

Stanley County School District #57-1 Unofficial School Board Minutes

The Stanley County School District, #57-1, Board of Education met in regular session May 11, 2022, at 6:00 P.M., in the Parkview Auditorium with Board members Shaun Cronin, DeLynn Hanson, Chris Fosheim, Michael Roggow and Mitchell Kleinsasser present. Others in attendance were Superintendent Dan Baldwin and Business Manager Tate Gabriel. Visitors were Allison Bender, Kim Doherty, Shirley Swanson, Jen Milliken, Steph Huber, Ashley Holm, Terri Mehlhaff and Kristie Maher.

President Cronin called the meeting to order at 6:00 P.M.

Cronin led the Pledge of Allegiance.

Hanson moved to approve the agenda as published, seconded by Fosheim. All voted in favor. Motion carried.

Conflict of interest declaration – none

Fosheim moved to approve the consent agenda as published, seconded by Hanson.

- Approve the Board meeting minutes for April 13, 2022, Regular Board Meeting
- Approve bill listing for May 11, 2022.
- Approve Imprest expense;
- Approve financials for April 2022

All in favor. Motion carried.

Bill listing for May 11, 2022:

GENERAL FUND		
ADMIN PARTNERS, LLC	Monitor/Record Keeping	125.00
ALL AROUND GRAPHICS	Award Plaques	221.47
CAPITAL JOURNAL	Publication of Agenda	307.51
CAROLINA BIOLOGICAL SUPPLY CO	Classroom Supplies	28.90
CENTURY BUSINESS PRODUCTS	Staples	164.82
CHANDLER'S	Window Repair	90.00
COLE PAPERS	Custodial Supplies	3,907.26
COMFORT INN -- RAPID CITY	Annual CTE Consortium Lodging	192.30
FORT PIERRE, CITY OF	Utilities	5,580.40
GALE'S GAS SERVICE	Utilities	526.50
GOLDEN WEST TELECOMMUNICATIONS	Communications	119.08
GRAINGER	Maintenance Supplies	1,082.48
GREGORY SCHOOL DIST. 26-4	Track Entry Fees	80.00
HILTON GARDEN INN-SFALLS	State Wrestling Lodging	1,830.00
HITCHCOCK--TULARE SCHOOL	Track Entry Fees	100.00
HOWARD WOOD DAKOTA RELAYS	Howard Wood Dakota Relay Entry	100.00

	Fees	
INGRAM PEST SERVICE	Pest Control	280.00
INNOVATIVE OFFICE SOLUTIONS	Maintenance Supplies	974.20
JC OFFICE SUPPLY	Office Supplies	312.09
JONES SCHOOL SUPPLY	Elementary Awards	14.72
JOSTENS, INC.	Graduation Cap and Gown	3,183.10
LEARNING SOULTIONS INC	2022 Dyslexia Summer Workshop Reg. Fees	358.00
LYMAN COUNTY SCHOOL DISTRICT	Track Entry Fee	120.00
MANNING, SCOTT	Bus CDL Test	95.85
METROPOLITAN COMPOUNDS INC.	Maintenance Supplies	1,984.18
MIDCONTINENT COMMUNICATIONS	Communications	450.83
MONTANA DAKOTA UTILITIES	Utilities	3,756.52
PIERRE SCHOOL DISTRICT	Track Entry Fees	100.00
QUALITY INN - MITCHELL	Gymnastics Lodging	88.70
REINHART FOOD SERVICE, LLC	Assessments	417.21
RIDDELL/ALL AMERICAN SPORTS CORP.	FB Helmet Certification	1,950.43
RIVER CITY TRANSIT	Transportation	122.00
SCHOOL SPECIALTY, INC.	Classroom Supplies	299.35
SD HIGH SCHOOL ACTIVITIES ASSN	2021-2022 Rule Book	213.00
STANLEY COUNTY SCHOOL	APRIL 2022 IMPREST	3,114.11
STEFFEN, DALE	CDL Drive Test	90.00
SWEETWATER	Drama Supplies	679.99
TECHNOLOGY AND INNOVATION	Online Course	225.00
USD SANDFORD SCHOOL OF MEDICINE	HOSA Registration Fees	420.00
VERIZON WIRELESS	Wireless	40.01
WEST CENTRAL ELECTRIC	Utilities	126.10
WR/LJ RURAL WATER	Utilities	42.50
WW TIRE SERVICE	Vehicle Maintenance	228.92
Fund Number 10		34,142.53
CAPITAL OUTLAY		
CENTURY BUSINESS PRODUCTS	Print Management	2,302.45
VANTAGE FINANCIAL, LLC	Telephone Lease	780.00
Fund Number 21		3,082.45
SPECIAL EDUCATION		
22X	Professional Services	2,645.16
22X	Professional Services	5,906.56
22X	Professional Services	729.54

