

2023 - 2024

NEGOTIATED AGREEMENTS

NEGOTIATED AGREEMENTS
BETWEEN
THE HANSON SCHOOL BOARD
AND THE HANSON EDUCATION ASSOCIATION
OF
HANSON SCHOOL DISTRICT #30-1
4/3/2023

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ARTICLE I

Parties

PARTIES: This agreement is entered into between the School Board of Hanson School District #30-1, Alexandria, South Dakota hereinafter referred to as School Board and the Teachers, hereinafter referred to as exclusive representative pursuant to and in compliance with South Dakota Codified Law. The provisions of this agreement shall be continuously in force with the following exceptions:

- A. Those items which are changed by negotiations
- B. Any article, section, or clause which shall be found by a court of competent jurisdiction to be illegal in which case the article, section, or clause only shall be deleted.

ARTICLE II

Recognition of Exclusive Representative

RECOGNITION: In accordance with South Dakota Codified Law, the School Board recognizes the Hanson Education Association as the exclusive representation of teachers employed by the School Board of Hanson School District #30-1; this exclusive representative shall have those rights and duties as prescribed by SDCL 3-18.

ARTICLE III

Definitions

TERMS AND CONDITIONS OF EMPLOYMENT: Terms and conditions of employment shall mean such terms and conditions as provided in South Dakota Codified Law.

TEACHER: Teacher shall mean all persons in the School District who are under written contract and employed by the School Board in a position for which the person must be certificated by the State Board of Education; it shall not include superintendent, principals, and assistant principals who devote more than 50 per cent of their time to administrative or supervisory duties.

ARTICLE IV
Employee Compensation

- 4.1 PROMOTIONAL SCHEDULE: The wages and salaries reflected in Schedule A (page 16), attached hereto, and shall be part of the agreement.
- 4.2 PROMOTION OF A TEACHER: A teacher on a probationary or continuing contract whose work is not satisfactory may be held at the same salary, upon the recommendation of the administration, with the approval of the School Board. Such teachers shall be notified by April 15th of the current school year. Such notice shall state the reason for the action.
- 4.3 PLACEMENT ON PROMOTION SCHEDULE: The following shall be applicable in determining placement of a teacher on the appropriate promotion schedule:
- A. PAYMENT OF PRESENT SALARY: The rules contained herein relating to the promotional schedule shall not deprive any teacher on any salary schedule placement already recognized and actually being paid for the current school year.
 - B. PAYMENT OF SALARIES: All regular contract salaries shall be paid in twenty or twenty-four checks according to the following: Payment shall be made in twenty or twenty-four payments on the 15th day and the last day of each month. If pay day falls on a non-banking business day, then payment shall be made on the prior bank business day.
 - C. SALARY DEDUCTION PAYMENTS: All salary deduction payments shall be made in twenty or twenty-four equal payments, to coincide with the twenty or twenty-four salary payments elected by the teacher, the only exception being the District's group health and dental insurance.
- 4.4 EXTRA-CURRICULAR SCHEDULE: The wages and salaries reflected in Schedule B (page 19), attached hereto, and shall be part of this agreement for the school year.
- 4.5 MILEAGE: The School Board shall adopt the state rate for mileage payment. Whenever the rate changes for the state, the School Board shall change at the same time at the same rate.
- 4.6 MEAL ALLOWANCE: The School Board shall adopt the state rate for meal allowances. Whenever the allowance changes for the state, the School Board shall change at the same time at the same rate.

ARTICLE V
Fringe Benefits

5.1 EARLY RETIREMENT/SEVERANCE PAY: An early retirement/severance pay system was established to reward teachers for their service in years in the District and for their faithfulness to the task, The following benefit was grandfathered as a result of the passing of House Bill 1182, Senate Bill 131, and Senate Bill 133 which was signed in to law on March, 29, 2016. Employees hired during the 2016-2017 school year and in prior years will remain eligible upon meeting the requirements set forth in the negotiated agreement. The following shall serve as a structure for such a plan: employee’s daily rate of pay (times) the percentage rate earned based on years of service (times) accumulated days of unused sick leave (maximum of 60).

Years of service shall be taken to mean years of continuous service. Leaves of absence granted under the negotiated agreement shall not affect continuous service.

Years of Continuous Service	Percentage of Employee’s Daily Pay
11 – 15	50 %
16 – 20	75 %
21 +	100 %

It shall be the option of the School Board to pay the severance over a three (3) year period or to pay a lump sum not to exceed \$10,000.00 per year total per year.

The above schedule shall not apply to terminations or involuntary resignations, exclusive of staff reduction.

In case of employee’s death, the employee’s beneficiary shall be entitled to all benefits if the employee has met all the requirements stated above. The employee’s beneficiary shall be on file with the business manager.

