

Stanley County School District #57-1
Board of Education – Regular Meeting Agenda

July 13, 2022 – 6:00 P.M.
Board Room – Parkview Auditorium

Proposed Agenda

1. Call meeting to order
2. Pledge of Allegiance
3. Approval of Agenda
4. Conflict of Interest Declaration
5. Consent Agenda
 - a. Approval of Minutes for June 8, 2022 Board Meeting and June 29, 2022 Special Board Meeting
 - b. Approval of Bills
 - c. Imprest Expense
 - d. Financials for June 2022
6. Oath of Office
7. Election of Officers
8. Public Comment
9. Public Budget Hearing – 6:15 P.M.
10. Action Items – Approve to Designate
 - a. Regulate Meeting date, time, and place
 - b. Board compensation
 - c. Fund Depositories
 - d. Account Custodian
 - e. Official Newspaper
 - f. School Attorney
 - g. District Truant Officer
 - h. Title 1 Authorized Representatives
 - i. Special Education Representatives
 - j. Federal Programs Representatives
 - k. Official Purchasing Agents – State/Federal
 - l. Staff Salaries Publication
 - m. Emergency Bus Pact
 - n. Approve SDHSAA Membership
11. Legislative Liaison
12. ASBSD Convention Delegate
13. Stanley County Equalization Board
14. 2022-2023 Standing Committees
15. Multi-Purpose (Wrestling) Building
16. Increase of Meal Prices

17. Second Reading of Policy BDDH: Public Participation at Board Meetings
18. Second Reading of Exhibit BDDH-E(2): Public Participation at Board Meeting
19. Second Reading of Exhibit BDDH-E(3): Participation at Board Meetings – Speaker Sign-In
20. 1st Reading of Policy GCA: Professional Staff Positions
21. 1st Reading of Policy GCA-R(1): Professional Staff Positions – Job Description: Teacher
22. 1st Reading of Policy GCB: Qualifications of Teachers
23. 1st Reading of Policy GBL: Personnel Records
24. 1st Reading of Policy GBM: Staff Complaints and Grievances
25. 1st Reading of Policy GBM-R(1): Staff Complaints and Grievances – Procedures (Regulation)
26. Approval of Title Consolidated Application
27. Approval of SPED Comprehensive Plan
28. Approval of IDEA Special Education Application
29. Approval of Stanley County School District 2022-2023 Schoolwide Plan
30. Administrators Report
31. Executive Session – per SDCL 1-25-2 (1) Personnel, (2) Student Matters
32. Contracts/Letters of Intent
33. Resignations
34. Open Enrollments
35. Volunteers
36. Adjournment