22X	Professional Services	750.00
22X	Professional Services	1,822.32
LEARNING SOULTIONS INC	2022 Dyslexia Summer Workshop Reg. Fees	358.00
LYNN'S DAKOTAMART	Life Skills	45.64
SCHOOL SPECIALTY, INC.	Supplies	363.98
STANLEY COUNTY SCHOOL	APRIL 2022 IMPREST	550.26
Fund Number 22		13,171.46
FOOD SERVICE		
EARTHGRAINS BAKING COMPANIES INC	Purchase Food	198.90
LYNN'S DAKOTAMART	Purchase Food	25.00
PRAIRIE FARMS	Purchase Food	1,001.21
REINHART FOOD SERVICE, LLC	Purchase Food	5,814.46
RIVER CITY TRANSIT	Transportation	122.00
SD DEPT. OF CORRECTIONS	FS Services	80.89
SERVALL UNIFORM & LINEN	Professional Services	281.45
Fund Number 51		7,523.91
AGENCY FUND		
ANDERSON'S	Prom Supplies	1,765.83
BP BUSINESS SOLUTIONS	ACCT #JG402 4/21/22	1,794.82
BROOKINGS INN	State FFA Lodging	940.00
CATHERINE, LAWRENCE	START QUILT FOR GRADUATION	250.00
CHAMBERLAIN SCHOOL DIST.	REGION BBB PROFIT	162.14
DISTRICT 5 FFA	FFA Entry Fees	140.00
EAST PIERRE GARDEN CENTER	Gift Card	150.00
FAULKTON AREA SCHOOL DIST	GOLF ENTRY FEE	10.00
HILLSVIEW GOLF COURSE	STANLEY COUNTY PRE-REGION GOLF	100.00
LAUBE, KRISTINA	REIMB FOR RBT TEST & APPLICATION	95.00
MARKOTA ACRES GOLF COURSE	SC GOLF ENTRY FEE	25.00
SD FFA ASSOCIATION, SDSU	FFA State Convention Registration Fees	305.00
TETON RIVER TRADERS	Clay Target Supplies	800.00
Fund Number 17		6,537.79

A detailed listing is available at the Business Office in Parkview Auditorium.

Financials for April 2022:

	General Fund	Capital Outlay	Special Ed	Pension
Balance 4-1-2022	-243,342.99	3,629,108.04	1,277,741.17	0.00
County Revenue	0.00	0.00	0.00	0.00
Local Rev & Bank Int	94,575.92	92,807.26	54,259.58	0.00
State/Fed Revenue	90,051.00	0.00	0.00	0.00
Accounts Payable	-73,186.51	-31,501.83	-16,729.03	0.00
Payroll	-300,669.99	0.00	-63,821.63	0.00
Misc	302,399.02	-300,000.00	0.00	0.00
Balance 4-30-2022	-130,173.55	3,390,413.47	1,251,450.09	0.00

