

**NEGOTIATED POLICIES AND SALARY SCHEDULE  
CENTERVILLE SCHOOL DISTRICT  
EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2022**

Terms, Definitions and Provisions:

1. The certified staff hiring schedule is incorporated herein by this reference.

There is a \$900 increase to the hiring base for the 2021-2022 school year, making the base salary \$38,770. Each certified teacher will receive a \$900 raise proportionate to their part-time or full-time status in accordance with the \$900 increase to the base. Certified teachers with one to seven years of experience will be moved in alignment to the hiring schedule based on their experience in \$550 increments. Teachers beyond 7 years of experience will get an additional \$200 increase for experience.

The activity schedule for the 2021-2022 school year shall be as set forth on the attachment hereto which is incorporated herein by this reference. The decimal rates included for the respective activity shall be applied to the 2021-2022 hiring schedule base of \$38,770. Experience from another district does not qualify. If an advisor were to change sports their extracurricular pay would be calculated on step one of the hiring schedule, unless the change was assigned by the school.

Extracurricular pay will be paid upon completion of duty. The advisor/coach of any extra-curricular duty may request with the Business Manager to have the payment split into two payments as follows: Once at the mid-point of the given activity and once upon completion of the activity. For extra duties paid by outside agencies, monies will be paid upon receipt from reimbursing agency.

- a. Teachers will be paid for 2 days of curriculum and development work at a rate of \$150 per day.
- b. Any middle school/high school teacher will receive \$500 per semester if assigned an extra class outside the normally scheduled (contracted) day.

2. Certified staff contracts will be issued by May 1 of each year.
3. Any teacher achieving a BA+15, BA+30, MA, MA+15 or an MA+30 designation will receive the percent increase on their salary that is used in the hiring schedule. Teachers who qualify for advancement on the salary schedule by virtue of additional summer school credit will be so placed immediately upon presentation of proper evidence and a new contract will be issued. This must be done by September 1 to receive credit.
4. Part time certified teachers will receive salary and benefits in proportion to the percentage of time for which they are hired. Benefits in this statement pertain to the following: Retirement, personal leave, professional leave, and sick leave. Part time certified teachers who work at least half time will qualify for fifty percent of the available health care benefit. For 2021-2022 this is up to \$618.28/mo.
5. The Centerville School District belongs to the Northern Plains Insurance Pool which provides health insurance coverage through either the Sanford Health Plan or Dakotacare Health Plan. The Board will contribute up to \$1,236.56 toward a monthly premium. Certified employees have the option to choose from a single; employee/spouse; employee/child; or a family plan. The deductible options for the plan selected are as follows: \$750, \$1,500, or \$2,500. There will be no cash payment in lieu of health insurance benefits not taken or difference in premiums for varying policy coverage.

6. In the event that economic conditions change and retrenchment becomes necessary, teachers' salaries will be reduced by increments to be determined by the School Board in accordance with the conditions. The number of increments so reduced shall be uniform throughout the entire system. This process will be done through a formal negotiation process
7. Final authority concerning staff reductions shall rest with the Centerville School Board. These decisions shall be made after taking into consideration such factors as student enrollments; class consolidation and/or elimination; activity programs begun, consolidated or eliminated; school monies; seniority of staff members; and any other information deemed pertinent by the Board at the time the decisions are made. An effort will be made to bring about the reduction through normal attrition, e.g. resignations, retirement and transfers.

*The board will follow the provisions of state law in making staff reductions involving professional staff members.*

Teachers who have left the Centerville Public School through the use of the staff reduction policy within the preceding one year from the end of a given academic school year shall be notified of the vacancies in the Centerville School for which they may be qualified. If such teachers apply for such teaching positions, their names and credentials shall be presented to the Board for possible recall along with other top candidates.

8. Experience in a system other than Centerville shall be allowed up to seven (7) years on the hiring schedule.

The Board of Education reserves the right to change any or all of the factors involved in this schedule when considering new contracts. They may consider merits or special training of any teacher at any time they feel it is in the best interest of the school. The interpretation of the schedule and its application to individual cases will rest with the Board.

