation team Marlys Larsen and Jennifer Hojer for their working with the Board committee through a virtual meeting that was quickly approved. The DTO expressed their appreciation for the continued support of the board of the current health insurance policy. The following salaries and hourly amounts were amended for FY2021:

INSTRUCTOR	ASSIGNMENT	Basic Contract
Becky Albrecht	Pre-School/Junior Kindergarten - 107 Days	\$ 27,482.45
Tammy Albrecht	Fourth Grade	\$ 49,114.58
Mark Birkel	MS Science/Elem. PE/HS Health-PE	\$ 47,714.39
Tacy Boldt	Third Grade	\$ 42,238.20
Roxann Fast	Second Grade	\$ 47,306.78
Kari Fods	Guidance Counselor	\$ 44,778.00
Connie Geyer	HS Math/Physics .375 FTE	\$ 18,659.42
Robin Gigov	MS/HS Special Education	\$ 48,145.21
Cory Haugen	7-12 Social Science	\$ 42,656.40
Jennifer Hojer	Fifth Grade	\$ 44,682.79
Tricia Holland	6th Grade	\$ 50,299.26
Lexi Johnson	Kindergarten .8 FTE	\$ 35,404.81
Marlys Larsen	Elem. Music/Reading Recovery	\$ 49,545.41
Emily Martian	Elementary Special Education	\$ 44,160.04
Marvin McCune	HS Social Science .25 FTE	\$ 11,740.11
Lindsay Nolte	MS/HS ELA	\$ 47,634.00
Shelly Osthus	6th Grade	\$ 46,529.54
Angela Ostrander	Consumer Science	\$ 45,900.00
Jean Penney	First Grade	\$ 49,329.99
Brendon Pitts	Business-Computer Instruction	\$ 41,820.00
Janice Poppen	Title One Elementary	\$ 47,391.26
April Rusche	K-12 Art/DDN Art	\$ 47,175.85
Kathy Sanderson	HS English/Spanish/Soc.Science	\$ 47,606.67
Sheila Schmidt	HS Science	\$ 44,789.22
Cheryl Tangen	Librarian - .66 FTE	\$ 32,842.23
Dave VanderWal	Vocational Agriculture-11 mo.	\$ 57,429.38
Brandon Vockrodt	HS Math	\$ 42,342.75
Mikayla Vockrodt	5-12 Instrumental Music/MS Vocal Music	\$ 42,656.40
Brittani Wilkinson	Kindergarten .8 FTE	\$ 36,878.59
	TOTAL INSTRUCTIONAL SALARIES	\$ 1,234,253.73
Abi Van Regenmorter	Superintendent/Elementary Principal/Co-Sped Director 12 months	\$ 100,000.00
Andrew Armstead	Dean of Students/Technology Coordinator - 12 Months	\$ 75,000.00
Terry Holland	Director of Maintenance and Custodial 12 months	\$ 40,800.00
Susan Purintun	Business Manager - 12 Months	\$ 66,300.73
Susan Purintun	Administrative Asst.	\$ 6,700.00

	CLASSIFIED STAFF	Per Hour
Ralene Coughlin	Cook - 6-7 Hrs/Day	\$ 13.31
Linda Foley	Paraprofessional - 7.5 Hrs/Day SPED	\$ 14.13
Jason Hauck	HS Night Maint- 8 Hrs/Day - 12 months	\$ 15.05
Lindsey Jeffrey	Paraprofessional - 7.5 Hrs/Day	\$ 14.13
Dennis Kruse	Bus Driver - 3-4 Hrs/Day	\$ 20.91
	Bus Driver - Wait Time	\$ 12.91
Marie Larson	Elementary Night Custodian - 3-4 Hrs/Day	\$ 13.26
Ryan Larson	Elementary Custodian - 12 months	\$ 16.83
Mike Martens	Bus Driver - 2 Hrs/Day	\$ 20.91
	Bus Driver - Wait Time	\$ 12.91
Kaylee Mehlum	Paraprofessional - 7.5 Hrs./Day SPED	\$ 13.77
Nita Muser	Food Service Manager - 8 Hrs/Day	\$ 15.92
Micheala Novak	Paraprofessional - 7.5 Hrs/Day SPED	\$ 13.77
David Ough	Mini-bus Driver - 2 Hours per day	\$ 16.12
Teresa Palmlund	Cook - 7 Hrs/Day	\$ 13.31
Melody Perry	HS Secretary - 8 Hrs/Day	\$ 15.91
Debra Pommer	Paraprofessional - 7.5 Hrs./Day SPED	\$ 14.13
Traci Schoenfelder	Elementary Secretary - 8 Hrs/Day	\$ 15.10
Diane Schultz	Paraprofessional - 4 hrs/Day SPED	\$ 13.77
Andy Todd	Paraprofessional SPED/Transp. Mgr/Bus Driver	\$ 17.34
Cheryl Wilkinson	Paraprofessional - 7.5 Hrs./Day SPED	\$ 14.13

ELEMENTARY BUILDING IMPROVEMENT PROJECT:

The board received architectural renderings of what the MS/HS building could possibly look like if the option of adding the elementary structure to the current MS/HS facility. Co-op Architecture is working on different options, but members of the building committee wanted to see the possible aesthetics. Supt. Abi noted that after visiting with the auditor on the financials of spending the additional dollars of the addition versus renovation of the old facility, the district could see savings through efficiencies of not doubling up on facilities and staffing in future years by having one structure versus the two to maintain at this time. There will be many conversations and meetings to go in the next few months before moving forward.

There being no further business at this time, on motion by D. Garry, seconded by B. Asleson to adjourn. All voting "aye", motion carried. (6:51 PM)

ATTEST: Shane Roth, President
Susan, L. Purintun, Business Manager

Published once at the approximate cost of \$_____.