	Impact Aid	Food Service	Enterprise Fund	Fiduciary Funds
Balance 4-1-2022	2,895,629.04	-1,752.32	31,292.85	131,825.45
County Revenue	0.00	0.00	0.00	0.00
Local Rev & Bank Int	256.92	1,380.56	0.00	0.00
State/Fed Revenue	0.00	38,228.11	0.00	0.00
Accounts Payable	0.00	-10,576.39	0.00	-15,927.34
Payroll	0.00	-11,786.43	0.00	0.00
Misc	0.00	0.00	0.00	18,064.07
Balance 4-30-2022	2,895,885.96	15,493.53	31,292.85	133,962.18

Detail is available at the Business Office in Parkview Auditorium

Public comment – Shirley Swanson spoke.

Kristie Maher updated the Board on the GOLD Program.

Kleinsasser moved to adopt Policy GBC: Staff Ethics as presented, seconded by Roggow. All in favor. Motion carried.

Hanson moved to adopt Policy GBCA: Staff Conflict of Interest as presented, seconded by Fosheim. All in favor. Motion carried.

Hanson moved to adopt Policy GBCB: Staff Conduct as presented, seconded by Fosheim. All in favor. Motion carried.

Kleinsasser moved to adopt Policy GBCBA: Freedom of Expression as presented, seconded by Fosheim. All in favor. Motion carried.

Kleinsasser moved to adopt Policy GBCBAA: Search and Seizure as presented, seconded by Roggow. All in favor. Motion carried.

Hanson moved to adopt Policy GBCBB: Employee Use of Networking Sites as presented, seconded by Kleinsasser. All in favor. Motion carried.

Kleinsasser exited the meeting at 6:25 P.M.

First Reading of Policy GBGA: District Involvement in Political Activity

First Reading of Policy GBG: Staff Participation in Political Activity

First Reading of Policy GBEC: use of Alcohol, Drugs, and Controlled Substances

Kleinsasser returned to the meeting at 6:38 P.M.

First Reading of Policy GBEB-R(1): Employee Communicable Diseases-Guidelines

First Reading of Policy GBEB: Employee Communicable Diseases

First Reading of Policy GBE: Staff Health and Safety

Kleinsasser moved to approve the 5-year Algebra I and Physical Science waiver for Stanley County Middle School, seconded by Hanson. All in favor. Motion carried.

Hanson moved to adopt, approve, and ratify the Associated School Boards Workers Compensation Fund Participation Agreement, seconded by Fosheim. All in favor. Motion carried.

Roggow moved to adopt, approve, and ratify the South Dakota School District Benefits Fund Participation Agreement, seconded by Hanson. All in favor. Motion carried.

Fosheim moved to adopt the following resolution:

RESOLUTION #5-2022- By resolution, the School Board of Stanley County School district \$57-1 has authorized membership in the South Dakota High School Activities Association for the high school under its jurisdiction as hereinafter listed: Stanley County High School.

This is to be for the period which begins July 1, 2022, and ends on June 30, 2023 with the supervision, control, and regulation of any and all high school interscholastic activities being delegated to said Association. In addition, the above-mentioned School Board has ratified the Constitution, By-Laws, and rules of the South Dakota High School Activities Association as of July 1, 2022, and agrees to conduct its activities programs within the framework of these instruments.

Seconded by Hanson. All in favor. Motion carried.

Kleinsasser moved to authorize Superintendent to submit the SDHSAA 2022 official election ballot and 2022 official amendment ballots based on board determination, seconded by Roggow. All in favor. Motion carried.

Gabriel presented the preliminary budget.

Terri Mehlhaff, Elementary Principal, updated the Board on happenings in the elementary. Shari Beeghly received the April Elementary Staff of the Month. Mehlhaff thanked Mrs. Jacobs-Bowman for a great concert. Mehlhaff stated the elementary finished the Smarter Balanced testing and presented the board with the preliminary scores. Superintendent Baldwin discussed the summer feeding program and also summer hires and the process behind that.

