



"To Build Knowledge and Skills for Success Today and Tomorrow"

AGENDA for July 8, 2024
5:30 PM AMENDED_Regular Board Meeting (Old Board)
Board Room, Williams Administration Building
Zoom Link: <https://sdk12.zoom.us/j/99756241908>

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1. Call meeting to order/roll call
 2. Pledge of Allegiance
 3. Agenda
 4. Consent Agenda
 - 4.a. Regular Meeting Minutes on Monday, June 10, 2024
 - 4.b. Personnel
 - 4.c. Accrued Claims for Payment
 - 4.d. Accrued Salaries FY24-25
 - 4.e. Open Enrollment, In District Transfer and/or Transfer of Athletic Eligibility
 - 4.f. Volunteers
 - 4.g. Activity Assignments & Activity Volunteers
 5. Open Forum
 6. Recognitions
 - 6.a. Character Education Word of the Month
 - 6.b. Board Member, Charlie Wheeler
 7. Action Items
 - 7.a. Financial Reports
 - 7.b. Approve 2024-25 Employee Handbooks
 - 7.c. Property Tax Levy
 - 7.d. Approve Budget for 2024-25
 - 7.e. SDHSAA 2024 Runoff Ballot
 - 7.f. Approve School Board Policy KL: Complaint Against School Employee
 - 7.g. First Reading and Approval of School Board Policies DLC, GCB DK, DN and AF and Waive Second and Third Reading per Policy BFC
 - 7.h. Approve Superintendent Contract
 8. Discussion Items
 9. Reports
 - 9.a. Administrators
 - 9.b. Board Members
 - 9.c. BHSSC

- 9.d. Superintendent
10. Adjournment

MEETING MINUTES, Monday, June 10, 2024
4:30 PM Executive Session
5:30 PM Regular Board Meeting
Board Room, Williams Administration Building

Board Members Present: Aaron Odegaard: Present, Brian Voight: Present, Charlie Wheeler: Present, Darrell Vig: Present, Justin Jutting: Present, Megan Snyder: Present, Sandy Cass: Present, Terry Koontz: Present.

Board Members Absent: Lee Spring

Others Present: Wayne Wormstadt and Maranda McGillivray

Pledge of Allegiance

Agenda

MOTION by Vig, seconded by Snyder, and Carried to amend the Consent Agenda to remove ITEM 5b: Personnel New Hire (Certificated): Paula Ehrmantraut, school psychologist, district-wide, \$94,000.00, eff. beginning of the 2024-25 school year. Her contract will remain with Black Hills Special Services Cooperative, eff. beginning of the 2024-25 school year.

Executive Session SDCL 1-25-2 Executive or closed meetings--Purposes-- Authorization--Violation as misdemeanor. Executive or closed meetings may be held for the sole purpose of: View SDCL 1-25-2 for all reasons for executive session.

School board members entered into executive session to discuss Personnel (SDCL-1-25-2.1) and Employment Negotiations (SDCL-1-25-2.4) at 4:32 PM.

MOTION by Jutting, seconded by Vig, and Carried to enter into executive session to discuss Personnel (SDCL-1-25-2.1) and Employment Negotiations (SDCL-1-25-2.4).

Executive Session ended at 5:03 PM

Regular board meeting called to order at 5:30 PM

Board Members Present: Aaron Odegaard: Present, Brian Voight: Present, Charlie Wheeler: Present, Darrell Vig: Present, Justin Jutting: Present, Megan Snyder: Present, Sandy Cass: Present, Terry Koontz: Present.

Board Members Absent: Lee Spring

Others Present: Wayne Wormstadt, Brett Burditt, Tanya Ludwick, district administrators, and community members.

Consent Agenda

MOTION by Snyder, seconded by Cass, and Carried to approve the Consent Agenda as amended in Agenda approval.

