

2023 – 2024

PLATTE-GEDDES

MASTER

AGREEMENT



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**PLATTE-GEDDES SCHOOLS
NEGOTIATED AGREEMENT**

ARTICLE I

The Platte-Geddes School District #11-5 Negotiations Agreement, hereinafter referred to as the "Master Agreement" is entered into by and between the Platte-Geddes Education Association hereinafter called the "Association", as the sole and exclusive representative of all teachers in the school district #11-5, and the Board of Education of Platte-Geddes School District #11-5, hereinafter called the "Board".

Whereas, the Board has statutory obligation, pursuant to SDCL 3-18 to negotiate with the Association as the sole and exclusive representative of its certified personnel, exclusive of the Administrative Personnel, with respect to rates of pay, wages, benefits or other terms and conditions of employment and other negotiable items, and

Whereas the parties have reached a full and complete understanding of the Master Agreement and that neither party shall be obligated to negotiate on any item for the life of the Master Agreement.

In consideration of the following Negotiation Agreements, it is hereby agreed as follows:

**ARTICLE II
INTENT**

The intent for assembling a Master Agreement of the Platte-Geddes School District #11-5 is to collect and collate all negotiated agreements between the Platte-Geddes Education Association and the Platte-Geddes Board of Education. The contents herein represent all negotiated agreements between the Platte-Geddes Education Association and the Platte-Geddes Board of Education.

**ARTICLE III
MANAGEMENT RIGHTS**

A. Assignment of Teachers:

The Association specifically recognizes that the Board retains the right to assign teachers as it sees fit during the workday and to make and enforce reasonable work rules, consistent with and limited only by the specific and express provisions of this Agreement and applicable law.

**ARTICLE IV
WAGES & SALARIES**

A. Hiring Guide:
(See Appendix)

B. Provisions:

1. Excluding negotiated leaves, a teacher must teach at least one hundred thirty-five (135) full or part time days in a school year to qualify for percent increases of current salary. Teaching less than one hundred thirty-five (135) full or part time days would not exempt an employee from receiving base increases.
2. Lane Changes:
 - a. Teachers are to notify the Superintendent in writing no later than May 1st of their intent to move to a BA+15, MA, MA+15, or MA+MA lane. A lane change will be granted based on graduate credits that are related to areas in which the teacher is qualified or that qualify a teacher for additional endorsements in areas other than administrative. Teachers will receive amended contracts to reflect this change after the superintendent of schools has received a copy of transcripts. Transcripts must be submitted to the superintendent of schools on or before

September 1st, if the lane change is to be effective for the current contract year.

- b. For an individual to move to the MA+15 he/she must receive an additional fifteen (15) hours of graduate credit after having received his/her masters degree. For an individual to move to the MA+MA lane, he/she must receive an additional masters degree related to areas in which the teacher is qualified or that qualify a teacher for additional endorsements in areas other than administrative.

3. Prior Experience:

- a. The school district will grant full credit for seven (7) years for a teacher coming into the system. The teacher's experience must be consecutive with no more than a two (2) year gap in prior teaching employment. Employees (or teachers) with previous service to the Platte-Geddes School District may be given full credit on the hiring guide for all such prior service in addition to the maximum allowed for credit from outside the District. The Board of Education reserves the right to deviate from these provisions and exceed the hiring guide in order to secure satisfactory teachers in any case where extra salary is necessary to meet an emergency. This is to be based on experience, training, and scarcity of teachers in the particular field. The Superintendent will send a letter of notification to the PGEA President when this article is placed in effect.

4. Beginning Wage:

- a. The beginning wage of a BA degree is considered base.

5. Base Salary:

- a. For contract year 2023-2024 the base salary is increased by 5% or \$2,172.00. New Base Salary: \$45,615.75. Current salaries of each certified staff member will be increased by 5% plus \$1,000.00.

6. One-Time Stipend:

- a. For contract year 2023-2024, all certified, classified and administrative staff will receive a one-time stipend of 80% of any one-time money allocated by 2024 legislature, divided by the total number of staff members. Monies received will be distributed within 60 days of receipt.

7. Hiring Guide:

- a. The hiring guide should not be interpreted by the teacher that salary increases are predetermined by the vertical increments used for new hires. The hiring guide is for use only in determining salary for a teacher's initial year of employment. This is only a hiring guide and is not and shall not be interpreted as a salary schedule, i.e., a salary schedule in which, through and by a teacher moves to the next experience level in successive years of employment. Salary increases shall be determined by the Board through the negotiations process. Teachers will be compensated through base and percent increases along with the enhanced lane schedule.

C. Extra Duty Compensation Schedule:

(See Appendix)

All staff assigned to extracurricular activity listed on the Extra Duty Schedule will receive an additional 1% of base after five (5) years of service in that activity, 1.5% of base after ten (10) years of service in that activity, 2% of base after fifteen (15) years of service in that activity, 2.5% of base after twenty (20) years of service in that activity, and 3% of base after twenty-five (25) years in that activity (service need not be consecutive years).

Any extra duty assignments that have not been completed will not be paid. If the assignment has been partially completed, the compensation will be prorated.

Certified staff will be given the option of receiving each extra-duty assignment pay with their monthly teacher's contract salary or in one lump-sum payment at the conclusion of that activity season or event. Once payment option has been selected, it will remain in effect until notification of change has been received.

**ARTICLE V
MISCELLANEOUS PROVISIONS**

A. Extended Contract Days:

Teachers on extended contract days will receive additional pay based on their base salary divided by the number of contracted regular school days, which equals a teacher's daily rate of pay. The daily rate of pay will be multiplied by the number of days in the extended contract. Payment will be made upon completion of extended days and documentation has been received and approved by the Superintendent. Extended days will not be included as part of the employee's contract.

B. Teacher Assignments;

Teachers will be notified of their assignments for the forth-coming year by July 1. In the event that changes of assignment are necessary after July 1, the teacher or teachers involved will be promptly notified and will be allowed to resign without penalty.

C. Mileage for Teachers to Rural Attendance Centers:

The school district shall remunerate teachers of rural schools at the state rate per mile for miles traveled to the rural attendance center from their home or from the city school, whichever is closer. Mileage will be paid for two (2) trips prior to and one (1) trip after the school year. Mileage will also be paid for one (1) trip per week during the school year. Mileage for these trips will be paid from the rural school to the city school.

D. Rural Teachers Incentive:

For consecutive years from 1 thru 5 of teaching in a rural attendance center, teachers shall receive a \$600 base payment. For consecutive years from 6 through 10 of teaching in a rural attendance center, teachers shall receive 10% accumulative increase to the base incentive pay of \$600. For consecutive years beyond 10 years of teaching in a rural attendance center, teachers shall receive 20% accumulative increase to the base incentive pay of \$600.

E. Reimbursement for School Curriculum

The school district will reimburse teacher(s) for mileage, lodging and meals, when teacher(s) are required to attend a workshop, in-service or training on a school related curriculum topic outside of the regular school term. Workshops, in-services or trainings must be preapproved by the building principal or superintendent to qualify for reimbursement. The district will pay the registration, but if college credit is granted, the teacher(s) will pay the tuition for college credits. The teacher(s) who attend one of the workshops will be reimbursed for each day of attendance at the rate of \$25.00 per hour with a maximum payment of \$175.00 per day (7 hour day). If the district provides transportation, the teacher(s) will NOT be paid mileage. Request for reimbursement must be made within 30 days of attendance of workshop.