Hanson moved to declare the Board in Executive Session for SDCL 125-2 (1) Personnel, (2) Student Matters, (4) Negotiations at 7:12 P.M., seconded by Fosheim. All voted in favor. Motion carried.

Cronin declared board back in open session at 8:01 P.M.

Fosheim moved to accept the resignations of Kimberly Jacobs-Bowman as Elementary Music, Clayton Wahlstrom as Elementary PE, Head Varsity Wrestling and Middle School Football, Toni Deal as Special Education Teacher and Assistant Varsity Volleyball, Ryan Royer as HS Social Studies and Head Golf, Matthew VanZee as K-12 Counselor, Head Cross Country, Head Track and Middle School Girls Basketball, Taylor Sickler as Special Education Paraprofessional, Madyson Titze as Special Education Paraprofessional effective at the end of the 2021-2022 school year and Rachelle Harwood as Temporary Kitchen, effective April 26, 2022, seconded by Hanson. All in favor. Motion carried.

Kleinsasser moved to authorize Business Manager to offer Sam Naasz a Letter of Intent as Summer Strength and Conditioning Coordinator for the period of June 1, 2022, through August 5, 2022, in the amount of \$3,978.50, seconded by Roggow. All in favor. Motion carried.

Fosheim moved to authorize Business Manager to offer Marjorie Sisco a contract as Special Education Teacher in the amount of \$51,620.00 to include a \$2,500.00 one-time sign on bonus for the 2022-2023 school year, seconded by Kleinsasser. All in favor. Motion carried.

Hanson moved to approve the 2022-2023 contracts for Tate Gabriel, Business Manager, Terri Mehlhaff, Elementary Principal, Derek Meyers, Director of Maintenance with a 6% salary increase from the 2021-2022 contract amounts and Dan Baldwin, Superintendent, a 2-year contract with the 2022-2023 contract to include a 6% increase from 2021-2022 contract amount, and the 2023-2024 contract amount to be negotiable in 2023, seconded by Fosheim. All in favor. Motion carried.

Hanson moved to approved Open Enrollment Application #572223014, seconded by Roggow. All in favor. Motion carried.

Hanson moved to adjourn meeting at 8:05 P.M., seconded by Fosheim. All in favor. Motion carried.

Shaun Cronin, President

Tate Gabriel, Business Manager

Approved:

Policy GBC: STAFF ETHICS

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 04/19/2022

School employees hold positions of public trust. High standards of honesty, integrity, and fairness are to be exhibited by each school district employee when involved in any school district activity. Ethical behavior by staff is required and expected at all times while fulfilling one's employment responsibilities and when at all school functions.

District employees are required and expected to:

1. **T**reat students, parents, fellow employees, and community members with respect. Conduct which is prohibited includes, but is not limited to:
 - inappropriate verbal, visual or physical conduct, including jokes that demean an individual or group of individuals, spreading gossip about any individual, threatening another individual and all types of bullying behavior;
 - without proper authorization and authority violating another person's right of privacy and/or intentionally invading another person's personal space;
 - knowingly falsely blame an individual for conduct not done by the person.
2. **P**romote a safe, nurturing, and positive school and work environment. Conduct which is prohibited includes, but is not limited to:
 - any conduct that is severe and objectively offensive so that it creates or results in an intimidating, hostile or offensive work or learning environment or has the purpose or effect of substantially or unreasonably interfering with an employee's or student's performance;
 - threatening, harassing, punishing or retaliating behavior against students and/or other employees.
3. **M**aintain confidentiality concerning students, families and employees.
4. **M**act in a manner consistent with district policies, legal and contractual standards, responsibilities, and obligations.
5. **M**odel and promote appropriate dress and language.
6. **R**eport to a school administrator knowledge of mismanagement, waste of funds, misuse of school property, abuse of authority, threats to safety, violations of policies and regulations, or other conduct that damages the integrity or reputation of the school district.
7. **R**efrain from using school employment to promote personal political and/or religious views.