9. Sick leave: If a teacher is unable to perform assigned duties due to personal illness, the teacher may take sick leave upon notice to the principal. A teacher shall be given ten (10) days sick leave each year. Any unused sick leave may accumulate to a maximum of eighty days (640 hours). Sick leave will be deducted in hour or half hour increments.
  - a. Sick leave may be used for death, illness, or an emergency of an immediate family member.
  - b. Up to 5 days of sick leave may be used for bereavement leave of any non-immediate family member but must be approved by the Superintendent.

*If necessary, all cumulative sick days can be used in one year.*

10. A sick leave bank was implemented in 2000/2001 and will operate under the following provisions:
  - a. Sick leave bank plan means the contribution of a specific number of accumulated sick leave days to a plan, which allows the use of contributed sick leave days by an employee who has exhausted his/her allowance.
  - b. Any employee may become a member of the Sick Leave Bank by notifying the business manager and filing an application form by October 1.
  - c. Employees may withdraw from the plan by notifying the business manager in writing by October 1.
  - d. Employees shall contribute one (1) day of their sick leave to the plan on initially joining and at the beginning of each membership year thereafter until contributions have accumulated to a

range of 100 to 150 days. No more days will be added beyond this range, except for new participants.

- e. As demands are placed on the plan, each participating employee agrees to contribute the necessary days in uniform, equal installments not to exceed three (3) days per year per employee.
  - f. Days in the bank shall be withdrawn on a first-come, first serve basis and if total days in the bank are exhausted in any year, employees will have the option to replace the bank with more days. Unused days in the bank shall be carried over to the next year.
  - g. In the event a member exhausts sick leave accumulations, the member may request assistance from the Sick Leave Bank by making written application to the superintendent of schools.
  - h. A committee consisting of the superintendent, business manager, one school board member, and two members appointed by the C.E.A. will handle any questions concerning the application of this plan on an individual basis. All sick bank applications must be unanimously approved by the sick bank committee.
  - i. No assistance shall exceed a total of (20) days for any one disability during the year.
  - j. Days contributed to the plan cannot be withdrawn when an employee terminates membership.
  - k. No employee shall draw from the plan while collecting from another disability plan.
  - l. The employee should receive compensation based upon one hundred percent (100%) of his/her daily base salary while drawing from the plan.
  - m. Employees who are drawing from the plan when a new contract term begins shall not qualify for the annual ten (10) days of sick leave until they return to work on a full-time basis.
  - n. Upon approval of the sick leave bank committee the Sick Leave Bank will provide supplemental aid to an employee experiencing a major illness, emotional trauma, or accident after that member's personal sick leave has been depleted.
  - o. Employees seeking maternity/paternity sick leave bank days will be guaranteed 5 days upon request. They may also apply to the sick leave bank for a maximum of 20 days with approval from the committee.
11. In accordance with the FMLA policy, maternity and paternity leave will be granted up to 12 calendar weeks as follows: Employee is to use their accumulated sick days, personal days, sick bank maximum of 20 days (with approval), and can pay the substitute at the substitute rate for the remaining balance of the first six week period. If the employee utilizes the FMLA and have exhausted their sick days and personal days they will be required to pay 1/180 of their salary per day for the second six week period.
12. Severance pay will be granted as follows:
- a. Grandfather Clause. All teachers employed in the Centerville School System during the 1985-86 school year will have their severance pay based upon three-fourths of the substitute teacher pay for each day of unused sick leave up to 80 days. Provision will be in effect for these teachers as long as their employment in the Centerville School system continues after 1985-86.
  - b. All New Teachers. All teachers first employed after the 1985-86 school year will receive severance pay in accordance with the following schedule:
    - 1. 0-5 years in the system - no severance pay.
    - 2. 6-10 years in the system - 40% of substitute pay per day of accumulated unused sick leave up to 80 days.
    - 3. 11 or more years in the system - 60% of substitute pay per day of accumulated unused sick leave up to 80 days.
13. Teachers may be granted up to two days of personal leave per year, and when arrangements cannot be worked out with other teachers to fill-in, the Board will pay for the substitute. Two days will be granted that the teacher pays for the substitute and any days taken after that will be without pay at

the rate of 1/180<sup>th</sup> of their contract. It will be possible for a teacher to borrow one personal day from the following year's two days and would decrease the following year's personal days to one. No additional borrowing may take place until the two year period is complete.