F. Contract Options & Pay Periods

Teachers will be paid in 12 monthly payments. Teachers will be paid on the 20th of each month, unless the 20th falls on a holiday or weekend. In those cases, the payment will be made on the last working day preceding the 20th. The district will allow the option of a 9 month contract if the teacher will be retiring at the end of the school year.

G. Deductions

Payroll deduction options are made available to teachers in areas such as approved tax-sheltered annuities, cancer insurance and South Dakota Education Association Member Trust. Each teacher shall be limited to no more than three (3) TSA's. Further, no TSA will be available unless the teacher notifies the Business Manager no later than August 15th each year, effective September 1998.

H. Compensation for Teacher/Substitutes:

1. If an elementary teacher/s provides classroom/teaching services during his/her preparation time for elementary physical education, library, vocal music, art, guidance, or computer he/she shall receive additional compensation at \$15.00 for a 50-minute period, or \$7.50 for a 25-minute module.
2. High school teachers who substitute during their planning periods will be compensated at a rate of \$15.00 per period.

I. Compensation for Pre-school In-Service Days:

All certified staff members who are less than full-time, but attend 100% of the in-service days will be paid 100% for attendance. The district will require all certified staff to attend any number of in-service days as the district may feel necessary and the certified staff will receive no additional compensation for said in-service days so long as the in-service days do not exceed the total number of working days as set forth on the calendar. Any in-service days required by the district above the total number of working days in the calendar will be compensated at a rate of \$15.00 per hour, per certified staff member, with a maximum of \$105.00 per day (7 hour day) per certified staff member. Payment for additional in-service will be made with September's payroll. Further, all in-service day will be scheduled by the district adjacent with the start of the school year unless federal or state authorities require an earlier date.

J. Vacancy Notification:

Teachers will be notified when there is a vacancy in the system.

K. Parent/Teacher Conferences for Part-time Teachers

A part-time teacher will attend parent/teacher conferences at the same ratio as their contract. That is, a half-time teacher may attend half the time of the conferences. It will be the responsibility of the teacher to inform parents of their students when they will be present during the conferences.

L. Voluntary Separation Plan:

1. Eligibility for Voluntary Separation:

Any certified staff member who has reached the age of fifty (50) prior to the first day of school term the voluntary separation takes effect and in which the eligible employee has not reached age sixty-three (63) prior to the first day of the school term the voluntary separation takes effect, may elect voluntary separation provided they have at least fifteen (15) years of full-time service with the Platte-Geddes School District #11-5 or any other district organized into the Platte-Geddes School District #11-5. This voluntary separation plan shall not apply to any employee hired after the conclusion of the 2013-2014 school year.

2. Options, Obligations, and Opportunities for Voluntary Separation:

a. Voluntary separation as used herein, shall mean the voluntary severance of active employment with the Platte-Geddes School District #11-5.

b. Application for early retirement must be made in writing to the superintendent by the first Monday in March of the year in which retirement is to take effect. Retirement shall take effect the fall term following application.

c. The employee shall determine whether the cash payment shall be payable as 1) one-third of the amount to be received July 1 following retirement and one-third of the amount on each subsequent July 1 until paid in full, or 2) whether the amount available will be used to pay for the dental and health insurance premiums as fringe benefit until the available amount is exhausted. After the retirement fringe benefit amount is exhausted, the retiree may continue under the insurance as in section f. below at their expense. If the retiree wishes to discontinue the fringe benefit payments for health & dental insurance premiums, they may inform the district in writing 30 days in advance of the change. The retiree must select option 1) and the remaining amount will be distributed as indicated by the option 1).

d. Should the employee, who elects to receive the benefits contained herein, die before receiving such benefits, the school district shall continue payment of the undistributed benefits to the deceased employee's estate. The payments shall continue for the same amount of time as they would have had the employee lived throughout the benefit period.

e. The payment formula for voluntary separation payment is calculated by using 3% of the employees current salary and the employee's extra duty pay during the current year, or the employee's average annual total salary (determined by the salary schedule and extra duty pay) over the previous five (5) years, whichever is greater, multiplied by the factor of 15 (the factor of 15 being determined by 15 years of experience). (No more than twenty (20) years of service and no less than fifteen (15) may be used for credit in this voluntary separation plan.) Current salary as used in this formula shall be defined as the annual salary of the certified staff member as defined by the salary schedule. Extra duty pay as used in

this formula shall be defined as the payment received by the staff member during the current year for any duty.

f. A staff member who elects to retire and has been in the system for ten (10) years, shall be extended the opportunity to participate in the then existing conversion health insurance program and/or the then existing dental program at his/her total expense for a single retiree coverage only, except as described under payment option 2) in section c. above, and providing such notice of intent to convert to the conversion policy is submitted to the group underwriter within 30 days of the elected retirement date. Such conversion will provide coverage until eligible for Medicare.

g. The total number of voluntary separation applications approved in any one fiscal year shall not exceed two (2) eligible employees. If more than two eligible employees apply in a given year, preference will be given to the retiree with the most number of years employed with the Platte-Geddes School District. The Board has the right to waive the maximum number allowed to take voluntary early retirement in any given year. If a staff member has been notified that his/her position is being reduced and such member is eligible for early retirement, the board shall waive the number of staff eligible for early retirement during that fiscal year. Such employee shall notify the board if it is their intent to take early retirement within 30 days of the reduction in force notification.

M. Liquidated Damages/Resignation

Release from contract when a teacher signs a contract for the ensuing school year, the board has an expectation that the contract will be fulfilled unless the teacher requests a release from that contract. Requests for a release from contract could constitute a hardship on the district. While it is difficult to assess the exact amount of those damages, the following has been agreed to as compensation for those damages. Teachers who request release from a contract after June 1 will be granted the release by the board provided the request is accompanied by a check according to the following schedule:

If negotiations are not complete by June 1, teachers will be allowed to request release from their contracts with no liquidated damages for two weeks after negotiations are completed. The above liquidated damages shall not be assessed if the release request is due to personal illness family illness, or the transfer of a spouse (a spouse's own decision to change employment and or job location is not considered involuntary). Liquidated damages for part time staff will be pro-rated.

Prior to June 1-None

June 1 through June 30 - \$800.00

July 1 through July 31 - \$1,000.00

After August 1 to contract conclusion - \$1,300.00

N. Off Campus Judging

Platte-Geddes School District encourages staff and teachers to be involved as judges in events hosted by other districts. Teachers will be compensated their usual salary and the district will pay for a substitute teacher on this day. As well, based on availability, the school vehicle fleet will be made available for transportation. The teacher will not be required to take a personal day or sub pay day to participate in these events. Should the employee receive compensation from the judging event, the payment will be paid to the Platte-Geddes School District to cover sub-pay expenses and any excess compensation after payment of sub-expenses, may be retained by the teacher.