5.2 HEALTH INSURANCE: The School Board shall pay single medical and family dental insurance premium not to exceed \$510.00 per month with an insurance company mutually agreed upon by the Hanson Education Association and the School Board.

The Hanson School District will pay for a full single Dental premium or the full family premium plan if the employee does not participate in the district’s health insurance. **If the employee is participating in the health insurance the district will then only cover \$10.00 towards the dental plan. ***

A teacher must be employed for a minimum of 40 percent of Full Time Equivalency in order for the School Board to contribute to that teacher’s insurance. The School Board’s contribution shall be for the same percentage of insurance as the teacher’s percentage of FTE.

A teacher employed less that 40 percent FTE shall be eligible to purchase insurance in the event that the School District is the primary employer or that the primary employer does not offer such insurance.

ARTICLE VI
Leaves

6.1 SICK LEAVE: The following shall apply to sick leaves:

- A. SICK LEAVE days shall be ten (10) days per year, awarded the first day school is in session.

In the case that a teacher is employed for a fraction of the school year, the sick leave days shall be earned in the following manner: two (2) days of sick leave for the first month (twenty) school days; one (1) day of sick leave for each month (twenty school days) thereafter.

Sick leave days shall accumulate not to exceed sixty (60) days at the end of any school year.

- B. Sick leave with pay shall be allowed by the School Board whenever a teacher's absence is found to have been due to the teacher's illness, which prevented attendance at school and performance of duties on that day or days.
- C. If a teacher is absent three (3) consecutive school days, the School Board may require a teacher to furnish a medical certificate from a physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of teacher for sick leave pay is reserved to the School Board or its designee.
- D. In the event that a medical certificate will be required, the teacher shall be so advised before the teacher returns to work.
- E. Sick leave days shall be deducted from the accrued sick leave days earned by the teacher.
- F. Sick leave days shall be granted for serious illness at the discretion of the Superintendent or his designee for any member of the teachers' family.
- G. In addition to any other remedies --For each day in excess of allowable sick leave, 1/180 of the annual salary of teachers employed on a nine-month basis shall be deducted from their salary; 1/200 for those on a ten (10) month basis; and 1/230 for those on a eleven (11) month basis.
- H. SICK LEAVE BANK: If a staff member's accumulative sick leave has been used, the individual staff member may borrow from the Sick Leave Bank as explained below.

The Hanson School District shall have a sick leave bank that has 40 days banked each school year. An individual may access not more than 20 days in any one school year. If more than 40 days are requested by a combined number of staff members, the 40 total days will be divided among them and the resulting number granted to each request. No bank leave will be granted to any staff member who does not return for employment the year following his/her withdrawal. The sick leave bank days will not be paid until the end of the school year and the receipt of a signed contract.

1. Staff who uses their ten days' sick leave and their accumulative sick leave may then borrow additional days from the bank.
2. All sick leave benefits must be expended prior to using sick leave bank days.
3. Sick leave bank Form A (page 6) must be filled out by applicant. The number of days requested shall be granted upon the employee's return to work or at such a time as unpaid leave is granted.
4. Repayment to the bank shall be handled in the following manner:

The person who used days from the Sick Leave Bank and or an HEA Representative shall be responsible for collecting those days on Form B (page 7) and submitting them to the business manager by June 10 (10-month contract) or August 1 (12-month contract).

The days given from staff shall reimburse the bank to repay days borrowed during the school year.

If not enough days are collected for borrowed sick bank days, the days contributed will be divided evenly among those owing the bank. The remainder of their days borrowed shall be deducted from future sick leave benefits.

Staff members leaving the system shall not be allowed to donate days or to use donated days to pay back any borrowed days from the bank.

5. If an employee leaves the District before making up used days of borrowed sick leave, the District shall then subtract $1/180$ of the employee's base salary times (x) the number of days owed. This amount will be subtracted from the employee's last check (or checks in equal amounts).

FORM - (A)
HANSON SCHOOL DISTRICT 30-1
SICK LEAVE BANK REQUEST

SICK LEAVE BANK: If a teacher's accumulative sick leave has been used, the individual teacher may borrow form the Sick Leave Bank as explained in the negotiated Agreement ARTICLE VI 6.1 H:

Staff Member _____ Date _____
Signature

Number of Days Requested _____

Date of Leave _____

Reason _____

Approved Disapproved
HEA President/signature _____ Date _____

Approved Disapproved
Superintendent/signature _____ Date _____

OFFICE USE ONLY:

Available Days in Bank _____

Sick Bank Days previously approved for this staff member for the current year of _____

COMPLETED _____ BY _____ DATE _____

FORM - (B)
HANSON SCHOOL DISTRICT 30-1
SICK LEAVE BANK DONATION

TO BE FILLED OUT BY STAFF MEMBER AND GIVEN TO AN HEA REPRESENTATIVE

STAFF MEMBER _____ DATE _____

Total number of days to be donated _____

TO BE FILLED OUT BY BUSINESS MANAGER:

Total number of accumulated leave days _____
(As it appears on July paycheck)

Total number of days to be donated _____

Total number of accumulated days remaining _____
(As it will appear on September paycheck)

COMPLETED _____ BY _____ DATE _____
Business Manager

6.2 FUNERAL LEAVE: The following shall apply to funeral leave:

Leave days shall be granted for funerals or bereavement at the discretion of the Superintendent or his designee.