Basically, personal leave days are for personal business that cannot normally be taken care of on Saturdays, during vacations, or during the summer months. Personal leave requests are to be made in writing to the superintendent, on forms available at the office; they must be submitted to the superintendent at least three (3) working days before the time requested except for unforeseen circumstances. Leave taken without the proper forms completed will be leave without pay. Personal leave will not be granted just prior to, or immediately following regularly scheduled school vacations unless approved by administration. Denial does not constitute the basis for a grievance.

Sick Bank/Personal Day Exchange: Staff who have accumulated 75 or more sick days can trade five of their unused sick days for one additional personal day, they cannot borrow or trade down beyond 70 days.

Two personal days will be granted each year. If you have not used both of yours, you have the option of 1) roll them into the following year or 2) receive cash payment for what is left. You must let the business manager know by May 15<sup>th</sup> if you want to roll them over otherwise you will be paid for up to four days (\$50 per day). You may not accumulate more than four personal days unless exchanging unused sick days in which a maximum of six personal days would be available for use or payment on May 15<sup>th</sup>.

14. Two days of professional leave is available to certified staff and will be granted on an individual basis. If a teacher is attending a professional development conference and using a professional leave day, the district will pay \$100 toward that conference fee. Substitutes will be provided for professional leave where necessary. Professional leave should be requested from the superintendent of schools at least one week before the days for which the leave is required. Professional leave may also be taken and granted with administrator approval during the summer months. The superintendent may grant permission to use a school vehicle for travel while on professional leave. Persons who receive professional leave will file a written report with the superintendent summarizing their activities while on leave. Professional leave will not be used for attendance to any professional meetings of conferences required by the school.
  - a. Head and assistant athletic coaches to attend meetings held at state events may use one day of professional leave.
15. All Centerville teachers, unless excused by the administration, shall complete one day of in-service prior to the commencement of the school year. The dates and hours of participation will be the responsibility of the teacher and the district shall have no obligation for payment. Verification of participation will be required before the first pay period.
16. Teachers who are not directors of the activity involved will be paid \$10.00 per trip when they are assigned to supervise a fan bus on trips to out-of-town activities.
17. Any staff member who does scorekeeping for track meets will be paid \$25.00 per meet. Track coaches involved in preparing for track meets will be paid \$50 per meet, to be submitted for payment by the Athletic Director. Up to two employees will be paid for football field preparation at a rate of \$20.00 per hour with a maximum of 20 hours total per year.

18. Teachers are required to take tickets at two school activities. After the first time, the teacher will be compensated \$20 per school activity. Double-header basketball games will be considered as two games or be assigned to two different staff members.
19. Any instructor covering a class for another instructor during their normal preparation period will be compensated \$15. An instructor will also be compensated \$15 for every time they supervise detention. Study halls will be assigned by administration as needed. It will be the responsibility of the instructor to complete substitute pay voucher so proper compensation will be administered.
20. The district will pay for one prom advisor, if two take the position, the stipend will be split between them based on their years of experience.
21. If a teacher initiates the termination of his or her teaching contract prior to its terminal date, it is agreed that the school district will suffer damages which would be impracticable or extremely difficult to fix and therefore the employee will submit the following monetary damages with their resignation.
  - Contract return deadline through June 30<sup>th</sup>-\$1,000
  - July 1<sup>st</sup> through July 31<sup>st</sup>-\$1,500
  - After July 31<sup>st</sup>-\$2,000

It is hereby agreed that the amounts herein specified are fair and reasonable damages for breach of contract as provided in SDCL53-9-5.