In addition to the foregoing, the District, within this policy, adopts and incorporates into this policy as if set forth in full, the South Dakota Department of Education Professional Teachers Ethics as set forth in ARSD 24:08:03. The Professional Teachers Ethics as incorporated into this policy applies to:

- Teachers - a person charged with responsibility in the field of education and certified by the secretary of the Department of Education as a teacher or other specialist employed or contracted to provide services in an educational setting,
- Education Specialists - a person with specialized training or licensure, not serving as a classroom teacher, but employed or contracted to provide services in an educational setting, and
- Noncertified Educators - a person charged with responsibility in the field of education who is not certified by the secretary of the Department of Education as a teacher, administrator, or other education specialist, but who is employed or contracted to provide services in an educational setting.

Furthermore, the District, within this policy, adopts and incorporates into this policy as if set forth in full, the South Dakota Department of Education Professional Administrators Ethics as set forth in ARSD 24:11:03. The

Professional Administrators Ethics as incorporated into this policy applies to:

- the Superintendent,
- the Business Manager, and
- all other educational administrators.

Any employee who believes a staff member has engaged in conduct which violates the code of conduct shall immediately report the alleged misconduct to their immediate supervisor. If the concern/complaint involves the individual's immediate supervisor, the complaint may be filed with any administrator within the school district.

All complaints will be investigated and should the investigation result in a determination of unethical behavior by a school employee such unethical behavior shall constitute just cause for discipline, up to and including termination of employment. A complaint reported which was intentionally and knowingly false will result in disciplinary action being taken against the person or persons involved in the false complaint being made.

Policy GBCA: STAFF CONFLICT OF INTEREST

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending

Employees of the District will not engage, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the district.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is the spouse of the administrator or the parent or step-parent, child or step-child, grandparent or grandchild, aunt, uncle, cousin, niece or nephew of the employee.

Policy GBCB: STAFF CONDUCT

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the Board, and the regulations designed to implement them.

In the area of personal conduct, the Board expects that staff members will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work;
 2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students;
 3. Diligence in submitting required reports promptly at the times specified;
 4. Care and protection of school property.
 5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
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Policy GBCBA: FREEDOM OF EXPRESSION

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending

Employees have the Constitutional right of freedom of speech to speak on matters of public concern. However, the freedom of speech is limited for public employees when on duty or attending a school function, and also when discussing certain employment and student matters.

Policy GBCBAA: SEARCH AND SEIZURE

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending

All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the district, and is intended for educational purposes, and district business, at all times.

Individuals using district-owned property (system users) shall have no Diminished expectation of privacy when using school property. The district reserves the right in authorized situations to monitor, inspect, copy, review and store (at any time and without notice) all usage of district property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district.

System users have no diminished right of privacy and should have no a reduced expectation of privacy in materials sent, received, or stored in district-owned computers or on the district system or within the physical area of the district. School officials reserved the right to review district system/property use at any time to determine if such use meets the criteria set forth in school board policies and district regulations. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that the user has or is violating district policy or law. Once a problem is discovered, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

Policy GBCBB: EMPLOYEE USE OF NETWORKING SITES

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending

Technology will be used to complement and foster public education. Utilization by employees must not distract from or disrupt the educational process. Proper decorum is the standard of conduct expected of a professional. That standard will apply to the use of technology and social networking sites.

The Superintendent will ensure that staff members are reminded and informed of the importance of maintaining proper decorum when using technology as well as in person.

Proscribed conduct includes:

- Improper fraternization with students.
- Listing students as friends on networking sites.
- Staff members providing private phone numbers without prior approval of the district.
- Inappropriate email or phone contact with students.
- Posting items containing inappropriate sexual content.
- Posting items exhibiting or advocating illegal use of drugs or alcohol.

Electronic contacts with students will be through the district's property except in the case of an emergency.

All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy, in which case the messages will be copied to the athletic director and the school principal.