O. Staff Grant Writing Incentive

Any staff member or group of staff who write a grant the district then receives for use in our school will be paid 5% of the grant or \$500 whichever is less. All grants written would have to be approved in advance by the Administrative offices using the same procedure as purchase orders.

P. Parental Leave Requirement

Lesson plans must be completed before parental leave is taken, barring any unforeseen circumstances.

- Q. Remote Learners
Any teacher who is concurrently teaching both in-person and remote learners will receive a stipend of \$500.00 per semester if federal funds are available and such payment is an allowable cost.

ARTICLE VI INSURANCE

A. Group Health Plan:

Teachers may join a group health plan. At present the policy is provided by Wellmark Blue Cross/Blue Shield through the Northern Plains Insurance Pool. An insurance committee made up of one (1) elementary and one (1) junior high/secondary teacher appointed by the Platte-Geddes Education Association, one (1) non-certified staff, one (1) administrator, and one board member appointed by the Board of Education, and the business manager shall research any contemplated changes in carriers or benefits and make recommendations to the staff and the Board of Education. Any changes made shall not result in a reduction of insurance benefits for employees. The school district will contribute up to \$700.00 per employee per month toward the premium of a group health plan, not to exceed the full cost of a single plan.

B. Term Life Insurance:

Term Life Insurance policy through Kansas City Life is offered through the school district. Premiums will be the sole responsibility of the employee.

C. Dental Insurance:

The school district will pay up to the cost of a full single premium per month toward the individual premium, employee +1 or family plan for dental insurance. At present, the policy is maintained by Delta Dental Plan of South Dakota.

D. Vision Insurance:

Vision Insurance through Vision Plan Services is offered through the school district. Premiums will be the sole responsibility of the employee.

E. Date of Insurance Coverage:

All Health, Life, and Vision insurance coverage shall begin on July 1. Dental coverage shall begin September 1. Insurance coverage shall continue until employment is terminated with the district or employee voluntarily chooses to discontinue coverage. The school district does not set the standards by which insurance is issued and, therefore, changes or late enrollment may be subject to underwriting regulations. (Employees shall be responsible for types of coverage, and any change in coverage needs to be processed through the business manager's office.)

F. Flexible Spending Account

The school district will allow participation in a flexible spending account (Cafeteria Plan) with the maximum amount of uninsured medical care expense reimbursement (not to exceed \$3,050.00 per staff member) and dependent care expenses (not to exceed \$5,000 per household) with administrative cost to be paid by the District.

ARTICLE VII LEAVES

A. Sick Leave:

1. Sick Leave: Sick leave will be ten days (10) per year, accumulative to sixty (60) days. Sick leave may apply to illness within the immediate family, with the immediate family defined as: spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, stepchildren, and long term foster care children.
2. Sick Leave may be utilized for bereavement leave and may apply to deaths within the immediate family, with the immediate family defined as: spouse, children, parents, brothers, sisters, grandparents, grandchildren, aunts, uncles, parents-in-law, brothers-in-law, sisters-in-law, stepchildren, and long term foster care children.

3. Teachers within the system, and remaining in the system who have reached the maximum number of accumulated sick leave days, will be reimbursed \$25.00 per day for each unused sick day in excess of sixty (60).

4. If a teacher is injured on the job, available sick days may be used by the teacher regardless of workmen's compensation coverage.

5. Sick Leave Severance Pay:

Sick leave severance pay will be based upon sick leave. The school district will make a severance payment of accumulated sick leave for certified employees who terminate their employment, but the payment will not be payable, to those employees who are dismissed for cause. The payment will be made in the following manner.

- a. \$10.00 per day for unused accumulated sick leave for teachers who have been employed for four (4) years or less
- b. \$15.00 per day for unused accumulated sick leave for teachers who have been employed for five (5) years or more.

6. Sick Leave Bank:

- a. Each certified employee, to be eligible to participate in the Sick Leave Bank shall notify, in writing, the Business Manager by the 1st day of the current school year. Employees who choose not to participate at this time will not be eligible for the current school year. To become eligible each employee will contribute two days of sick leave the first year and one sick leave day in the second year. If the eligible employee withdraws from the bank the first year, to remain eligible they will donate one additional sick leave day at the start of the next school term.
- b. To be eligible to withdraw days from the Sick Leave Bank, staff participating in the Sick Leave Bank must have used all sick leave (current and accumulated) and personal leave.
- c. The maximum number of sick leave days the sick leave assistance committee may provide to a participant per year is 20 days. Additional days **may** be granted if participant is unable to return to work, the leave is supported by a physician's written statement, the leave request does not jeopardize the potential need from other participants, and the bank would support additional leave. All requests from the sick leave bank will be on a first come first serve basis.
- d. The sick leave assistance committee will be composed of: one Platte-Geddes Education member, one elementary teacher, one secondary teacher, appointed by their respective groups for a two-year term, and the Superintendent. Committee recommendations will be made to the Platte-Geddes Board of Education for approval.
- e. If all the days in the bank are used up prior to the end of the school year, the bank will cease to operate during the year and will begin anew in the next school year. Days not used at the end of each year will remain in the bank.
- f. Certified staff will request leave from the sick leave bank by submitting written request to the sick leave assistance committee.
- g. Certified staff who become disabled or retire will not be entitled to any days from the sick leave bank.
- h. Days granted to certified staff from the sick leave bank shall be treated in the same manner by the district as the sick leave days granted by the district or that has been accumulated.
- i. Days contributed to the plan cannot be withdrawn when an employee terminates membership.
- j. Certified staff who retire will be able to donate unused sick leave to the sick leave bank if they so choose.

7. Sick Leave Deductions:

Sick leave will be deducted in increments of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or 1 full day corresponding with the time the teacher is absent from the classroom.

PLATTE-GEDES SCHOOL DISTRICT
VOLUNTARY SICK LEAVE BANK

I _____, WISH TO CONTRIBUTE
_____ DAYS TO THE VOLUNTARY SICK BANK FOR THE 2023-2024 SCHOOL YEAR.

SIGNATURE

DATE

=====

PLATTE-GEDES EDUCATION ASSOCIATION SICK LEAVE BANK REQUEST,
PLATTE-GEDES SCHOOL DISTRICT 11-5

TO BE COMPLETED BY THE APPLICANT AND FORWARDED TO A COMMITTEE MEMBER.