The only exceptions that will be considered by the Board of Education in regard to termination requests by the teacher will be:


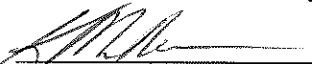
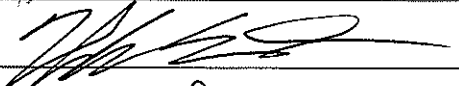

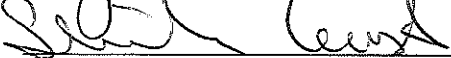
- (1) Pregnancy
- (2) Serious illness
- (3) Spouse's work being transferred to another geographic area which is beyond reasonable commuting distance to our school.

*Denial does not constitute the basis for a grievance.*

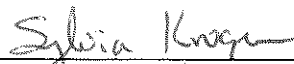
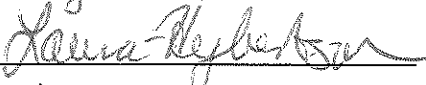
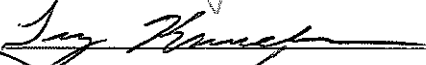

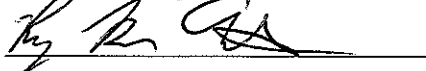
This agreement resulted from negotiations between the Centerville School Board and the Centerville Education Association.

Dated this 12<sup>th</sup> day of April, 2021.

Centerville Education Association:

Centerville School Board:

**HIRING SCHEDULE 2021/2022**

<b>EXPERIENCE ALLOWED</b>	<b>INCREMENT</b>	<b>BA</b>	<b>1.05% BA +15</b>	<b>1.07% BA+30</b>	<b>1.10% MA</b>	<b>1.12% MA+15</b>	<b>1.13% MA+30</b>
1	550.00	38,770.00	40,708.50	41,483.90	42,647.00	43,422.40	43,810.10
2	550.00	39,320.00	41,286.00	42,072.40	43,252.00	44,038.40	44,431.60
3	550.00	39,870.00	41,863.50	42,660.90	43,857.00	44,654.40	45,053.10
4	550.00	40,420.00	42,441.00	43,249.40	44,462.00	45,270.40	45,674.60
5	550.00	40,970.00	43,018.50	43,837.90	45,067.00	45,886.40	46,296.10
6	550.00	41,520.00	43,596.00	44,426.40	45,672.00	46,502.40	46,917.60
7	550.00	42,070.00	44,173.50	45,014.90	46,277.00	47,118.40	47,539.10
		42,620.00	44,751.00	45,603.40	46,882.00	47,734.40	48,160.60

\*\*Based upon previous negotiated items all extra duty pay will not change

Any employee achieving a BA+15, BA+30, MA or MA+15 designation will receive the percent increase on their salary that is used in the hiring schedule.