	A	B	C	D	E	F	G
1	Stanley County School District #57-1						
2	EXPENDITURE BUDGET		2022-2023 Budget				
3	Function						
4							
5	10 GENERAL FUND						
6	ELEMENTARY		1,014,442.97				
7	MIDDLE SCHOOL		485,250.93				
8	HIGH SCHOOL		670,302.77				
9	FEDERAL DIRECT REAP GRANT		24,340.00				
10	PERKINS GRANT		-				
11	TITLE GRANTS - TITLE IA, TITLE IIA REAP, TITLE IV		127,398.00				
12	GUIDANCE COUNSELING		75,643.33				
13	APPRAISAL SERVICES		15,952.25				
14	ASSESSMENT		3,679.58				
15	INDIAN EDUCATION GRANT		17,816.00				
16	NURSE SERVICES		2,000.00				
17	PD - INSTRUCTIONAL STAFF TRAINING		8,774.00				
18	SCHOOL LIBRARY SERVICES		45,136.76				
19	TECHNOLOGY		99,193.31				
20	BOARD OF EDUCATION		84,709.00				
21	ELECTION SERVICES		2,000.00				
22	LEGAL SERVICES		10,000.00				
23	AUDIT SERVICES		20,000.00				
24	OFFICE OF THE SUPERINTENDENT		178,315.62				
25	OFFICE OF THE PRINCIPAL		261,823.17				
26	FISCAL SERVICES		195,194.83				
27	UTILITIES		115,000.00				
28	VEHICLE SERVICING/MAINT-OTHER THAN BUSES		8,000.00				
29	OPERATION/MAINT OF PLANT		318,728.23				
30	VEHICLE SERVICING/MAINT-BUSES		5,000.00				
31	TRANSPORATION - PARENT MILEAGE		25,000.00				
32	STAFF SERVICES RECRUITMENT/PLACEMENT		38,326.80				
33	SELF INSURANCE CLAIMS		5,000.00				
34	COCURRICULAR ACTIVITIES - MALE		75,152.96				
35	COCURRICULAR ACTIVITIES - FEMALE		48,233.14				
36	TRANSPORATION		16,602.00				
37	COMBINED ACTIVITIES		138,259.11				
38	CONTINGENCIES		20,000.00				
39		GENERAL FUND	4,155,274.76				
40							
41	21 CAPITAL OUTLAY						
42	ELEMENTARY		11,941.15				
43	MIDDLE SCHOOL		2,000.00				
44	HIGH SCHOOL		14,148.13				
45	TECHNOLOGY		42,297.00				
46	OFFICE OF THE SUPERINTENDENT		4,000.00				
47	OFF OF THE PRINCIPAL		5,000.00				
48	FISCAL SERVICES		2,500.00				
49	OPERATION/MAINT OF PLANT		904,941.71				
50	FOOD SERVICES		4,000.00				
51	DEBT SERVICES-LSE PURCHASE PMT		440,001.67				
52	COCURRICULAR ACTIVITIES - MALE		4,281.59				
53	COCURRICULAR ACTIVITIES - FEMALE		4,183.75				
54	TRANSPORATION		-				
55	COMBINED ACTIVITIES		-				
56	TRANSFERS OUT TO GENERAL FUND		500,000.00				
		CAPITAL OUTLAY	1,939,295.00				

A	B	C	D	E	F	G
1	Stanley County School District #57-1					
2	REVENUE BUDGET					
3	Fund: 10 GENERAL FUND					
4	Chart of Account Number	2022-2023				
5	Account Type:	Amount				
6	10 1110 507	AD VALOREM TAXES	\$1,642,947.00			
7	10 1120	PRIOR YEARS TAXES	\$15,000.00			
8	10 1140	UTILITY TAXES	\$44,000.00			
9	10 1190	PENALTIES & INTEREST	\$5,500.00			
10	10 1510	INTEREST EARNED	\$3,000.00			
11	10 1710	ADMISSIONS	\$24,000.00			
12	10 1790	OTHER PUPIL ACTIVITIES	\$2,000.00			
13	10 1920	CONTRIBUTIONS	\$2,000.00			
14	10 1973	MEDICAID REIMBURSEMENT	\$6,000.00			
15	10 1990	OTHER REVENUE	\$5,000.00			
16	10 2110	COUNTY APPORTIONMENT	\$80,000.00			
17	10 2569 099	CONCESSION STAND SALES	\$42,000.00			
18	10 3111	STATE AID	\$1,264,980.00			
19	10 3112	STATE APPORTIONMENT	\$40,000.00			
20	10 3114	BANK FRANCHISE TAX	\$60,000.00			
21	10 3900	OTHER STATE REVENUE	\$500.00			
22	10 4121	NATIONAL MINERALS	\$15,000.00			
23	10 4122	TAYLOR GRAZING	\$5,000.00			
24	10 4142	INDIAN EDUCATION	\$17,816.00			
25	10 4153	TITLE IV PART A	\$10,000.00			
26	10 4158 903	TITLE 1 PART A	\$74,034.00			
27	10 4159 904	TITLE IIA - REAP	\$43,362.00			
28	10 4161	CARL D. PERKINS (84.048)	\$0.00			
29	10 4200	REVENUE IN LIEU OF TAXES (PILT)	\$0.00			
30	10 4900 914	FEDERAL DIRECT REAP	\$24,340.00			
31	10 4190 927	CARES ESSER II	\$30,000.00			
32	10 4191 928	CARES ESSER III	\$30,000.00			
33	10 4192 928	CARES ESSER III 20%	\$60,000.00			
34	10 5110	CAPITAL OUTLAY TRANSFERS IN	\$500,000.00			
35	10 5110	IMPACT AID OPERATING TRANSFERS IN	\$108,795.76			
36			4,155,274.76			
37						
38	Fund: 21 CAPITAL OUTLAY					
39	Chart of Account Number	Amount				
40	Account Type:					
41	21 1110 507	AD VALOREM TAXES	1,632,295.00			
42	21 1120	PRIOR YEARS TAXES	12,000.00			
43	21 1190	PENALTY & INTEREST	5,000.00			
44	21 1510	INTEREST EARNED	5,000.00			
45	21 4190 927	CARES ESSER II	20,000.00			