6.3 JURY LEAVE: Teachers shall be given leave for jury duty and when subpoenaed by the court. The per diem received for service of the court shall be returned to the School District, so that the teacher shall receive the normal day's pay. A substitute shall be provided by the District.

6.4 PERSONAL LEAVE: The following shall apply to personal leave:

- A. A staff member may be granted three (3) days personal leave. Arrangements for personal leave shall be made forty-eight (48) hours in advance; permission is to be granted by the Superintendent. A limit of two persons per day will be granted leave through April 30. In the months of May and June, a limit of one person per day may be granted leave up until the last ten (10) working days. Personal leave the last ten (10) working days may be granted in cases of necessity as determined by the building Principal and the Superintendent.

The forty-eight (48) hours of advance arrangements may be waived only in cases of necessity as determined by the building Principal and the Superintendent. Arrangements for personal leave shall be made six (6) to eight (8) hours in advance in cases of necessity.

- B. Personal leave two (2) days before or two (2) days after a vacation period or more than the limit of leaves allowed per day shall be granted only in cases of necessity as determined by the building Principal and the Superintendent.
- C. Persons desiring more than three (3) days of personal leave shall submit a letter to the Superintendent stating the reason for the additional leave. Prior approval, with loss of pay, must be given by the School Board or its designee.
- D. The District shall pay for unused personal days. Unused personal days shall match current sub pay. This shall be paid in the employee's June check.
- E. A maximum of 2 additional personal days may be taken at sub rate pay for an extended personal leave time for a total of no more than 5 consecutive days. Arrangements for extended personal leave shall be made 4 weeks (28 days) in advance; permission to be granted by the Superintendent.

6.5 PROFESSIONAL LEAVE: The following shall apply to professional leave:

- A. Each teacher may be granted professional leave upon approval of the Principal and Superintendent. These days may be used to attend meetings of any professional organization of which he/she is a member or any meetings or workshops of a professional nature.

Example: The vice president of SDEA shall be granted leave. The School District shall pay for the substitute teacher if one is needed.

Example: If a teacher is asked to attend a meeting or work-shop by the administration, the School District shall pay meals, mileage, motel room, and substitute if any or all are needed.

- B. Any per diem received for professional service by a staff member shall be placed in an appropriate fund to match the professional leave, after School District expenses have been deducted.

Example: Professional leave is granted to present a workshop on Drugs. The per diem received, after mileage, meals, motel room, and substitute teacher, if any or all are needed, is deducted; the balance will be placed in the NAP Fund.

6.6 LEAVES OF ABSENCE: A leave of absence of up to one (1) year without pay may be granted to any certificated teacher who has reasonable need for such leave.

- A. Any teacher wishing to take such leave shall submit written notification to his/her Principal by March 15 of the preceding contract year or October 15 if leave is being requested for the second semester.
- B. The Principal shall, upon receiving written notification, contact the Superintendent who will place the teacher on the agenda of the next regular School Board meeting.
- C. The teacher wishing to take leave of absence shall present to the School Board in executive session his/her reasons for said request. The teacher may be accompanied by an officer of the Hanson Education Association, if he/she so wishes.
- D. The final approval or denial of leave of absence shall be a decision of the full School Board. The teacher shall receive written notification of the School Board's final decision by April 15 or November 15 if leave is requested for the second semester.
- E. In all cases when leave is granted under this policy, any teacher receiving leave shall in no case lose seniority nor shall the sick leave which has accumulated in his/her account and said teacher retain this seniority and accumulated sick leave upon returning to active duty.

While on leave, a teacher shall have the option to remain an active participant in District's insurance program by so requesting. The teacher shall contribute the amount said teacher and the School District would have been required to contribute if the teacher were actively employed. The provisions of this paragraph shall be contingent upon agreement by the insurance companies.

- F. The return to duty after leave of absence shall comply with the following conditions:
 - 1. The teacher must write the Superintendent not later than November 1 in the fall semester or March 1 in the spring semester, prior to the expiration of the leave, to notify the Superintendent of his/her plans for the next semester. Failure to comply with such notice requirements shall be construed as voluntary termination of employment on the part of the teacher. Unless an extension of leave is requested and granted, the teacher shall either return to duty at the expiration of his/her leave, or the School Board shall terminate his/her employment.