The administration will monitor improper use of technology, and impose sanctions including dismissal from employment. Employees have no expectation of privacy with respect to utilization of district property, nor engagement in social networking sites.

Policy GBGA: DISTRICT INVOLVEMENT IN POLITICAL ACTIVITY

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

The Board believes in the importance of democracy in American society and advocates political participation as an act of self-governance. In this spirit, the Board recognizes the rights of district employees, as private citizens, to be involved in local, state and federal political activities, and encourages politically related material, discussions and projects in the classroom with the intent to teach students about democracy.

For the purpose of educating voters and lawmakers, the Board will also provide information on ballot questions. The Board authorizes the superintendent or superintendent's designee to communicate such information to citizens, media sources, public officials or candidates running for office as the superintendent or designee deems appropriate.

However, the board prohibits the following actions:

1. Use of an official school title to endorse or oppose candidates running for elected office, a political party or a proposition, referendum or issue being voted upon by the electorate;
2. Use of district funds to support or oppose a candidate running for elected office, a political action committee, a political party or a proposition, referendum or other ballot issue;
3. Distribution or posting of material which supports or opposes any candidate, political party or action committee, or proposition, referendum or other ballot issue on school property during school hours; and
4. Use of school facilities by candidates, their representatives, political parties, or political action committees.

SCHOOL AS POLLING PLACE

In the case that a public school building is used as a public polling place, candidates, their representatives, members of a political party or political action committee or citizens acting in support or opposition to a ballot question may hand out literature or speak with prospective voters as long as this is done outside a 100-foot radius of the entrance to the polling place.

Notes: Nothing in this policy shall be construed to prohibit the use of political or issue-oriented materials or topics as part of classroom curriculum. This policy does not extend to elections conducted by students in the schools.

Policy GBG: STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

The Board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are: campaigning for elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the Superintendent, in writing at the earliest possible moment, of the office which he or she intends to seek, together with the decision as to whether he wishes to continue employment and under what terms and conditions.

The Superintendent will meet with and discuss these matters with the employee involved and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the district.

In connection with his or her campaigning, no employee will use school system facilities, equipment, or supplies; nor will the employee discuss his or her campaign with students or with school personnel during the working day; nor will the employee use any time during the working day for campaigning purposes.

A teacher seeking an extended leave of absence for campaigning, office-holding, or other time-consuming activities connected with government service will apply for such leave in writing. The Board will provide the teacher with a written answer to a request for political leave including salary arrangements.

If not elected, the employee may return to the position previously held.

Policy GBEC: USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs on school property or at a school event off school property. Additionally, it shall be a violation of this policy for any employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction. Should the affected employee be the superintendent s/he will report to the Board no later than the next regular meeting of the Board.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

If there is reason to suspect that a staff member is under the influence of alcohol and/or illegal drugs, the staff member will not be allowed on school property or to participate in school activities. Staff members will be subject to discipline for arriving at school or at a school activity under the influence of alcohol and/or an illegal drug. For the purposes of this policy, "illegal drug" means narcotics, drugs and controlled substances as defined in federal law or state law. "Illegal drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria:

1. the employee has a current and valid prescription for the drug or the drug is sold over-the-counter;
2. the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter;
3. the drug is used or possessed at the dosage prescribed or recommended; and
4. the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination or any of the senses, including those that may cause drowsiness or dizziness.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