I am requesting to draw out _____ day(s) from the Platte-Geddes Education Association Sick Leave Bank in accordance to the Master Agreement Article V11, Section A, letter c. I am fully aware of all and any obligations for participating in the Platte-Geddes Education Association Sick Leave Bank.
Reason for the request _____

Date Sick Leave Begins _____ Date to Return to Work _____

Sick Leave Balance _____ (contact Business office for official balance)

Number of Sick Leave Days used from personal balance _____

Number of Sick Leave Days requested from Sick Leave Bank _____

Total Sick Leave Days to be used _____

Applicant Name

Date

To be completed by the Platte-Geddes Educational Association Sick Leave Bank Committee

The request by _____ has been

_____ APPROVED to receive _____ day(s) from the Sick Leave Bank

_____ DENIED to receive _____ day(s) from the Sick Leave Bank

Elementary Representative

Date

Secondary Representative

Date

Platte-Geddes Education Representative

Date

Superintendent

Date

B. Personal Leave:

1. Each teacher may use two (2) days as personal leave per year. One (1) personal leave day is permitted to be carried over to the following year in increments of .5 days. Teachers carrying over a personal day may carry it over as personal leave or sick leave. No more than three (3) days may accumulate in one year. The teacher must notify the business office at the end of the school year with the intention to carry over one personal day for the next school year.
2. Personal leave is not to be deducted from sick leave.
3. At least one (1) weeks' notice shall be given to the administration of the teacher's intent to use personal leave unless personal leave is needed for bereavement or an emergency situation.
4. No more than three (3) Junior and Senior high teachers may take personal leave at the same time. No more than three (3) elementary teachers may take personal leave at the same time.
5. Personal leave is intended to allow teachers to conduct personal business during a school day when it cannot be conducted on any other non-school day.
6. If substitutes cannot be found, personal leave days will NOT be granted.
7. Once per calendar year, a teacher may trade 12 sick leave days for 1 personal day.
8. Personal leave may not be used during the last two (2) weeks of school, except in exceptional circumstances that are approved by the Superintendent.

C. Professional Leave:

1. Three (3) days per year may be used as professional leave, which shall not be deducted from the employee's sick leave.
2. One week's notice shall be given to the administration of the employee's intent to use professional leave. Professional leave is subject to the administrations approval.
3. No more than three (3) employees shall take professional leave at the same time.
4. Professional leave may not be accumulated.

D. Bereavement Leave:

1. In case of the death of a staff member or relative of a staff member, and the funeral is out of town, the school district will allow a delegation of three (3) volunteer staff members, chosen by the Association, to represent the school district. This bereavement leave would be deducted from sick leave.

E. Pay-Deduct Leave:

1. Any leave that may be requested and authorized by the administration that is neither sick leave, personal leave, bereavement leave, professional leave nor leave of absence will be classified as Pay-Deduct Leave.
2. Each teacher who utilizes Pay-Deduct Leave will have 1/184th of their base salary deducted from their monthly check for each day of leave taken.
3. Approval for Pay-Deduct Leave must come from the superintendent and must be submitted one (1) week in advance of the date(s) requested.

F. Jury Duty:

1. Any teacher called to serve on a jury will be permitted to serve and shall receive his/her regular salary.
2. In turn he/she shall forfeit to the school district the compensation paid for serving, less mileage and other allowable expenses.

G. Subpoenaed Witness:

1. Any teacher subpoenaed by the court system as witness shall be released from work to appear in court if arrangements are made in advance with the superintendent.
2. The time used to appear as a witness will not affect a teacher's eligibility for unused sick leave reimbursement.

H. Leave of Absence:

1. The board may allow one (1) year's leave of absence (without pay) for the following reasons: advanced education at an accredited college or university, personal long term health, and medical care of immediate family member (see sick leave for definition of immediate family member).
2. The following factors will apply when using the Leave of Absence Policy:
 - a. The written application for leave of absence will be submitted to the board of education by the regular March board meeting. The Board will act upon the application and notify the applicant in writing within forty-five (45) days of the March board meeting. The application for leave of absence will be for the next school term.
 - b. When the leave of absence is granted, the Board will allow the employee to continue with insurance coverage (I.E. health, dental and long-term disability) which would be included in the group plan in effect at that time. The teacher will be required to pay the entire premium for any coverage the teacher elects to maintain during his/her leave of absence, or until such time as the teacher informs the Board of a definite date to terminate employment and/or insurance benefits.
 - c. No more than two (2) teachers per year will be granted leaves of absence. Teachers asking for a leave of absence will be assured of retaining the position on the school salary schedule which they held at the time they were granted the leave of absence. The school seniority list, upon the employees return, will list the teacher at the position held at the time when the leave of absence was granted.
 - d. Teachers who are granted a leave of absence will be guaranteed a position upon their return, but not specifically the position (or grade) they were teaching when the leave of absence was granted.

I. Sub Pay Leave

1. Each calendar year one (1) day may be taken as sub pay leave.
2. Teachers who utilize sub pay leave will have the cost of the substitute teacher deducted from their monthly check for the day of leave taken.
3. Leave may be used in conjunction with personal days.
4. No more than two teachers from each building may take sub pay leave at the same time.
5. One (1) day of Sub Pay Leave may be carried over at the end of the school year.
6. Sub Pay days are limited to a maximum sub pay leave of two (2) days in one school year.
7. At least two (2) weeks' notice shall be given to the administration of the teacher's intent to use sub pay leave.
8. The teacher must notify the business office at the end of the school year with the intention to carry over one sub pay day for the next school year.

9. If Sub Pay Leave is used when no substitute is needed for a teacher's absence, the cost of the substitute teacher will still be deducted from their monthly check for the day of leave taken.

ARTICLE VIII TEACHERS RIGHTS

A. Statutory Savings Clause:

Nothing contained herein shall be construed to deny or restrict the rights affecting any teacher under any other applicable agreements. The items granted to teachers hereunder shall be deemed in addition to those provided elsewhere.

B. Personnel File:

1. Each teacher shall have the right upon request to review the contents of his/her personnel file. If the teacher so requests, a representative(s) may accompany the teacher in this review. The superintendent or his/her designee will be present at such review.
2. No material derogatory to the teacher's conduct, service, character or personality shall be placed in the teacher's personnel file unless the teacher has had the opportunity to read the material, and respond to the material, and sign the material which indicates that he/she has read and been made aware of the material
3. If a teacher takes exception to or disagrees with any material in his/her personnel file, he/she may prepare a demurral statement. Such demurral must be received in the superintendent's office not later than fifteen (15) working days after the teacher has become aware of the presence of a document or material to which the teacher objects. The superintendent shall review the demurral statement and attach it to the appropriate file document. The evaluator shall be informed of the demurral statement. The teacher shall have the right upon request, to receive a copy of any document or other material in his/her personnel file.

ARTICLE IX TEACHING DAY

All teachers shall be required to be in their respective buildings by 7:45 a.m. prior to the start of school. In the event of a 10:00 a.m. start, teachers shall be required to be in their respective buildings by 9:30 a.m. if conditions allow. Teachers shall also be in their assigned duty areas ten (10) minutes prior to the start of school. Teachers may leave after the close of school at 3:58 p.m. Monday through Thursday and at 2:23 on Fridays, excluding times when the teaching staff may be required to stay longer for special meetings, such as IEP meetings, etc. On Fridays, days of emergency dismissal or on days preceding holidays or vacations, the teacher's day will end fifteen (15) minutes after the students have been dismissed.

ARTICLE X GRIEVANCE PROCEDURE POLICY

A. Definitions:

1. A "grievance" is a complaint by a teacher or a group of teachers based upon an unresolved employer/employee dispute or an alleged violation, misinterpretation, or inequitable application of any existing policies, rules, or regulations of the school district as they apply to conditions of employment or of any of the provisions of this agreement or of any laws of the state of South Dakota which apply to education. The absence of, or disagreement with, existing policy, rules, or regulations is not a "grievance" and is subject to annual negotiation under the negotiations policy.
2. A "teacher" is any member or group of members of the negotiation unit as defined by the Platte-Geddes Education Association in their recognition agreement with the Board of Education.
3. An "aggrieved person" is a teacher or the Association making the complaint.