Regular Meeting Minutes on Monday, May 13, 2024

Personnel

New Hire (Certificated): Samantha Drury, speech-language pathologist, district-wide, \$79,875.00, eff. beginning of the 2024-25 school year; Torrey Anson, teacher, Sturgis Williams Middle School, \$50,000.00, eff. beginning of the 2024-25 school year; Andrea Pulscher, teacher, Piedmont Valley Elementary, \$51,539.00, eff. beginning of the 2024-25 school year; Sarah Walker, teacher, Stagebarn Middle School, \$57,424.00, eff. beginning of the 2024-25 school year; Charlene Starkweather, teacher, Piedmont Valley Elementary, \$60,209.00, eff. beginning of the 2024-25 school year. Change of Assignment (Certificated): Amy Conover, psychologist intern, district-wide, \$73,000.00 to school psychologist, district-wide, \$83,000.00, eff. beginning of the 2024-25 school year. Change of Assignment (Support Staff): Rainee Lisko, administrative assistant to preschool paraprofessional, Whitewood Elementary, eff. 7/1/2024; Stephanie Evens, business office administrative assistant to central copy/warehouse administrative assistant, eff. 6/3/2024. No rate changes. Resignation (Certificated): Karen Johnson, teacher, Sturgis Williams Middle School, eff. end of the 2023-24 school year. Resignation (Support Staff): Kassidy Caspers, paraprofessional, Elm Springs, eff. end of the 2023-24 school year; Alexandria Langer, paraprofessional, Whitewood Elementary, eff. end of the 2023-24 school year.

Claims for Payment

AZ Shrddng, Sppls 29.60; AB Bsnss, Sppls 54.23; AB Wldg, Sppls 25.50; AC Spply, Sppls 2068.01; Ac Hrdwr, Sppls 337.36; Advncd Pymnts, Offcls 1716.17; Amzn, Sppls 4915.60; Amrcn Inn, Trvl 607.97; Amick, Rpr 453.07; Apple, Sppls 1999.00; Archtchr Inc, SBHS Ktchn Prjct Fs 6485.00; Bgrn Ellngson, New Ktchn Eqpmnt, 411032.00; Barksdale Brian, Rfnd 4.65; Bst Wstrn, Trvl 269.21; Beug Reyna, Rfnd 13.80; BH Cnslgn, Cnslng srvc 180.00; BH Chmcl, Sppls 1350.35; BH Enrgy, Utlty 53389.06; BH Pst, Srvc 155.00; BH Pnr, Pblshng 297.96; BHSS, Tuition 51400.00; Brdr Stts Spply, Sppls 264.54; Bnd Bk, Srvc 3145.00; Brwn Indstrs, Sppls 443.25; Bullion Kari, Rfnd 10.00; Burke Twila, Rfnd 32.70; Burtis Brittney, Mlg 3805.62; Cashwa, food 11102.05; Cthrdrl Hm4chldrn, Tuition 5764.00; CBH, Eqpmnt 35342.32; CDWG, Sppls 871.20; Cntrylnk, Tlphn 64.76; Cty Smmrst, Utylts 378.10; Clark Danya, Offcl 184.40; Clss4cntrctrs, Rgstrtn 120.00; Clnrt, Clnng cntrctd 2700.00; Clbh htl, Trvl 162.92; Cmmcl dr, Eqpmnt 373.07; Cmmtch, Srvc 209.16; Conlon Jacki, Rfnd 18.65; Cuestas Ciara, Offcl 40.00; Culver Lane, Offcl 30.00; Dailey Tiffany, Rfnd 84.90; Dkt bus, Actvts bs 9439.00; Dkt spply, Sppls 418.95; Dkt Tmng, Rgstrtn 650.00; Delta, Ins 17369.26; Dennis Kassy, Mlg 1178.10; Dmns, Sppls 112.69; Duryea Karen, Rfnd 12.60; Est Sd Jrsy, Milk 4002.61; Eberhard Sara, Rfnd 21.30; Edds Tc, Sppls 637.48; Eknopc, Eqpmnt 180.00; EMC, Ins 2909.84; Emms Ic crm, Sppls 15.48; Enng Prpn, Utylts 965.15; Fbrc Jctn, Rpr 40.00; Fcbk, Advtsng 25.00; Fahrenholz Tamie, Mlg 270.16; Fth Indndt, Pblshng 286.79; Fogelman Lyndee, Rfnd 12.25; Fthlls sd, Sppls 642.50; Forrester Nicole, Rfnd 20.45; Frei Lance, Mlg 1787.04; Grg dr, Rpr 4228.96; Garry Michelle, Rfnd 95.90; Gldn Wst, Utylts 493.45; Gd Wtch, Sppls 118.35; Grnd Elctrc, Utylts 440.68; Grcry Mrt, Sppls 156.09; Hmptn Inn, Trvl 266.00; Hrdwr Hnk, Sppls 301.93; Hrt Smrt, Sppls 246.10; Hedderman Christine, Rfnd 25.45; Hegstrom Carolyn, Rfnd 38.15; Hllyrd, Sppls 126.55; Hinek Victoria, Rfnd 59.21; Hbby Lbby, sppls 21.13; Hoch Msc, Rpr 190.00; Holly Steve, Rfnd 8.65; Hosman Michelle, Rfnd 29.40; Hunt Ramona, Rfnd 1858.90; Hyatt, Trvl 3450.00; Hyman JJ, Rfnd 8.85; Ilvu gys Fondtn, Trng 6500.00; Innvtv, Eqpmnt 9238.12; Jeffery-kirk Lori, Sppls 4153.50; Jones Todd, Rfnd 6.20; JW Ppr,