**Regulation GBEB-R(1): EMPLOYEE COMMUNICABLE DISEASES - GUIDELINES
(Regulation)**

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

Health guidelines for work attendance are established and interpreted with the context of the situation. The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Disease and Incubation Period*	Rules for Work Attendance
Acquired Immune Deficiency Syndrome (AIDS) *6 months-five years	Determination will be made as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.
Chicken Pox *14-21 days	The employee may attend work after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The employee may attend work. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Giardiasis and Infectious Enteric Diseases *5-25 days or longer.	The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex *2-12 days	The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.
Impetigo variable *4-10 days	The employee may attend school if under treatment and covered or dry.
Infectious Hepatitis *15-40 days (Average 25 days)	The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.
Measles (Red, Hard, Rubeola, 7-day) *8-14 days	The employee may attend work after a minimum of seven (7) days. Employees who have had contact with measles may attend work if the employee has had the measles or if immunization is up to date.
Infectious Mononucleosis (Glandular Fever) *2-6 weeks	The employee may attend work as directed by the physician.
Mumps *12-21 days	The employee may attend work after swelling has disappeared.

Pediculosis (Lice)	The employee may attend work after treatment.
Pink Eye (Conjunctivitis) *5-12 days	The employee may attend work after the eye is clear, under treatment or with physician's written permission.
Plantar's Wart	The employee may attend work.
Ring Worm (Scalp, Body, Athlete's Foot)	The employee may attend work if area is under treatment.
Rubella (3-day, German Measles) *14-21 days	The employee may attend work after a minimum of four days. Prevent exposure of pregnant women.
Scabies (7-year itch, Mites)	The employee may attend work after treatment.
Streptococcal Infections(Scarlet Fever, Scarletina, Strep Throat) *1-3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy and clinically well.

All communicable and chronic disease should be reported to Health Services.

*Time interval between initial contact with an infectious agent and the first sign of symptom of the disease.

Policy GBEB: EMPLOYEE COMMUNICABLE DISEASES

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

The board recognizes its responsibility to provide a clean and healthy environment for students and school employees.

The determination of whether an employee who is or may be affected with a communicable disease be excluded from work activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional knowledge and expertise, the principal may request assistance from the following:

1. the State Department of Health, Center for Disease Control, or other experts;
2. the employee's physician;
3. the employee and/or designee;
4. ~~the school health service's supervisor;~~
5. the superintendent or designee; and
6. other appropriate school personnel.

In making the determination, the following will be considered:

1. the physical condition of the school employees;
2. the expected type(s) of interaction with others in the school setting;
3. the impact on both the affected school employee and others in that setting;
4. the South Dakota Department of Health and Center for Disease Control guidelines and policies;
5. the status of certification of health of the employee under South Dakota Law;
6. the recommendation of the County Health Officer, which may be controlling;
7. information regarding the affected employee, which is, deemed part of his/her personnel records, therefore is classified as "Confidential".

If employment of an affected employee is to be interrupted or discontinued, the employee will be entitled to use available medical leave and receive available benefits.

Information of an employee who has been identified as or suspected of having any reportable disease or condition will be reported to the State Department of Health.

If the potential for communicability is a factor, the public may be notified of the presence of the disease or condition and the possibility of transmittal or impact on others, if any. Information about the employee who is or may be affected with a communicable disease will not be revealed to the public. If the employee is permitted to remain in the school setting, the principal, will provide, as appropriate to school employees who have regular contact with the employee, as to the employee's medical condition and other factors needed for consideration in carrying out job responsibilities, to the State Department of Health, Center for Disease Control, or other experts.

Health guidelines for work attendance are established and interpreted with the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instructions in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

Specific health concerns may require a determination to be made on school attendance or participation in school activities.

Policy GBE: STAFF HEALTH AND SAFETY

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

If, at any time, there is reasonable cause to believe that an employee is suffering from a mental or physical condition that could be detrimental to the health or safety of the employee, any student, or any other employee, the superintendent may require a certification of health from a physician. The expense of obtaining such certifications of health shall be borne by the school.

WORKERS' COMPENSATION

In case of injury arising out of and in the course of employment, the employee's compensation and expenses will be as prescribed by the worker's compensation law of South Dakota.

Any employee who receives an injury while at work should immediately report this injury to their supervisor and request the necessary forms to make application for payment under this law. Written notice of the injury must be provided by the employee to the school's business manager no later than three business days after the injury.