4. A "party in interest" is the aggrieved person and any person or persons who might be required to take action or against whom action might be taken in order to resolve the grievance.
5. "Days" shall mean calendar days unless otherwise designated.
6. "Association" shall mean the Platte-Geddes Education Association. *
7. "Board" shall mean the Board of Education of the Platte-Geddes School District #11-5, Platte, South Dakota.

*This procedure policy may be used in settlement of grievances by other employees or employee associations without sanction of the Platte-Geddes Education Association.

B. Purpose:

The purpose of this procedure is to secure, at the lowest possible level, equitable resolution of grievances, and to protect the rights of all parties' interests.

C. Time Limits:

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps of this grievance procedure by the end of the school year, the time limits set forth herein will be reduced so that the grievance procedure may be completed prior to the end of the school year or as soon thereafter as it is practicable.
3. It is required that a teacher file a grievance within thirty (30) days after the alleged violation(s) or within thirty (30) days of when the teacher knew or should have known of the alleged violation.

D. Procedure:

Formal

Level I: Principal/Supervisor

The aggrieved person shall file his/her grievance in writing within thirty (30) days after the alleged violation(s) or within thirty (30) days of when the teacher knew of should have known of the alleged violation with the immediately involved supervisor/principal. The immediately involved supervisor/principal shall arrange a meeting with the aggrieved person and the Association's designated representative(s) to take place within ten (10) calendar days after the grievance has been filed. At this meeting, the aggrieved person can bring a staff representative or an Association representative. Within ten (10) calendar days after the meeting, the supervisor/principal shall render a decision in writing to the aggrieved person.

Level II: Superintendent of Schools

If the grievance is not resolved at Level I, or if no written decision has been rendered within fifteen (15) calendar days after presentation of the grievance, the aggrieved person may file the grievance in writing with the Superintendent of schools, within ten (10) days after the decision at Level I or twenty (20) days after the grievance was presented, whichever is sooner. The superintendent of schools shall arrange a meeting with the aggrieved person within ten (10) calendar days after the grievance have been filed. At this meeting, the aggrieved person can bring a staff representative or an Association representative. Within ten (10) days after said meeting, the superintendent of schools shall render his/her decision in writing to the aggrieved person.

Level III: Board of Education

If the grievance is not resolved at Level II, or if no decision has been rendered within ten (10) calendar days after the meeting with the superintendent of schools, the aggrieved person may file the grievance in writing with the Board of Education within ten (10) calendar days after the decision at Level II. The Board of Education shall hold a formal hearing at its next regularly scheduled board meeting. The Board of Education shall render their decision in writing to the aggrieved person, within twenty (20) calendar days of the hearing.

Level IV: Arbitration

If the aggrieved person is not satisfied with the disposition of the grievance at the Level III, or if no written decision has been rendered within the time period set forth in the preceding paragraph, the grievant may within thirty (30) calendar days after the 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 the 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.

E. Rights of Teachers to Representation:

1. Any party or parties in interest may be represented at all stages of the grievance procedure by him/herself, his/her representative, or, at his/her option, by a representative(s) selected or approved by the Association.
2. No reprisals of any kind shall be taken by the Board or its representatives against any party in interest, the Association or its members, or any other participant in the grievance procedure by reason of such participation.

F. Miscellaneous:

1. If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the superintendent of schools directly, and processing of such grievance shall be commenced at Level II.
2. Decisions rendered at all levels of the formal grievance procedure shall be in writing, setting forth the decision and its rationale. (All grievance forms are located in the Appendix)
3. All documents, communications, and records dealing with the processing of the grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. Forms for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent of schools and the Association with School Board approval. All of the above listed items will be properly distributed so as to facilitate the operations of the grievance procedure.
5. Meetings and hearings under this procedure shall include only the parties in interest, their designated or selected representative(s), witnesses, others designated by a party in interest, and Association representatives. No meetings or hearings under this procedure shall be conducted in public.
6. When it is necessary for an aggrieved person and/or his/her representative(s) to attend a meeting or a hearing called during the school day, the superintendent of schools shall notify the appropriate supervisor or principals. The aggrieved person and his/her representative(s) shall be released without loss of pay for such time, as their attendance is required at such a meeting or hearing.

7. The Board agrees to make available to the aggrieved person or his/her designee all pertinent information, which is relevant to the issue, raised by the grievance.
8. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

ARTICLE XI REDUCTION IN PROFESSIONAL STAFF WORK FORCE

In the event the Board of Education of the Platte-Geddes School District #11-5 shall determine that it is necessary to reduce staff, the following shall be followed in the order listed:

1. An effort will be made to bring about the reduction through normal attrition, e.g. resignations, retirement and transfers. The Education Association will be notified, and its recommendations will be considered if received within 14 calendar days of issuance of the notice.
2. If a staff member has been notified that his/her position is being reduced and such a member is eligible for early retirement the Board shall waive the number of staff eligible for early retirement during that fiscal year. Such employee shall notify the board if it is their intent to take early retirement within 30 calendar days of the reduction in force notification.
3. Positions held by teachers with less than full certification for their current teaching assignment will be open to properly certified teachers who have been notified that their position(s) have been eliminated.
4. When determining which staff shall be reduced, the following, not necessarily listed in order of importance, will determine which professional staff person(s) will be reduced:
 - a. Years of experience in Platte-Geddes - Geddes Schools
 - b. Educational credit (i.e. certification, qualifications, educational background)
 - c. Experience in the area to be taught
 - d. Local, state and federal mandates
 - e. Administrative recommendation (i.e. prior evaluations, competency)
 - f. Curriculum needs
 - g. Other relevant considerations
5. The Board shall follow the provisions of state law in making staff reductions involving professional staff members on a continuing contract status

RECALL

Any teacher laid off pursuant to this policy shall have recall rights, within his/her respective classification, to any position for which he/she is or may become certified and qualified for a period of fifteen (15) months from the effective date of such layoff, and teacher(s) laid off shall be recalled to available positions in the reverse order of their layoff. Laid-off teachers shall be notified by registered mail, sent to the teacher's address on file with the board, of vacancies in positions within his/her respective classification for which they are qualified and certified. Failure to respond to such notification within fourteen (14) calendar days of mailing such notification shall result in termination of the teacher's rights of recall hereunder.

ARTICLE XII
EVALUATION OF TEACHING PERFORMANCE

A. Purposes

1. To improve job performance and instruction
2. To provide a systematic process for all staff members to analyze the strengths and weaknesses as they relate to the teaching/learning process.
3. To provide the opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop supervisory services to assist individual staff members in developing objectives to improve their job performance relating to any aspect of professional responsibilities.
4. To provide an effective means by which administrators can make recommendations concerning the continued employment of personnel to the Board of Education

B. The Scope of Evaluation

1. Evaluations for improving job performance and instruction shall be based on the South Dakota Framework for Teaching (Danielson Framework). The use of the areas must allow for individual teacher responsibilities, needs, and teaching styles.
2. Evaluations for employment recommendations shall be based on the results of documented informal and formal evaluations, using the areas of evaluation and evaluation criteria approved by the school board and the Association.
3. Evaluations shall take into consideration the school district's areas of evaluation, evaluation criteria, the environment within the school community, and the population conditions under which the educator acts.