Sbscrptn 1089.20; Katee Lane Chrgprhy, Fees 2000.00; Ktm Rstrnt,Eqpmnt 1225.00; Kffr, Utylts 1766.34; Kiepk Mark, Rfnd 300.00; Kily Spply, Sppls 755.55; Kwkmrt, Sppls 68.97; Lee Lane, Rfnd 74.80; Ls Ednz Clng, Clng cntrctd 20836.74; Lynns, Sppls 3020.20; Mcgll, Sppls 200.40; Mahaffy Dean, Rfnd 12.20; Mstr Tchr, Sppls 131.90; Matt Casey, Mlg 2445.38; Mcgs, Eqpmnt 27.00; Mcpherson Elizabeth, Mlg 2643.84; Meade cnty co, Cmbnd Elctn 11000.00; Meade schl fs, Sppls 476.52; MIDCO, Utylts 6969.97; Mdcntnt, Tstng 25.00; Miller Heather, Rfnd 25.75; MDU, Utylts 17530.48; MR Tire, Rpr 139.56; Munroe Heather, Mlg 4284.00; Muths Mnchs, Sppls 1208.06; Napa, Sppls 1208.06; Ntnl Spch Dbt, Rgstrtn 140.00; Ness Adam, Offcl 51.63; Nies Karras & Skjoldal, Lgl Srvcs 225.00; NIMCO, Sppls 131.71; Nrthwst pipe, Eqpmnt 183.08; Osborne Lisa, Rfnd 15.85; Owns, Rpr 65.00; Owens Liza, Rfnd 24.00; Pan o Gld, Bread 543.69; Patterson Cody, Offcl 295.00; Perfrmncfd, Sppls 3306.45; Prmnd, Books 179.44; Pond Casey, Rfnd 12.80; Quill, Sppls 125.57; Rsmssn, Rpr 422.50; Ratwik Roszak & Maloney, Lgl Srvcs 1008.00; Rfs, Utylts 692.36; Reichert Josh, Rfnd 10.20; Rchtrs, Rpr 2336.43; Rvrsd, Eqpmnt 808.00; Rckngtr, Sppls 127.28; Romey Matthew, Rfnd 8.65; Rosenkranz Maeghan, Rfnd 17.40; Rnngs, Sppls 318.03; Rshmr Offc Spply, Sppls 87.25; SASD, Rgstrtn 894.00; SBHS Cstdl, Lbr 26775.00; Scharles Kaylie Mlg 1387.20; Schls, Eqpmnt 970.63; Schieferl Patricia, Rfnd 300.00; Schuster Rebecca, Rfnd 13.15; Scptwn, Rpr 11.00; Scull, SBHS Ktchn Rmdl 600749.01; SDACTE, Rgstrtn 2445.00; Srvl, Lndry srvcs 2146.51; Svrsn Drt wrks, SBHS Wtr In 41974.40; Shrwn Wllms, Sppls 44.10; Shtrfly, Sppls 181.91; Siox Villy Dstrct, Rgstrtn 200.00; Smith Stacy, Mlg 2425.69; Scl Stds, Wrkbks 3980.14; Slr Snd, Sppls 1197.90; Spdy Lb, Rpr 175.94; Sprng Trnch, Snw Rmvl 765.31; Stpls, Sppls 38.97; Strgs ATV, Rpr 56.95; Strgs tire, Rpr 59.98; Strgs cty, Utylts 36564.70; Sn Lf, Ins 3521.99; Sundstrom Darcy, Rfnd 38.15; Spr, Prt ptts 1400.00; Sychny bnk, Sppls 1802.99; TPT, Sppls 4.25; Teigen Kimberly, Rfnd 18.55; Temtech, Rpr 1724.35; Teri K Dsgns, sppls 210.00; Thurman Kathlene, Rfnd 46.10; Trask Mick, Mlg 1371.19; Trst& Agncy, Sppls 88.00; Turnquist Tiffany, Rfnd 300.00; Udager Brenda, Rfnd 8.45; US Bnk, Prntr Ls 7211.68; Vnwy Trphy, Eqpmnt 124.14; Vrzrn, Hot Spt 45.06; Vsbl Dffrc, Cntrctd Clng 13258.75; Vtlsgn, Eqpmnt 16095.00; Wlcr, Sppls 20.89; Wlmrt, Sppls 1028.49; Ward Jeff, Offcl 75.00; Webster Rikka, Rfnd 18.50; Wllmrk, Ins 223156.00; Wenk Christopher, Offcl 45.00; Wst rvr elctrc, Utylts 1588.44; Wex, Fuel 4214.50; WW city 76.24 Cash Recap for month ending May 31, 20220244:General Fund:Fund: BeginBegin BalBal 3818723.293818723.29; Petty Cash 1.00; Cash Change 2000.00; Advance Pymt 16489.81; Cash in Bank 464670.06; Savings Investments PSBK 3335562.42; Unemployment Savings 11866.03; Investments in CD 500000.00; Investments in CD over 90 Days 1101229.91; Transfer In 0.00; Revenue: Local Taxes 3943537.66; Other Sources 2655.05; State 895007.86; Federal 467699.04 Other Sources 51821.76; Total Revenue 5360721.37; To Be Acct'd For: 9179444.66 Transfer Out 500000.00; Expenditures 2293037.91; Ending Bal May 31, 2024: 6386406.75; Petty Cash 1.00; Cash Change 0.00; Advance Pymt 16489.81; Cash in Bank 1042720.96; Investments Savings 5327194.98; Unemployment Savings 11870.06; Investments CD 1000000.00; Investments CD over 90 Days 1111928.43; Capital Outlay: Begin Bal 4610115.16; Cash in Bank -13089.27, Savings Investments PSBK 4623204.43; Investments CD over 90 Days 500000.00; Investments US Treasuries 2238959.44; Funds at Fiscal Agent 0.00; Transfer In 900000.00, Revenue Local Taxes 2499376.63; Other Sources 260.32; State 0.00; Federal 0.00; Other Sources 14774.41, Total Revenue 2514411.36; To Be Acct'd For: 8024526.52; Transfer Out:

1394171.16; Expenditures 65314.85; Ending Bal May 31, 2024: 6565040.51 Cash in Bank: 1331.12; Invest, Savings: 6563709.39; Investments CD over 90 Days 1000000.00; Investments US Treasuries 1347732.00; Funds at Fiscal Agent 0.00; Spec Serv: Begin Bal 698770.19; Cash in Bank - 36621.84; Investments Savings 662148.35; Revenue Local Taxes 1577595.70; Other Sources 159.38; State 70173.00; Federal 71760.00; Other Sources 4604.19; Total Revenue 1724292.27; To Be Acct'd For 2423062.46; Expenditures 394507.68; Ending Balance as of May 31, 2024 2028554.78; Cash in Bank 59618.72; Investment, Savings 1968936.06; Investments, CD 0.00; Fund 42: Beg Bal 0.00; Cash in Bank 0.00; Transfer In 0.00 Revenue: Federal 0.00; Total Revenue 600749.01; To Be Acct'd 600749.01; Expenditures 600749.01; Ending Bal May 31, 2024 0.00; Cash in Bank 0.00; Food Service: Beg Bal 694064.86; Cash Change 0.00; Cash in Bank 82028.28; Investments, Savings 612036.58; Investments, CD 0.00; Transfers In 0.00; Revenue: State 0.00; Federal 79089.04; Other Sources 59984.10; Total Revenue 139073.14; To Be Acct'd For 833138.00; Transfer Out 0.00; Expenditures 206517.16; End Bal May 31, 2024: 626620.84; Cash Change 0.00; Cash In Bank 63430.78; Investments, Savings 563190.06; Investments of 90 Days 0.00; Enterprise: Beg Bal 198389.88; Cash Change 2000.00; Cash in Bank 95659.25; Investments, Savings 102730.63; Revenue; Other Sources 22507.96; Total Revenue 22507.96; To Be Acct'd For 220897.84; Expenditures 23950.91; End Bal May 31, 2024: 196946.93; Cash Change 0.00; Cash in Bank 93944.28; Investment, Savings 103002.65 Custodial: Beg Bal 371482.84; Cash in Bank 179050.63; Investments, Savings 192432.21; Investments, CD 0.00; Revenue: Other Sources 27970.92; Total Revenue 27970.92; To Be Acct'd For 399453.76; Expenditures 38079.10; End Bal May 31, 2024: 361374.66; Cash In Bank 172521.84; Investments, Savings 188852.82; Investment CD 0.00.