	A	B	C	D	E	F	G
46	21 4191 928	CARES ESSER III	265,000.00				
47		FUND BALANCE	0.00				
48			1,939,295.00				
49							

	A	B	C	D	E	F	G
50	Fund: 22 SPECIAL EDUCATION						
51	<u>Chart of Account Number</u>	<u>Chart of Account Description</u>					
52	Account Type:						
53	22 1110 507	AD VALOREM TAXES	981,975.44				
54	22 1120	PRIOR YEARS TAXES	6,000.00				
55	22 1190	PENALTIES & INTEREST	2,500.00				
56	22 1510	INTEREST EARNED	1,700.00				
57	22 1972	MEDICAID DIRECT REIMBURSEMENT	500.00				
58	22 1973	MEDICAID REIMBURSEMENT	1,000.00				
59	22 4175 910	IDEA PART B 611	112,934.00				
60	22 4186 911	IDEA PART B 619	3,274.00				
61			1,109,883.44				
62	Fund: 24 PENSION						
63	<u>Chart of Account Number</u>	<u>Chart of Account Description</u>					
64	Account Type:						
65	24 1110 507	AD VALOREM TAXES	0.00				
66	24 1120	PRIOR YEARS TAXES	0.00				
67	24 1190	PENALTIES	0.00				
68	24 1510	INTEREST	0.00				
69		Fund Balance	47,777.46				
70			47,777.46				
71	Fund: 27 IMPACT AID						
72	<u>Chart of Account Number</u>	<u>Chart of Account Description</u>					
73	Account Type:						
74	27 1510	INTEREST EARNED	4,000.00				
75	27 4111	IMPACT AID	402,621.00				
76			406,621.00				
77	Fund: 51 FOOD SERVICE						
78	<u>Chart of Account Number</u>	<u>Chart of Account Description</u>					
79	Account Type:						
80	51 1510	INTEREST	1.00				
81	51 1610 801	SALES TO PUPILS - BREAKFAST	2,000.00				
82	51 1610 802	SALES TO PUPILS - LUNCH	90,000.00				
83	51 1610 803	SALES TO PUPILS - MILK	5,000.00				
84	51 1620 801	SALES TO ADULTS - BREAKFAST	100.00				
85	51 1620 802	SALES TO ADULTS - LUNCH	3,000.00				
86	51 1630 804	A LA CARTE SALES	14,000.00				
87	51 1990	OTHER REVENUE	100.00				
88	51 3810	STATE ASSISTANCE	1,000.00				
89	51 4810 801	REVENUE FROM FED - BKFT	6,000.00				
90	51 4810 802	REVENUE FROM FED - LUNCH	65,000.00				
91	51 4820	REVENUE - COMMODITIES	10,000.00				
92	51 5110	TRANSFERS IN (IMPACT AID)	23,946.09				
93			220,147.09				
94							

Policy BDDH: PUBLIC PARTICIPATION AT BOARD MEETINGS

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | Last Reviewed Date: 06/14/2022

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 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.

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 a public forum, the Board President/Chairperson 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 to 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 verbally or 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 by 4:00 pm, two days prior to the board 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's proposed meeting 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. At 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 to 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 the law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

Notes:

ASBSD recommends that during the board meeting and prior to adoption of the agenda, members of the public be given an opportunity to speak on matters both of which are on the posted proposed agenda and

also on matters which are not on the posted proposed agenda. If the topic is not on the proposed agenda, the school board could (but would not be required to) add the topic to the agenda when the Board adopts the final meeting agenda.

Allowing people to speak on an agenda topic when it is before the school board for discussion and possible action could result in it being difficult to limit public comments.

**Exhibit BDDH-E(3): PUBLIC PARTICIPATION AT BOARD MEETINGS - Speaker Sign-in
Sheet**

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | Last Reviewed Date: 06/14/2022

See PDF on the next page.