2. The School Board may, at its expense, request a physical examination by a physician designated by the Superintendent to advise the School Board regarding the readiness of the teacher to resume his/her duties.
3. Teachers shall return to duty only at the beginning of a semester. If necessary, the teacher may request and the School Board may extend the period of any leave to correspond to these conditions.
4. Emergency short-term leave may be granted by the School Board with return to duty not to exceed 90 days following commencement of leave. Unless an extension of leave is requested and granted, the teacher shall return to duty at the expiration of his/her leave, or the School Board shall terminate his/her employment.

ARTICLE VII
Employment Conditions

- 7.1 EXAMINATIONS: The following shall apply to examinations:
- A. MEDICAL EXAMINATION: A teacher may be required, by the School Board or its designee, to take and submit results of visual or hearing examinations if such defects are noted and reported.
- 7.2 HOURS OF SERVICE
- A. DUTY DAY: The basic duty day for teachers shall be one-half (1/2) hour before class and fifteen (15) minutes after school is dismissed, or until the last scheduled bus has left, whichever is later. The duty day shall include teacher time in the classroom teaching time, preparation time, supervisory time, and lunch time.
 - B. ADDITIONAL DUTIES: In addition to the basic duty day, teachers shall participate in school activities beyond the basic duty day as required by the School Board or its designee. These activities include after school meetings, parent-teacher conferences, in-service meetings, ticket taking by all certified teachers, and an equitable share of supervisory activities.
- 7.3 SCHOOL YEAR
- A. TEACHER DUTY DAYS: The School Board shall operate the schools according to South Dakota Codified Law.
 - B. EMERGENCY CLOSINGS: In the event that school is closed for an emergency which is not covered under South Dakota Codified Law, and such days must be made up, the School Board shall determine when such days are made up.
 - C. SCHOOL CALENDAR: Duty days for the school year shall be determined by the current school calendar committee consisting of three HEA representatives and the Superintendent.
 - 1. The committee shall receive input from certified staff, draw up a proposed calendar for the upcoming school year, and submit it to the School Board for final approval prior to the April Board meeting.
- 7.4 EARLY RESIGNATION BENEFITS: Staff members who plan to resign at the end of the present school year will receive an early notification benefit under the following terms.
- Those persons submitting their resignations prior to January 1 will receive a payment of \$750.00.
- Those persons submitting their resignations between January 1 and January 31 will receive a payment of \$650.00.
- Those persons submitting their resignations between February 1 and February 29 will receive a payment of \$550.00.
- Those persons submitting their resignations between March 1 and March 15 will receive a payment of \$250.00.

Those persons submitting their resignations after March 15 will not be entitled to any of the benefits listed above.

Those persons who are not employed full time will receive a percentage of the benefit that matches the percent of employment.

All benefits will be included in the employee's last check.

7.5 LIQUIDATED DAMAGES: The following liquidated damages shall be charged for costs incurred in finding a replacement for teachers breaking contract:

Schedule

After May 15 – May 31	----	\$ 500.00
After June 1 – June 30	----	\$ 2,500.00
After July 1 – to the End of the Current School Calendar	----	\$3,000.00

However, liquidated damages may be waived in the sole discretion of the School Board.

ARTICLE VIII
Staff Reduction

In the event that staff reduction should become necessary, the School Board shall non-renew, demote (reduce in time and salary), or reassign professional staff in order to achieve the necessary staff reduction in accordance with the following:

- A. The School Board shall use reasonable efforts to communicate the situation confronting the District to the staff so as to allow the staff a reasonable opportunity, not to exceed ten (10) days from the date of communication, to present possible alternatives such as early retirement, normal attrition, part-time contract, contract for substitute teaching, and/or alternatives which could accomplish the same goals.
- B. Except in those instances where an individual staff member is needed to maintain an existing program:
 1. Staff with “Authority to Act” shall be released first, in the inverse order of their employment by the School District.
- C. If A or B do not apply, the School Board hereby establishes the following criteria, not necessarily in order of priority, any of which may be used in determining which professional staff will be affected by staff reduction: (a) educational background; (b) evaluation records; (c) state and federal affirmative action requirements; (d) financial conditions of the District; (e) longevity in the local district; (f) priority of programs; (g) qualifications/certification; (h) salaries; (I) student needs; (j) as well as any other relevant consideration.
- D. Employees considered for non-renewal, demotion, or re-assignment under the provisions of this policy shall be notified by letter of such contemplated action in compliance with the provisions of the appropriate South Dakota law.
- E. Any Employee reduced due to staff reduction shall have recall rights to the position from which he/she was released for the period of one year. The effective dates shall be from the date of release through the next school year.
- F. A teacher’s failure to respond affirmatively within fifteen (15) calendar days after receipt of the School Board’s letter (sent registered mail to the teacher’s address on file with the School Board), recalling such a teacher, shall result in the termination of the teacher’s rights to recall. A copy of such a letter shall be sent to the Association. It shall be the responsibility of the teacher to keep the School “Board informed of any change of address.