C. Areas of Evaluation

1. Classroom teachers and other teaching specialists employed by the school district shall be evaluated on:
 - a. Planning and Preparation
 - i. Demonstrating Knowledge of Students
 - ii. Setting Instructional Outcomes
 - b. Classroom Environment
 - i. Establishing a culture for learning
 - ii. Managing student behavior
 - c. Instruction
 - i. Communication with students
 - ii. Using questioning and discussion techniques
 - iii. Engaging students in learning
 - iiii. Using assessment in instruction
 - d. Professional Responsibilities
 - i. Reflecting on teaching
 - ii. Communicating with families
2. Counselors employed by the school district shall be evaluated on:
 - a. Creating an environment of respect and rapport
 - b. Establishing a culture for productive communication
 - c. Managing routines and procedures
 - d. Establishing standards of conduct and contributing to the culture for student behavior throughout the school
 - e. Organizing physical space
 - f. Assessing student needs
 - g. Assisting students and teachers in the formulation of academic, personal/social, and career place, based on knowledge of student needs
 - h. Using counseling techniques in individuals and classroom programs

- i. Brokering resources to meet needs
- j. Demonstrating flexibility and responsiveness

3. Librarians employed by the school district shall be evaluated on:

- a. Instructional Management of Resources
- b. Supervision of the Library-Media Center
- c. Professional Qualities
- d. Personal Qualities
- e. Professional Growth

4. Extracurricular Assignments

- a. Cooperation
- b. Professionalism and public relations
- c. Communication
- d. Organization
- e. Other

D. Conduct of Evaluations for Employment Recommendations

- 1. The formal evaluation for all teachers will be performed through the Frontline Education website. The evaluation tool that will be used will align itself with the requirements as set by the State of South Dakota, school boards negotiations team, administration, and PGEA negotiations team.
- 2. At the beginning of the evaluation period, the evaluatee may request a copy of the evaluation policy, adopted by the school board, and shall be informed of the person or persons who will conduct the evaluation.
- 3. The completed formal evaluation must be signed by the evaluator and the evaluatee. The signature of the evaluatee does not denote agreement with the evaluation but does denote that the evaluation was done and that the evaluatee had the opportunity to view the evaluation.
- 4. The evaluatee must receive a copy of the written evaluation.
- 5. If the evaluatee disagrees with any part of the evaluation, the evaluatee may attach a demurral statement to the evaluation. The demurral statement must be attached to the evaluation within fifteen (15) working days of the post-observation conference unless, the time period is extended by mutual consent of the evaluatee and the evaluator.

E. Frequency of Evaluations for Educators not under Continuing Contract

- 1. All educators in their first three (3) full terms of employment within the district shall be formally evaluated at least once each semester.
- 2. Informal evaluations should be flexible and on-going and shall occur throughout the school year but all evaluations must be completed by April 1st of each year.
- 3. Any evaluatee or evaluator may request additional evaluations, as found desirable in the best interests of the evaluatee or the school district.
- 4. In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of the employee who is related to him/her within the third degree of consanguinity or is his/her spouse.

F. Frequency of Evaluations for Educators under Continuing Contract

- 1. All educators beyond their first three full terms of employment within the district are under continuing contract and shall be evaluated on alternating years.
- 2. Informal evaluations should be flexible and on-going and shall occur throughout the school year but all evaluations must be completed by April 1st of each year.
- 3. Any evaluatee or evaluator may request additional evaluations, as found desirable in the best interests of the evaluatee or the school district.
- 4. In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is related to him/her within the third degree of consanguinity or is his/her spouse.

G. Conferences

1. Following the observation, a post-observation conference will be held not more than five (5) working days after the classroom observation, unless, the time period is extended by mutual consent of the evaluatee and the evaluator.
2. At the post-observation conference the evaluator shall discuss the class observed, what was viewed, what was not viewed, and what could be done to improve the lesson.
3. Not more than five (5) working days after the post-observation conference, the evaluator will hold a conference with the evaluatee to present the formal written evaluation, unless, a longer time period is extended by mutual consent of the evaluatee and the evaluator.

H. Observations

1. The evaluator shall conduct at least one (1) formal observation prior to the writing of each evaluation report.
2. The classroom observation shall be at least one (1) instructional period or not less than thirty (30) minutes.
3. The evaluator may make as many informal observations as he/she deems necessary during each semester of the school year. Informal classroom observations may be made without advanced notice to the educator.
4. The evaluator shall write a summary of the informal observation which will be discussed with the evaluatee within five (5) working days after the informal observation. This written informal summary may become the basis of the formal observation and may be included as part of the formal evaluation.

I. Evaluation Ratings

1. Each formal evaluation of the educator's job performance will be based upon the South Dakota Framework for Teaching.
2. Evaluation ratings will be:
 - a. 3.50 - 4.00 = Distinguished
 - b. 2.50 - 3.49 = Proficient
 - c. 1.50 - 2.49 = Basic
 - d. 1.00 – 1.49 = Unsatisfactory

J. Evaluation Response

1. The educator shall receive his/her written copy of the evaluation form during a conference with the evaluator.
2. The evaluation form shall be signed by the evaluator and evaluatee. The evaluatee's signature does not indicate either agreement or disagreement, only that the conference has taken place and the evaluatee has read the evaluation form. (see Appendix for forms)
3. The evaluatee has the right to make a written demurral statement concerning any part of the evaluation results. Such written demurral statement shall become part of the individual's evaluation record and will be included in his/her personnel file.
4. Any written statement by the evaluatee shall be provided no more than fifteen (15) teaching days following the conference, unless, the time period is extended by mutual consent of the evaluatee and the evaluator.
5. The evaluatee may respond in writing to a formal evaluation in any or all of the following ways:
 - a. Request additional observations with mutual agreement, which shall not be unreasonably withheld;
 - b. Request the joint setting of instructional goals;
 - c. Request the confidential assistance of other administrators or educational professionals mutually agreed upon by the evaluatee and the evaluator in correcting the deficiencies or disagreements;
 - d. Request no remediation;
 - e. Submit a demurral statement.

K. Plan of Assistance

1. A written plan of assistance shall consist of
 - a. a list of the evaluatee's deficiencies;
 - b. a list of specific objectives or outcomes that the evaluatee will be expected to carry out to affect the required improvements;
 - c. a commitment by the evaluatee to specific positive actions to be taken to correct the deficiencies;
 - d. a specific description of the types of assistance to be offered by the evaluator;
 - e. a time-line for the completion of the plan of assistance.
2. The evaluatee will automatically be placed in the evaluation cycle for each semester of the next year, and the plan will be completed and evaluated within that process.
3. A recommendation for continued employment with conditions must be accompanied with a list of deficiencies and a plan of assistance.
4. A recommendation against continued employment may be given only after a written plan of assistance has failed to bring about improvement in the educator's job performance.