Open Enrollment, In District Transfer and/or Transfer of Athletic Eligibility

Volunteers

Community members who have volunteered to work in schools throughout the district: None have been presented.

Activity Assignments & Activity Volunteers

Extracurricular coaches and volunteer coaches will be updated monthly. Any changes will be highlighted in yellow.

Conflict of Interest Waivers

Approve Sandy Cass Conflict of Interest Waiver

Board member, Sandy Cass has submitted a conflict of interest waiver as presented. MOTION by Snyder, seconded by Jutting, and Carried to approve Sandy Cass's conflict of waiver.

Open Forum

No Open Forum

Recognitions

Character Education Word of the Month

The Character Education word of the month for June is "Work Ethic," which involves perseverance, persistence, diligence, achievement, determination, and industriousness.

SBHS Spring Honor Roll Students

Great job to all the 2023-24 SBHS Spring Honor Roll students!

SBHS Track & Field Place at State

The track and field team competed at the state track meet on May 25 through May 27 in Sioux Falls. The girls finished in 14th place with 10 points. The boys finished in a tie for 6th place. The boys 4x800 relay team were AA state champions. Team members were Ty Ferguson, Ty Petrocco, Taylor Colunga, and Quinn Bruch.

Aiden Hedderman State Track Performances

Congratulations to SBHS senior, Aiden Hedderman, for his impressive state track meet performances in the 110 hurdles, 300 hurdles and pole vault. Aiden's times and height were all personal bests as well as school records. His time in the 110 hurdles is the top time in SD history and is also a state meet record and currently ranks in the top 100 times in the nation.