ARTICLE IX
Voluntary Transfer

Staff members shall be eligible to apply for transfer to a vacant position for which she/he is qualified and certified.

The staff member must apply in writing to the Superintendent or Principal in charge. The staff member must request transfer and complete #1, 5, 12, and 13 on the application form. The application form must be returned within fifteen (15) calendar days following legal publication of official School Board minutes containing the notice of such vacancy. In the case of unsigned contracts creating a vacancy, application must be made within fifteen (15) calendar days of contract due date.

ARTICLE X
Miscellaneous

- 10.1 MISCELLANEOUS: The business manager shall provide agenda and minutes of School Board meetings for the Teachers' Association.
- 10.2 PROFESSIONAL DUES: Professional dues shall be deducted from the teacher's paycheck over a period of ten or twelve months.
- 10.3 FACULTY MEETINGS: District-wide meetings to improve communications are to be scheduled by the Superintendent.
- 10.4 HOSPITALITY DUES: Withhold Hospitality Dues (\$10.00) from every staff member and the Board will match the amount.
- 10.5 NEGOTIATIONS MEETING: Negotiations will be nearing finalization by April 15th.

ARTICLE XI
Salary

11.1 Schedule A –2022-2023 Salary Schedule (page 18)

11.2 Salary Schedule Placement

- A. The School Board may, in its sole discretion, deviate from the salary schedule in the event the District is unable to fill a position with a qualified person.
- B. Further, newly hired teachers may, in the sole discretion of the School Board, be placed within the salary schedule based upon prior teaching experience. Upon the request of HEA, the School Board or its designee shall provide to HEA verification of the need for such hiring.

11.3 SALARY SCHEDULE – LANE CHANGES (FORM C – page 20) **Application for a lane change must be submitted to the business office by May 1st to be effective the following school year.

Guidelines for BA + 15, BA + 30, Master’s Degree, Masters + 15, and Masters + 30 hours to be considered for the Salary Schedule are as follows:

- A. Graduate hours only shall be counted with the following guidelines:
 - 1. Administration hours
 - 2. Guidance hours
 - 3. Hours in field which will enhance teaching performance.
 - 4. Technology hours.
 - (a) Special Circumstances: Requiring prior approval of the committee for undergraduate work in the field of technology.
 - 5. Hours that have received prior approval of a committee made up of the
 - (b) Level principal,
 - (c) An elementary teacher selected by the bargaining agent, and
 - (d) A secondary teacher selected by the bargaining agent
 - 6. Final approval shall be made by the Superintendent and/or the Board of Education.
- B. Graduate hours earned prior to or outside a Masters program may apply to the Masters + 15 lane as long as they have not been previously used to move lanes in the Bachelor’s Schedule.
- C. The hours must be earned before the first day of September of the year of the contract.
- D. Transcripts must be on file in the Superintendent’s office on or before the 15th day of the monthly pay period when the increase will begin. One twelfth of the individual’s pay increase will be deducted for every month the individual is late in filing his/her transcripts.

Example: If the transcript is filed after September 15 but on or before October 15, the individual will not receive the increase for September.
- E. All transcripts must be official and not copies.
- F. Lane changes shall be made first; step changes, second.

SCHEDULE A:

CERTIFIED HIRING GUIDE							
STEP	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30
100		600	600	600	600	600	600
1	42,708	43,308	43,908	44,508	45,108	45,708	46,308
2	42,808	43,408	44,008	44,608	45,208	45,808	46,408
3	42,908	43,508	44,108	44,708	45,308	45,908	46,508
4	43,008	43,608	44,208	44,808	45,408	46,008	46,608
5	43,108	43,708	44,308	44,908	45,508	46,108	46,708
6	43,208	43,808	44,408	45,008	45,608	46,208	46,808
7	43,308	43,908	44,508	45,108	45,708	46,308	46,908
8	43,408	44,008	44,608	45,208	45,808	46,408	47,008
9	43,508	44,108	44,708	45,308	45,908	46,508	47,108
10	43,608	44,208	44,808	45,408	46,008	46,608	47,208
11	43,708	44,308	44,908	45,508	46,108	46,708	47,308
12	43,808	44,408	45,008	45,608	46,208	46,808	47,408
13		44,508	45,108	45,708	46,308	46,908	47,508
14		44,608	45,208	45,808	46,408	47,008	47,608
15			45,308	45,908	46,508	47,108	47,708
16			45,408	46,008	46,608	47,208	47,808
17			45,508	46,108	46,708	47,308	47,908
18						47,408	48,008
19						47,508	48,108

SCHEDULE B -- HANSON SCHOOL DISTRICT 30-1 -- EXTRA CURRICULAR SCHEDULE

Extracurricular pay will be based on a flat dollar amount. Amount may be split if more than one person is assigned and the workload per activity does not change.