L. Evaluation Files

1. Each educator employed in the Platte-Geddes School District will have an evaluation file and a personnel file opened in his/her name. The evaluation file will be kept by the educator's evaluator and will contain copies of all material the evaluator will use in the process of evaluation.
2. The educator's personnel file will be kept in the District Office and will contain contracts, teaching certificates, payroll information, health records, and other Business Office information, correspondence and a copy of each evaluation. The file will be in the custody of the superintendent. The file may be reviewed by educator at any time during office hours. The educator may be accompanied by an Association representative or someone designated by the educator in such a review and may obtain copies of any material in the file.
3. No materials derogatory to the educator's conduct, service, character, personality or performance shall be placed in the educator's personnel file unless the educator has had the opportunity to read the material. The materials shall be signed and dated by the educator indicating that he/she has read them. The educator shall have the right to respond in writing to any material placed in his/her file.

M. Definition of Terms

1. Educator - any person, exclusion of administrators, charged with responsibility in the field of education and certified by the State superintendent as a teacher or other education specialist within the school district.
2. Evaluatee - the educator being evaluated
3. Evaluation - a systematic continuous process to assess objectively the professional performance of an educator.
4. Evaluator - the administrator doing the evaluating.
5. Formal Evaluation - shall consist of; a formal observation; a post-observation conference; and a conference to discuss the final written evaluation.
6. Plan of assistance - a written document detailing procedures to correct identified deficiencies and the assistance which will be provided to the evaluatee during the ensuing school term.

**ARTICLE XIII
COACHES AND ACTIVITY SPONSORS EVALUATION**

A. Statements of Philosophy:

1. To provide a program which encourages professional growth by coaches and activity sponsors.
2. To serve as a guide for constructive supervision by administrators.
3. To help coaches and activity sponsors assess their performance and determine areas of strengths and weaknesses.
4. To serve as a communication forum between the administrators and coaches and activity sponsors.

B. Evaluation Procedures:

1. All coaches/sponsors in their first three (3) full terms of employment within the district shall be formally evaluated each year during their respective season(s).
2. All coaches/sponsors beyond their first three (3) full terms of employment within the district shall be formally evaluated on alternating years.
3. Evaluations will include practice, games, and the other areas as outlined in the coaches' and activity sponsors' job descriptions.
4. The administrator responsible for the athletic program shall evaluate all coaches and activity sponsors. If a coach or sponsor desires an evaluation by a second evaluator, a second evaluation shall be made by a person other than the primary evaluator. The head coach or sponsor may be asked to assist in the evaluation of assistant coaches or sponsors.
5. Coaches and sponsors will be evaluated based on the evaluation form of the Platte-Geddes School.

C. Coaches and Activity Sponsors Evaluation Form (see Appendix)

The Platte-Geddes Education Association and the Platte-Geddes School Board for the 2023-2024 school year have amended the following articles in the Master Agreement. All other items remain unchanged.

**Article IV
Wages & Salaries**

B. Provisions:

5. Base Salary:

- a. For contract year 2023-2024 the base salary is increased by 5% or \$2,172.00. New Base Salary: \$45,615.75. Current salaries of each certified staff member will be increased by 5% plus \$1,000.00.

Article VI

F. Flexible Spending Account

The school district will allow participation in a flexible spending account (Cafeteria Plan) with the maximum amount of uninsured medical care expense reimbursement (not to exceed \$2,850.00 \$3,050.00 per staff member) and dependent care expenses (not to exceed \$4,500 \$5,000.00 per household) with administrative cost to be paid by the District.

**ARTICLE VII
LEAVES**

A. Sick Leave

2. Sick Leave:

Sick Leave may be utilized for bereavement leave and may apply to deaths within the immediate family, with the immediate family defined as: spouse, children, parents, brothers, sisters, grandparents, grandchildren, aunts, uncles, parents-in-law, brothers-in-law, sisters-in-law, stepchildren, and long term foster care children.

Appendix Extra Duty Salary Schedule

- Add: Assistant FFA Advisor – 2% of the Base
- Grade Track Coach – 2% of Base
- Educators Rising Advisor – 2% of the Base

Revise: High School Student Government – increase from 2% to 3% of the Base

The terms and conditions set forth in these agreements represent the full and complete understanding between the parties of all items negotiated. Signatures attest that these agreements are an accurate account of items negotiated and agreed upon. In witness hereof, the Association and Board have caused this contract to be signed.

SIGNED: _____
School Board President

SIGNED: _____
PGEA President

SIGNED: _____
Board Negotiations Chairman

SIGNED: _____
PGEA Negotiations Chairman

DATED: _____

Appendix Hiring Guide

HIRING GUIDE 2023-2024					
BASE	\$ 45,615.75				
STEP	BASE	BA + 15	MA	MA + 15	MA + MA
		105% of base	110% of base	115% of base	120% of base
		\$ 1,640.00	\$ 1,640.00	\$ 1,640.00	\$ 1,640.00
Lane Value					
New Hire	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Experience					
1	\$ 45,615.75	\$ 47,255.75	\$ 48,895.75	\$ 50,535.75	\$ 52,175.75
2	\$ 45,915.75	\$ 47,555.75	\$ 49,195.75	\$ 50,835.75	\$ 52,475.75
3	\$ 46,215.75	\$ 47,855.75	\$ 49,495.75	\$ 51,135.75	\$ 52,775.75
4	\$ 46,515.75	\$ 48,155.75	\$ 49,795.75	\$ 51,435.75	\$ 53,075.75
5	\$ 46,815.75	\$ 48,455.75	\$ 50,095.75	\$ 51,735.75	\$ 53,375.75
6		\$ 48,755.75	\$ 50,395.75	\$ 52,035.75	\$ 53,675.75
7			\$ 50,695.75	\$ 52,335.75	\$ 53,975.75