SBHS Girls Golf Team

The Scoopers Girls Golf team had one girl qualify for the State Golf Tournament held in Yankton on June 3 and 4. SBHS junior, Lillian Heisinger, shot a two-day total of 177 and finished in a tie for 20th place.

Presentation

Budget Hearing will start at 6:00pm

We are required by law to hold a public hearing on our proposed budget. Business Manager, Brett Burditt, provided a presentation on the budget at 6:00 pm.

Action Items

Financial Reports

MOTION by Jutting, seconded by Vig, and Carried to approve the Financial Reports as presented.

Canvass of Election Results

MOTION by Vig, seconded by Voight, and Carried to The results of the June 4, 2024, election results show that the top three candidates were Scottie Bruch (1946), Aaron Odegaard (1617) and Terry Koontz (1242). It will be necessary for the Board to canvass and certify the results and to declare the winners. Information on the voter turnout will be published after the data is compiled from the Meade County Auditor's Office.

Approve Casey Peterson 2024 Audit Services

MOTION by Vig, seconded by Cass, and Carried to approve the audit contract terms from Casey Peterson, LTD for an estimated base cost of \$25,000.00 for the audit, \$5,500.00 for each federal award program and \$6,500.00 for the preparation of financial statements and related notes.

Approve EMC Property & Liability Insurance Package

MOTION by Jutting, seconded by Koontz, and Carried to approve the quote from EMC Insurance in the amount of \$545,197.52 for Meade 46-1 property and liability insurance as presented for FY25. Business Manager, Brett Burditt noted the addition of CRC Insurance Company is included in cost.

Cleanrite Custodial Services Agreement

MOTION by Jutting, seconded by Voight, and Carried to approve the services agreement with Cleanrite in the amount of \$31,000.00 as presented.

Competition Dance Program

MOTION by Cass, seconded by Vig, and Carried to approve to discontinue the competition dance program due to the lack of participation from students in competitive dance.

SBHS Cafeteria Project – Parking Lot/Drive Lane Soil Remediations

MOTION by Cass, seconded by Vig, and Carried to accept the Change Order in the amount of \$33,613.05 from Site Works Specialists for the SBHS Parking Lot Stabilization.

MOTION by Cass, seconded by Vig, and Carried to amend the Change Order in the amount of \$33,613.05 and accept the amount of \$31,464.00 from Site Works Specialists for the SBHS Parking Lot Stabilization.

Soccer Cooperative Agreement

MOTION by Snyder, seconded by Jutting, and Carried to approve cooperative agreement with Lead-Deadwood as presented.

SDHSAA School Board Resolution

MOTION by Jutting, seconded by Vig, and Carried to approve the SDHSAA School Board Resolution, which authorizes membership and ratifies the Constitution, By-Laws, and rules of the South Dakota High School Activities Association.

SBHS Rodeo Club Arena

MOTION by Jutting, seconded by Cass, and Carried to amend the FY24 capital outlay budget for the purchase of arena panels and gates to use on the property under the lease of the club as long as the club is in existence and has the lease with the district.

Amend FY24 Fund 53

MOTION by Vig, seconded by Koontz, and Carried to to amend the FY24 Fund 53 SBHS Summer School budget by \$3,000.00 for teacher salaries.

Handle with Care MOU

MOTION by Snyder, seconded by Jutting, and Carried to approve the Handle with Care MOU between the Meade School District and West River Mental Health.

Policy Reviews

School Board Policy KL: Complaint Against School Employee

This is the Third and Final Reading of School Board Policy KL: Complaint Against School Employee. Approval will take place at the July board meeting.

Discussion Items

Property Tax Levy

In addition to the budget, it is necessary for the Board to determine the tax request to be made to the County Auditor. Superintendent and Business Manager are

recommending the Board approve a levy request of \$6,500,000.00 for capital outlay due to increased costs for items. The maximum levies for the General Fund are determined each year by law. Approval will take place at the July board meeting.

Reports

Administrators

Board reports are enclosed in the Board packet.

Board Members

Megan Snyder asked for an update on the Homeschool Connection Program. Currently, there are 20 students enrolled.