Extra-Curricular Schedule		
Athletic Director		4070.00
JH Athletic Director		1110.00
FB, Head Varsity		3970.00
FB , Assist Varsity		1890.00
FB, Head JH		1890.00
FB, Assist JH		1110.00
VB, Head Varsity		2670.00
VB, Assist Varsity		2670.00
VB, Head JH		1370.00
VB, Assist JH		1110.00
Cross Country		2670.00
BB, Head Varsity		3970.00
BB, Assist Varsity		2670.00
BB, Head JH		1370.00
BB, Assist JH		1090.00
BB, 5 th & 6th (2 Coaches at)		1110.00
Wrestling		2670.00
Softball, Head		3970.00
Softball, Assist		2670.00
Softball Field Prep		540.00
Golf, Head		2670.00
Golf, Assist		1370.00
Track, Head Varsity		3970.00
Track, Assist Varsity		2670.00
Track, JH Boys		1370.00
Track, JH Girls		1370.00
Track, Assist JH (2 coaches at)		1110.00
Cheer JH		1370.00
Cheer HS		1890.00
Concessions		2670.00
Band/Flags		2150.00
Annual		850.00
Media Advisor		3970.00
NHS		590.00
Newspaper		850.00
Oral Interp, Head JH		1500.00
Oral Interp, Head V		1890.00
Play, JH		850.00
Play, Sen High		1110.00
Skills USA		1370.00
Prom		1630.00
Student Council		850.00

Hanson 30-1

Vocal		1110.00
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FORM - (C)
HANSON SCHOOL DISTRICT 30-1
SALARY SCHEDULE --- LANE CHANGE

APPLICATION

I have completed the requirements for a lane change as required by the Salary Schedule Guidelines in the Negotiated Agreement 11.3:

Item C & D on back – Application for a lane change must be submitted to the business office by May 1st to be effective the following school year.

Current Salary Schedule Placement:

Lane: BA BA+15 BA+30 BA+45 MA MA+15 MA+30 Step _____

Request change to:

Lane: BA BA+15 BA+30 BA+45 MA MA+15 MA+30 Step _____

Elementary Secondary Other _____

I am requesting a Salary Schedule Lane Change for the _____ School Year. I understand that some hours being submitted might not be completed until after May 1st but must be earned prior to September 1st.

Name/Signature of applicant **Date**

Committee Approval: Yes No

Elementary Teacher Secondary Teacher

Level Principal/Signature Date

OFFICE USE ONLY:

Superintendent/Signature Date

Current salary schedule placement _____ Date _____

Change to _____ Effective Date _____

PAYROLL CHANGE COMPLETED _____ BY _____ DATE _____

ARTICLE XII
Teacher Evaluation

12.1 Goals and Objectives of Evaluation Policy

- A. All teachers new to the District shall receive in-service on the evaluation policy and procedures during the first 30 days of their contract period. In-service will be provided by the local HEA in the event that a staff person is hired during the academic year, the evaluation policy shall be explained to the new staff member no later than two weeks following the date of employment.
- B. If changes are made in the evaluation policy, a system-wide in-service will be held within two (2) weeks to explain the changes to certificated personnel.
- C. Formal evaluations and informal observations shall be conducted using the evaluation instrument negotiated within the District. Additional evaluations may be done by the administration.
- D. Formal evaluations and informal observations shall become part of the employee's evaluation file. Formal evaluations and informal observations shall be discussed at a conference between the evaluator and the evaluatee; both parties shall sign and date the instrument. The signature of the evaluatee does not indicate approval or disapproval of the evaluation; it indicates that the evaluatee has the right to make a demurral statement concerning any part of the evaluation with which the evaluatee disagrees and attach such statements to the evaluation.
- E. An evaluation rating of "Below Expectations" or letter of reprimand shall require the Plan of Assistance to go into effect within ten (10) working days.

12.2 Purpose of Evaluation

The purpose of the evaluation is primarily the improvement of instruction and secondly, recommendation for employment.

12.3 Types and Frequency of Evaluation

A. Formal Evaluation

A formal evaluation shall be completed and a written teacher evaluation report will be issued at least once every two years for continuing contract teachers. All probationary teachers shall receive two observations with written feedback per school. These observations will be compiled into their Teacher Evaluation Report.

B. Informal Evaluation

An informal evaluation may consist of first hand observations of classroom or other classroom duties and may result in a written report (See the Informal Evaluation Form). Teachers under continuing contract will receive an informal evaluation on years when they do not receive a formal evaluation.