Appendix Extra Duty Salary Schedule

EXTRA DUTY COMPENSATION SCHEDULE 2023-2024													
	BASE	% OF BASE		1% AFTER		1.5% AFTER		2% AFTER		2.5% AFTER		3% AFTER	
				5 YRS		10 YEARS		15 YEARS		20 YEARS		25 YEARS	
BASKETBALL													
HEADBBB/GBB	\$45,615.75	10%	\$ 4,561.58	11%	\$ 5,017.73	11.50%	\$ 5,245.81	12%	\$ 5,473.89	12.50%	\$ 5,701.97	13%	\$ 5,930.05
ASSTBBB/GBB	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
JHBBB/GBB	\$45,615.75	5%	\$ 2,280.79	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26
GRADEBBB/GBB	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
FOOTBALL													
HEADFB	\$45,615.75	10%	\$ 4,561.58	11%	\$ 5,017.73	11.50%	\$ 5,245.81	12%	\$ 5,473.89	12.50%	\$ 5,701.97	13%	\$ 5,930.05
ASSTFB	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
JHFB	\$45,615.75	5%	\$ 2,280.79	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26
ASSTJHFB	\$45,615.75	3%	\$ 1,368.47	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79	5.50%	\$ 2,508.87	6%	\$ 2,736.95
TRACK													
HEADTR	\$45,615.75	10%	\$ 4,561.58	11%	\$ 5,017.73	11.50%	\$ 5,245.81	12%	\$ 5,473.89	12.50%	\$ 5,701.97	13%	\$ 5,930.05
ASST.TR	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
JHTR	\$45,615.75	5%	\$ 2,280.79	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26
GRADE	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
XCOUNTRY													
HEADXC	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
JHXC	\$45,615.75	3%	\$ 1,368.47	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79	5.50%	\$ 2,508.87	6%	\$ 2,736.95
VOLLEYBALL													
HEADVB	\$45,615.75	10%	\$ 4,561.58	11%	\$ 5,017.73	11.50%	\$ 5,245.81	12%	\$ 5,473.89	12.50%	\$ 5,701.97	13%	\$ 5,930.05
ASSTVB	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
JHVB	\$45,615.75	5%	\$ 2,280.79	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26
6THGRADE	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
WRESTLING													
HEADWR	\$45,615.75	10%	\$ 4,561.58	11%	\$ 5,017.73	11.50%	\$ 5,245.81	12%	\$ 5,473.89	12.50%	\$ 5,701.97	13%	\$ 5,930.05
ASST.WR.	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
5th/6thJHWR	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
GOLF													
HEAD	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
ASST.GOLF	\$45,615.75	5%	\$ 2,280.79	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26
SOFTBALL													
HEADSOFTBALL	\$45,615.75	8%	\$ 3,649.26	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58	10.50%	\$ 4,789.65	11%	\$ 5,017.73
ASSISTANTSOFTBALL	\$45,615.75	6%	\$ 2,736.95	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42
FFA													
ADVISOR	\$45,615.75	6%	\$ 2,736.95	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42
ASSTADVISOR	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
MUSIC													
BAND	\$45,615.75	15%	\$ 6,842.36	16%	\$ 7,298.52	16.50%	\$ 7,526.60	17%	\$ 7,754.68	17.50%	\$ 7,982.76	18%	\$ 8,210.84
VOCAL	\$45,615.75	5%	\$ 2,280.79	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26
MUSICAL	\$45,615.75	4%	\$ 1,824.63	5%	\$ 2,280.79	5.50%	\$ 2,508.87	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10
DRAMA													
ONEACT	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
SPRINGPLAY	\$45,615.75	4%	\$ 1,824.63	5%	\$ 2,280.79	5.50%	\$ 2,508.87	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10
ASSTSPRGPLAY	\$45,615.75	1%	\$ 456.16	2%	\$ 912.32	2.50%	\$ 1,140.39	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63
JHPLAY	\$45,615.75	2.50%	\$ 1,140.39	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5.00%	\$ 2,280.79	5.50%	\$ 2,508.87
DEBATE	\$45,615.75	6%	\$ 2,736.95	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42
ORAL INTERP	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
ADVISORS													
JR/SR CLASS ADV	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
CHRLDG ADV.	\$45,615.75	4%	\$ 1,824.63	5%	\$ 2,280.79	5.50%	\$ 2,508.87	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10
ONEADV.	\$45,615.75	8%	\$ 3,649.26	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58	10.50%	\$ 4,789.65	11%	\$ 5,017.73
* ATHLETIC DIR.	\$45,615.75	12%	\$ 5,473.89	13%	\$ 5,930.05	13.50%	\$ 6,158.13	14%	\$ 6,386.21	14.50%	\$ 6,614.28	15%	\$ 6,842.36
NHS DIRECTOR	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
CHEER COACH	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
DANCE COACH	\$45,615.75	7%	\$ 3,193.10	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42	9.50%	\$ 4,333.50	10%	\$ 4,561.58
STUDENT GOVERNMENT													
HIGHSCHOOL	\$45,615.75	3%	\$ 1,368.47	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79	5.50%	\$ 2,508.87	6%	\$ 2,736.95
MIDDLESCHOOL	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
PEP CLUB ADV	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79
TEST COOR	\$45,615.75	6%	\$ 2,736.95	7%	\$ 3,193.10	7.50%	\$ 3,421.18	8%	\$ 3,649.26	8.50%	\$ 3,877.34	9%	\$ 4,105.42
SPED TEACHER	\$45,615.75	6%	\$ 2,736.95	8%	\$ 3,649.26	10.00%	\$ 4,561.58	12%	\$ 5,473.89	12.50%	\$ 5,701.97	13%	\$ 5,930.05
SPED DIRECTOR	\$45,615.75	15%	\$ 6,842.36	16%	\$ 7,298.52	16.50%	\$ 7,526.60	17%	\$ 7,754.68	17.50%	\$ 7,982.76	18%	\$ 8,210.84
YEARBOOK ADVSR	\$45,615.75	4%	\$ 1,824.63	5%	\$ 2,280.79	5.50%	\$ 2,508.87	6%	\$ 2,736.95	6.50%	\$ 2,965.02	7%	\$ 3,193.10
ON-LINE CLASS COORD	\$45,615.75	5.5%	\$ 2,508.87	6.5%	\$ 2,965.02	7.00%	\$ 3,193.10	7.5%	\$ 3,421.18	8%	\$ 3,649.26	8.5%	\$ 3,877.34
EDUCATORS RISING ADVISOR	\$45,615.75	2%	\$ 912.32	3%	\$ 1,368.47	3.50%	\$ 1,596.55	4%	\$ 1,824.63	4.50%	\$ 2,052.71	5%	\$ 2,280.79

* If the Athletic Director position is offered to someone other than a current certified teacher that is given time during the school day to complete AD duties, the salary will be calculated as follows: 1-5 years 18% of base salary; 6-10 years 19% of base salary; 11-15 years 19.5% of base salary; 16-20 years 20% of base salary; 21-25 years 20.5% of base salary; over 25 years 21% of base salary. A current certified teacher completing AD duties will be reimbursed according to the existing extra duty schedule.

Appendix Certified Teacher Incentive Program

CERTIFIED TEACHER INCENTIVE PROGRAM

- A. Any certified teacher completing undergraduate or graduate course requirements by Internet, distance education, or traditional classroom leading to additional endorsements in areas other than administrative will earn reimbursement at \$125.00 per credit hour. Reimbursement is at the following pay period, if official transcripts are received prior to the regularly scheduled school board meeting.
- B. Any certified teacher enrolled in a graduate program, North Central or similar accreditation, for a Masters, Specialist, or Doctoral degree program, will earn reimbursement of \$150.00 per credit hour in areas other than administrative. Reimbursement is at the following pay period, if official transcripts are received prior to the regularly scheduled school board meeting. Candidate must prove documented acceptance to a graduate program accredited by North Central or similar accreditation agency.
- C. Any certified teacher completing a PRAXIS test leading to additional endorsements in areas other than administration will be reimbursed for the exam fees. If additional endorsement results in the implementation of a new course offering for the district, the certified teacher will receive a one-time payment of \$500.00 per course.

** All certified staff reimbursements and stipends are subject to payroll deductions of federal income tax, retirement, social security, medicare, or any other required deductions associated through payroll.