<b><u>ACTIVITY SCHEDULE</u></b>		<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year</b>	<b>5th Year</b>	<b>6th Year</b>	<b>7th Year</b>
Hd. BB w/o Assist	0.1132	4,388.76	4,388.76	4,451.02	4,513.28	4,575.54	4,637.80	4,700.06
Hd. BB w/Assist	0.0978	3,791.71	3,791.71	3,845.50	3,899.29	3,953.08	4,006.87	4,060.66
Hd. FB w/o Assist	0.1132	4,388.76	4,388.76	4,451.02	4,513.28	4,575.54	4,637.80	4,700.06
Hd FB w/Assist	0.0978	3,791.71	3,791.71	3,845.50	3,899.29	3,953.08	4,006.87	4,060.66
Hd VB w/o Assit	0.1132	4,388.76	4,388.76	4,451.02	4,513.28	4,575.54	4,637.80	4,700.06
Hd VB w/Assist	0.0978	3,791.71	3,791.71	3,845.50	3,899.29	3,953.08	4,006.87	4,060.66
Hd. Track w/o Assist (7-12)	0.1132	4,388.76	4,388.76	4,451.02	4,513.28	4,575.54	4,637.80	4,700.06
Hd. Track w/ Assist (7-12)	0.0978	3,791.71	3,791.71	3,845.50	3,899.29	3,953.08	4,006.87	4,060.66
Hd Track w/Asst 50+ Students	0.1203	4,664.03	4,664.03	4,730.20	4,796.36	4,862.53	4,928.69	4,994.86
Cross Country	0.073	2,830.21	2,830.21	2,870.36	2,910.51	2,950.66	2,990.81	3,030.96
Golf	0.073	2,830.21	2,830.21	2,870.36	2,910.51	2,950.66	2,990.81	3,030.96
Assist Football	0.073	2,830.21	2,830.21	2,870.36	2,910.51	2,950.66	2,990.81	3,030.96
Assist Basketball	0.073	2,830.21	2,830.21	2,870.36	2,910.51	2,950.66	2,990.81	3,030.96
Assist Track (7-12)	0.073	2,830.21	2,830.21	2,870.36	2,910.51	2,950.66	2,990.81	3,030.96
Assist Track (7-12) 50+ Students	0.0956	3,706.41	3,706.41	3,758.99	3,811.57	3,864.15	3,916.73	3,969.31
Assist Volleyball	0.073	2,830.21	2,830.21	2,870.36	2,910.51	2,950.66	2,990.81	3,030.96
"C" BB coach (30+ students)	0.0453	1,756.28	1,756.28	1,781.20	1,806.11	1,831.03	1,855.94	1,880.86
Grade Athletic (per sport)	0.0453	1,756.28	1,756.28	1,781.20	1,806.11	1,831.03	1,855.94	1,880.86
Student Council	0.025	969.25	969.25	983.00	996.75	1,010.50	1,024.25	1,038.00
Annual*	0.058	2,248.66	2,248.66	2,280.56	2,312.46	2,344.36	2,376.26	2,408.16
FFA	0.098	3,799.46	3,799.46	3,853.36	3,907.26	3,961.16	4,015.06	4,068.96
Band/Pep Band	0.055	2,132.35	2,132.35	2,162.60	2,192.85	2,223.10	2,253.35	2,283.60
Vocal	0.055	2,132.35	2,132.35	2,162.60	2,192.85	2,223.10	2,253.35	2,283.60
Oral Interp.	0.0303	1,174.73	1,174.73	1,191.40	1,208.06	1,224.73	1,241.39	1,258.06
One Act Play	0.025	969.25	969.25	983.00	996.75	1,010.50	1,024.25	1,038.00
Natural Helpers	0.025	969.25	969.25	983.00	996.75	1,010.50	1,024.25	1,038.00
Readers Theatre	0.015	581.55	581.55	589.80	598.05	606.30	614.55	622.80
National Honor Society	0.01	387.70	387.70	393.20	398.70	404.20	409.70	415.20
SADD	0.01	387.70	387.70	393.20	398.70	404.20	409.70	415.20
Cheerleading (per sport)	0.0173	670.72	670.72	680.24	689.75	699.27	708.78	718.30
Prom	0.02	775.40	775.40	786.40	797.40	808.40	819.40	830.40
Summer Special Ed		\$20.00/Hour						
Summer Annual work		\$20.00/Hour (Maximum of 80 hours)						
Driver's Education		\$20.00/Hour						
Summer Reading/Retention Pay		\$20.00/Hour (Maximum of 60 Hours) with Administrative approval						
Summer Open Gym		\$20.00/Hour Certified/\$12.50 Non-Certified (Maximum of 100 Hours total)						
Summer Ag		\$20.00/Hour (Maximum of 80 hours)						
Football Field Prep		\$20.00/Hour (Maximum of 20 hours)						

\*This only applies if no class period is scheduled for this activity. Outside hours required by this class will be paid at summer rates.