C. Plan of Assistance

± The supervisor shall provide a written statement of the deficiency (ies) and expected changes, using Form B. A Plan of Assistance shall be used for any

Teacher has received a rating of “Below Expectations” as a professional practice rating on an evaluation.

2. The supervisor shall give the teacher a written statement of actions to be taken by the teacher to correct deficiencies. The teacher may provide input into the plan
3. The supervisor shall commit supportive supervision to the plan.

12.4 Scope of Evaluation

- A. Evaluation should, because of the stated purpose, include the evaluation of all certificated personnel.
- B. A pre-conference exchange of objectives for the evaluation process shall be held prior to the first observation. Other pre-conferences are recommended but not mandatory.

12.5 Areas Subject to Evaluation

- ~~A.~~ The evaluation and observation instruments are attached to this policy. The administrator conducting the evaluation will collect data and evaluate using the South Dakota Framework for Teaching. The administrator conducting evaluations shall have attained certification or have a plan in place for attaining certification.

All probationary teachers will be evaluated each year on evidence aligned to Domains one through four of the Hanson Evaluation tool and be given a professional practice rating of: *Distinguished, Proficient, Basic, or Unsatisfactory*.*.

All non-probationary teachers will be evaluated on evidence from Domains I – IV once every two years. Any non-probationary teacher on a plan of assistance shall be evaluated yearly on all domains while on the plan of assistance.

Specific components of each domain may be reviewed by the Staff Evaluation Committee every two years and will be in effect for at least two school years.

- B. All probationary and non-probationary teachers will be given a Student Growth Rating of: *Low, Expected, or High**. The SLO handbook found on the DOE website will be used as a model for SLO's.
- C. All probationary and non-probationary teachers will be given a Professional Practice Rating of: *Exceeds Expectations, Meets Expectations, or Below Expectations**.

*Refer to the Hanson School District 30-1 Teacher Evaluation worksheet for scoring ranges.

12.6 Use of Results (Files)

- A. Evaluation files shall be kept separately from personnel files and shall be treated in a confidential manner.

- B. The evaluation file shall be maintained for a period of three years following the termination of employment of the evaluatee.

- C See attached forms.

HANSON SCHOOL DISTRICT 30-1
FORM E
Informal Observation Report

Teacher Name:

Date:

Lesson Topic:

2B) Managing Classroom Procedures

2D) Managing Student Behavior

3B) Engaging Students in Learning

3C) Demonstrating Flexibility and Responsiveness

Hanson School District 30-1 Teacher Evaluation Report

Evaluatee: _____ Evaluator: _____

Evaluation Period _____ Date: _____

Domain I: Demonstrating Knowledge of Content and Pedagogy

Setting Instructional Outcomes Score: _____

Designing Student Assessments Score: _____

Domain II: The Classroom Environment

Managing Classroom Procedures Score: _____

Managing Student Behavior Score: _____

Domain III: Instruction

Engaging Students in Learning Score: _____

Demonstrating Flexibility and Respon. Score: _____

Domain IV: Professional Responsibilities

Communicating with Families Score: _____

Showing Professionalism Score: _____

Average Component Level Score: #DIV/0!

Professional Practice Rating (Unsatisfactory, Basic, Proficient, Distinguished) Proficient

1.00 - 1.49 Unsatisfactory

1.50 - 2.49 Basic

2.50 - 3.49 Proficient

3.50 - 4.00 Distinguished

Student Growth Rating _____

SLO's were less than 65% attained Low

SLO's were 65 - 85% attained Expected

SLO's were 86-100% attained High

		Professional Practice Rating			
		Unsatisfactory	Basic	Proficient	Distinguished
Student Growth Rating	High				
	Expected				
	Low				

	Exceeds Expectations
	Meets Expectations
	Below Expectations

Evaluator Date

Evaluatee Date

Signing shall not imply agreement by the evaluatee to the evaluation, but merely indicates a conference was held and the above discussed.

ARTICLE XIII
Grievance Procedure

13.1 Definitions

- A. A grievance is a complaint by a teacher or a group of teachers based upon alleged violation, misinterpretation, or inequitable application of any existing policy, rule, or regulation of the School Board. The absence of or disagreement with existing policy, rules, or regulations is not a grievance.
- B. The term teacher is considered to apply to any certified professional employee and may include an individual or group of teachers who are similarly affected by a grievance.
- C. An aggrieved person is the person making the claim.
- D. A party in interest is any person or persons making the claim or any person who might be required to take action or against whom action might be taken in order to resolve the problem.
- E. The term days means working school days.
- F. School Board means the School Board of Hanson School District #30-1, Alexandria, South Dakota.