**PUBLIC PARTICIPATION AT BOARD MEETINGS
SCHOOL BOARD MEETING SPEAKER SIGN-IN SHEET**

DATE _____
page _____ of _____

	Name & Address	Email & Phone #	Topic
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Exhibit BDDH-E(2): PUBLIC PARTICIPATION AT BOARD MEETINGS

Status: DRAFT - 2nd
Reading

Original Adopted Date: Pending | **Last Reviewed Date:** 06/14/2022

See PDF on the next page.

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 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 ____ 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.

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 offence (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.

Policy GCA: PROFESSIONAL STAFF POSITIONS

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

All professional staff positions in the school district will be created initially by the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Board may abolish a position it has created.

Each time a new position is established by the Board, the Superintendent will present for the Board's approval a job description for the position, which specifies the job holder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

Regulation GCA-R(1): PROFESSIONAL STAFF POSITIONS - JOB DESCRIPTION: TEACHER

Status: DRAFT - 1st Reading

Original Adopted Date: Pending

TITLE: Teacher

QUALIFICATIONS:

1. Teacher's certificate.
2. [Degree(s) required and area of major study]
3. [Kind and amount of prior job experience required.]
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the Superintendent.

SUPERVISES: Staff members designated by the Board or the Superintendent.

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of each of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishment of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.
18. Supervises extracurricular activities as assigned.

TERMS OF EMPLOYMENT: Ten-, eleven-, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by:	Date:
Reviewed and agreed to by: (Incumbent)	Date:

Policy GCB: QUALIFICATIONS OF TEACHERS

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

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

Policy GBL: PERSONNEL RECORDS

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

A file of personnel records shall be maintained in the Superintendent's office for each employee of the School District. A file shall be kept for all resigned or retired employees, including such essential information as specified by state and federal laws.

CONFIDENTIALITY

Personnel information concerning district employees is generally confidential. Some personnel information is "public record" and must be released to any person upon request:

- (1) salaries,
- (2) routine directory information, consisting of employee's name and address, and subject to the employee's right to direct that his/her address not be disclosed), and
- (3) employment applications and related materials submitted by individuals hired into executive or policymaking positions within the District.

However, any current or prior contract with any public employee and any related document that specifies the consideration to be paid to the employee is by law a public document and to which the public has the right to examine and make memoranda and abstracts therefrom during regular school hours.

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

Records of an employee's evaluation shall not be released without the written consent of the employee unless authorized or required by law.

Files containing medical information regarding an employee, including employment accommodations pursuant to Americans with Disabilities Act (ADA) and Rehabilitation Act Section 504, will be kept separate from other personnel files and shall not be released without the written consent of the employee unless authorized or required by law.

TYPES OF INFORMATION

The records shall contain, at a minimum, the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials and certification;
6. Records of assignment;
7. Evaluations of performance;
8. Letters of commendation, reprimand, or omission of duty.

USE OF PERSONNEL RECORDS

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the Superintendents office staff

present at the time the employee inspects his or her personnel file. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The employee shall have the right to respond in writing to all materials contained in the personnel file. Responses shall become part of the file.

Any complaints directed towards an employee, which are placed in the personnel file, are to be promptly called to the employee's attention in writing.

PARENTAL NOTICE

If the District receives Title I funds, at the beginning of the school year the District shall inform the parents of children attending school that the parents may request information regarding the professional qualifications of their children's teachers. Upon receipt of a parental request for this information, the District shall provide the following information:

- (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
 - (2) whether the teacher is teaching under "Plan of Intent" status,
 - (3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
 - (4) whether the child is provided services by paraprofessionals and, if so, their qualifications.
-

Policy GBM: STAFF COMPLAINTS AND GRIEVANCES

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

The Board will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and the Board.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be assured opportunity for an orderly presentation and review of complaints and concerns. Channels established will provide for the following:

1. That teachers and other employees may appeal a ruling of a principal or other administrator to the superintendent;
2. That all school employees may appeal a ruling of the superintendent to the Board.

The procedures established for the resolution of grievances in agreements negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular agreement.