BHSSC

Terry Koontz provided an update.

Superintendent

Will be scheduling a meeting with the transportation committee and Harlow's to review bus route change requests that have been received. Mr. Wormstadt will be sending out a two-question survey to the board members, asking what board roles and committees they are interested in serving on.

Bus Route Change Requests

Harlow's is reviewing the requests submitted. Also, we are working on route shifting in the Weston Heights area to see if we can accommodate transportation requests from the Auburn Hills families open enrolling to Stagebarn Middle School and Piedmont Valley Elementary.

Upcoming Calendar Events

June 19 - Juneteenth (Offices Closed)

June 24 - B&G Committee Meeting

June 24 - Policy Committee Meeting

Adjournment

MOTION by Cass, seconded by Vig, and Carried to adjourn at 6:24 pm.

Charles M. Wheeler, President

Brett Burditt, Business Manager

Tanya Ludwick, Recorder

Meade School District
Claims for Payment
June 30, 2024

Vendor Name	Description	Amount
A&B BUSINESS	SUPPLIES	41.70
	VENDOR TOTAL	<u>41.70</u>
A&B WELDING	SUPPLIES	13.64
A&B WELDING	SUPPLIES	12.71
	VENDOR TOTAL	<u>26.35</u>
ALL SURFACES	SUPPLIES	30.18
	VENDOR TOTAL	<u>30.18</u>
AMAZON	SUPPLIES	29.39
AMAZON	SUPPLIES	15.92
AMAZON	SUPPLIES	44.94
AMAZON	SUPPLIES	199.99
AMAZON	SUPPLIES	25.96
AMAZON	SUPPLIES	103.84
	VENDOR TOTAL	<u>420.04</u>
AMERICAN PIZZA	SUPPLIES	105.39
	VENDOR TOTAL	<u>105.39</u>
AMICK	MONITORING	181.00
	VENDOR TOTAL	<u>181.00</u>
BH WATER	UTILITIES	303.00
	VENDOR TOTAL	<u>303.00</u>
BH COUNSELING	COUNSELING	180.00
	VENDOR TOTAL	<u>180.00</u>
BH CHEMICAL	SUPPLIES	599.85
BH CHEMICAL	SUPPLIES	112.00
BH CHEMICAL	SUPPLIES	117.75
BH CHEMICAL	SUPPLIES	1,398.23
BH CHEMICAL	SUPPLIES	174.65
BH CHEMICAL	SUPPLIES	212.00
BH CHEMICAL	SUPPLIES	346.50
BH CHEMICAL	SUPPLIES	101.44
BH CHEMICAL	SUPPLIES	99.80
BH CHEMICAL	SUPPLIES	424.00
BH CHEMICAL	SUPPLIES	66.97
BH CHEMICAL	SUPPLIES	4,405.99
BH CHEMICAL	SUPPLIES	2,500.00
BH CHEMICAL	SUPPLIES	4,204.99
BH CHEMICAL	SUPPLIES	34.95
	VENDOR TOTAL	<u>14,799.12</u>

BH ENERGY	UTILITIES	38,094.94
	VENDOR TOTAL	<u>38,094.94</u>

BH PIONEER	PUBLISHING	26.21
BH PIONEER	PUBLISHING	28.63
BH PIONEER	PUBLISHING	70.76
BH PIONEER	PUBLISHING	120.00
BH PIONEER	PUBLISHING	97.06
BH PIONEER	PUBLISHING	181.98
	VENDOR TOTAL	<u>524.64</u>

BHSS	SPEECH	1,312.85
BHSS	SPEECH	1,173.35
BHSS	MEMBERSHIP	229.00
BHSS	MEMBERSHIP	131.00
BHSS	SPEECH	1,033.90
BHSS	AGREEMENT	15,595.60
	VENDOR TOTAL	<u>19,475.70</u>