13.2 Purposes

The purpose of this statement of grievance procedure policy is to secure at the lowest possible administrative level equitable solutions to problems which may from time to time arise affecting working conditions of teachers.

13.3 Time Limits

- A. It is important that grievances be processed as rapidly as possible and every effort should be made to expedite grievance procedures.
- B. In the event a grievance is filed on or after April 15, the time limit set forth herein shall be reduced so that the grievance procedure is expedited.
- C. If a teacher does not file a grievance in writing with the Principal or other supervisor within twenty (20) days after the teacher 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.

13.4 Informal Procedures

- A. Teachers who feel they have a grievance should first discuss the matter with their Principal, or administrator, or supervisor to whom they are directly responsible in an effort to resolve the problem.
- B. If, after such discussion with the Principal or other supervisor, the teacher is not satisfied with the disposition of the matter, he/she shall have the right to present the matter to and discuss it with the Superintendent.

13.5 Formal Procedures

A. School Principal

1. An aggrieved person who is not satisfied with the disposition of the problem through informal procedures may submit the claim in writing to his/her Principal.
2. The Principal shall within ten (10) days render his/her decision and the reasons therefore in writing to the complainant.
3. A teacher who is not directly responsible to a building Principal may submit the formal written grievance claim to the administrator or supervisor to whom the teacher is directly responsible. Such administrator shall carry out the aforementioned responsibilities the same as a Principal.

B. Superintendent of Schools

If the aggrieved person is not satisfied with the disposition of the grievance by the Principal or other supervisor, or if no decision has been rendered within ten (10) days after presentation of the grievance in writing, the teacher may file a formal written grievance with the Superintendent within the (10) days. The Superintendent shall meet with the aggrieved person and his/her representative, if the aggrieved person desires representation, for purpose of considering the grievance. The Superintendent shall within ten (10) days of such meeting render his/her decision and the reasons therefore in writing to the complainant.

C. Board of Education

If the aggrieved person is not satisfied with the disposition of the grievance by the Superintendent, or if no decision has been rendered within ten (10) days after conference with the Superintendent, the aggrieved person may, within ten (10) days, file the grievance with the School Board which shall consider such complaint at its next regular meeting. The aggrieved person, with a representative of his/her choice if he/she desires one, may appear before the School Board at such meeting. A decision of the School Board on such grievance shall be rendered in writing to the aggrieved person within ten (10) days after such meeting.

FORMAL WRITTEN GRIEVANCE PROCEDURE

Note 1: If a grievance can be discussed with the person or administrator informally and resolved, this attempt should be made instead of using this procedure.

Note 2: The building administrator, Superintendent, School Board, or HEA should photocopy this original to keep a record of the grievance as it moves from level to level until resolved.

Note 3: If a teacher does not file a grievance in writing with the Principal or other supervisor within twenty (20) days after the teacher 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.

PLEASE STATE THE GRIEVANCE MATTER BRIEFLY AND SUCCINCTLY
(This statement may not be changed in the processing of the grievance):

(Attach additional sheets of paper if necessary)

Signed _____
(Person aggrieved)

LEVEL ONE: Building principal

Received by _____ Date _____
(Administrator signature)

DISPOSITION (within 10 days of receipt):

Signed _____ Date _____
(Administrator signature)

LEVEL TWO: School Superintendent

Received by _____ Date _____
(Superintendent Signature)

DISPOSITION (within 10 days of receipt):

Signed _____ Date _____
(Superintendent Signature)

LEVEL THREE: Board of Education

Received by _____ Date _____
(Board Chair or officer)

DISPOSITION (within 10 days of receipt):

Signed _____ Date _____
(Board Chair or officer)

2023-2024 Negotiated Agreement

- Staff may make a **Lane Change** upon turning in 15 Graduate Credits and Committee Approval
- Certified staff **will move a step** each year. Each step will increase \$100.
- Certified staff will receive an **increase of \$2165.**
- Add the following **coaching positions** to our extra-curricular pay scale.
 - Wrestling - \$ 2650
 - Golf - \$ 2650
 - Assistant - \$ 1350
 - Softball - \$ 3950
 - Assistant – \$ 2650
- **Extra-curricular Pay raises** – increase the base of all 43 extra-curricular positions by \$20.00.
- The board has committed to **pay out** a percentage of the state aid increase in **one-time money** if the student enrollment increases by 5 students or more over the projected 363 student count.

SIGNATURE PAGE

The terms and conditions set forth in this agreement represent the full and complete understanding between the parties.

These proposals are tentatively agreed upon on the 9th day of May 2023.

In witness thereof:
Board,
For the Hanson Education Association

For the Hanson School
School District 30-1

Tricia Lasley

Duane Letcher

Chairperson,
Negotiations Committee

Chairperson,
Negotiations Committee