**Regulation GBM-R(1): STAFF COMPLAINTS AND GRIEVANCES - PROCEDURES
(Regulation)**

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

Article I

Definitions:

- A "grievance" is a complaint by a person or group of persons employed by the _____ School District # _____, made either individually or by a duly authorized and recognized employee association through its representative, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the School Board. Negotiations for, or a disagreement over, a non-existing agreement, contract, policy, rule, or regulation is not a "grievance."
- An "aggrieved person" is the person or group of persons filing the grievance.
- "Board" means the School Board of the district.
- "Days" shall mean calendar days unless otherwise specified.

Article II

Purpose:

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the district and to facilitate this purpose these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the employee association, provided the adjustment is not inconsistent with the terms of any settlement with the employee association then in effect. The employee or the administrator involved in the grievance may be represented by a representative at such an informal discussion only by the mutual consent of the employee and the appropriate member of the administration.

Article III

Procedure:

- It is important the grievances be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process.
- If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the Article.
- If an employee does not file a grievance in writing with the principal or other supervisor within 10 calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- A supply of the grievance forms shall be on file with the building principal, and/or the immediate supervisor.

Article IV

Informal Procedures:

If an employee feels he has a grievance, he shall first discuss the matter with his supervisor, principal or other administrator, to whom he is directly responsible in an effort to resolve the problem.

Article V

Formal Procedures:

LEVEL ONE - School Principal, Immediate Supervisor or Other Administrator

- If an aggrieved person is not satisfied with the disposition of his problem through informal procedures, he shall submit his grievance in writing.
- Signed copies of the written grievance shall be delivered by the employee to each of the following: supervisor, principal or other administrator, the Superintendent of schools, and the president of the School Board.
- An employee who is not directly responsible to a building principal may submit his formal written grievance to the administrator or supervisor to whom he is directly responsible.
- The administrator, within five days of the filing of the grievance shall render his decision in writing to the aggrieved person.

LEVEL TWO - Superintendent of Schools

- If an aggrieved person or the Board is not satisfied with the decision concerning his grievance at Level One, or if no written decision has been rendered within five days, he shall, within three days after the decision is rendered, or within eight days after filing at level one, resubmit his grievance in writing to the Superintendent of schools.
- The Superintendent of schools shall within five days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The Superintendent shall, within five days after this meeting render his decision in writing to the aggrieved person.

LEVEL THREE - Board of Education

- If the aggrieved person or the Board is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered within five days, he shall within five days thereafter resubmit the grievance to the business manager and the president of the Board.
- At its next meeting, or at a time mutually agreed upon by the parties, the Board or its designated agent shall hold a hearing on the grievances. The decision of the Board shall be rendered in writing within five days after the hearing.

LEVEL FOUR

If the aggrieved person is not satisfied with the disposition of the grievance at Level Three or if no written decision has been rendered within the time period set forth in the preceding paragraph, he may, within 10 days after receipt of the written decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to statute. The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

Article VI

Miscellaneous:

- If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in a school building; they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- Interruption of regularly assigned classes or activities shall be avoided and students shall not be included in any phase of the grievance procedure except with the mutual consent of both parties.
- Any party or parties in interest shall appear and may be represented at formal Levels One and Two of the grievance procedure by one representative. When the representative is not a member of the employee organization, the employee organization shall have the right to have one spokesperson present and to have that spokesperson state its views at the formal Levels One and Two of the grievance procedure except when the aggrieved person specifically requests the exclusion of all but the parties in interest and their respective representatives. At Level Three a maximum of three representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.
- If, in the judgment of the employee organization a grievance affects a group or class of employees, the organization may submit such grievance in writing to the Superintendent directly and the processing of such a

grievance shall be commenced at Level Two. The employee organization shall designate not more than two spokespersons for the organization in processing such a grievance through the remaining levels of the grievance procedure. Provided, however, that the employee organization shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.

- Meetings and hearings under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this grievance procedure. The vote on the Board's decision on Level Three grievances shall be made in open session but the name of the aggrieved party shall not be disclosed.
 - When it is necessary for a party or parties in interest to attend a board meeting or a hearing called during the working day, the Superintendent's office shall so notify the party or parties in interest, principals or immediate supervisor, and the party or parties in interest shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
 - At all hearings conducted under this procedure, the aggrieved person and the administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.
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