BH WORKS	TUITION	1,000.00
	VENDOR TOTAL	<u>1,000.00</u>

BULLER FIXTURE	SBHS KITCHEN EQUIPMENT	38,550.00
	VENDOR TOTAL	<u>38,550.00</u>

BURTON, SETH	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>

CBH	FUEL	1,235.74
CBH	FUEL	1,054.36
	VENDOR TOTAL	<u>2,290.10</u>

CENTRAL MEADE CO	RENT	825.00
	VENDOR TOTAL	<u>825.00</u>

CENTURYLINK	TELEPHONE	64.76
	VENDOR TOTAL	<u>64.76</u>

CITY SUMMERSET	SRO SERVICES	1,000.00
CITY SUMMERSET	SRO SERVICES	3,574.91
	VENDOR TOTAL	<u>4,574.91</u>

COLLEGE BOARD	REGISTRATION	5,411.00
	VENDOR TOTAL	<u>5,411.00</u>
COMMTECH	911 SERVICE	104.36
COMMTECH	SBHS KITCHEN CAMERAS	30,661.36
	VENDOR TOTAL	<u>30,765.72</u>
CREW, MEGAN	MILEAGE	1,762.56
	VENDOR TOTAL	<u>1,762.56</u>
CPI	REGISTRATION	200.00
	VENDOR TOTAL	<u>200.00</u>
D&R SERVICE	REPAIR	246.12
D&R SERVICE	REPAIR	387.75
	VENDOR TOTAL	<u>633.87</u>
DAKOTA SUPPLY	EQUIPMENT	62.19
	VENDOR TOTAL	<u>62.19</u>
DELTA DENTAL	DENTAL PREMIUMS	17,476.14
	VENDOR TOTAL	<u>17,476.14</u>
ECOFFEY, DION	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
EMC	INSURANCE	2,909.84
	VENDOR TOTAL	<u>2,909.84</u>
FAITH INDEPENDENT	PUBLISHING	33.68
FAITH INDEPENDENT	PUBLISHING	146.41
FAITH INDEPENDENT	PUBLISHING	171.46
	VENDOR TOTAL	<u>351.55</u>
GOLDEN WEST	UTILITIES	25.58
GOLDEN WEST	UTILITIES	41.58
GOLDEN WEST	UTILITIES	33.58
GOLDEN WEST	UTILITIES	25.58
GOLDEN WEST	UTILITIES	25.58
GOLDEN WEST	UTILITIES	47.37
GOLDEN WEST	UTILITIES	151.19
GOLDEN WEST	UTILITIES	47.37
GOLDEN WEST	UTILITIES	49.37

GOLDEN WEST	UTILITIES	49.37
	VENDOR TOTAL	<u>496.57</u>
GRAF, ETHAN	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
GRAF, TRENTON	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
GRAND ELECTRIC	UTILITIES	135.02
GRAND ELECTRIC	UTILITIES	250.93
	VENDOR TOTAL	<u>385.95</u>
HAMPTON INN	TRAVEL	130.25
	VENDOR TOTAL	<u>130.25</u>
HARLOW'S	TRANSPORTATION	411.14
HARLOW'S	TRANSPORTATION	486.84
HARLOW'S	TRANSPORTATION	67.15
HARLOW'S	TRANSPORTATION	292.17
HARLOW'S	TRANSPORTATION	515.87
HARLOW'S	TRANSPORTATION	1,192.45
HARLOW'S	TRANSPORTATION	515.87
HARLOW'S	TRANSPORTATION	240.90
HARLOW'S	TRANSPORTATION	434.31
HARLOW'S	TRANSPORTATION	618.08
HARLOW'S	TRANSPORTATION	551.20
HARLOW'S	TRANSPORTATION	310.30
HARLOW'S	TRANSPORTATION	121.60
HARLOW'S	TRANSPORTATION	4,182.16
	VENDOR TOTAL	<u>9,940.04</u>
HAUFF	SUPPLIES	27.50
	VENDOR TOTAL	<u>27.50</u>
HILLCREST GOLF CLUB	REGISTRATION	136.91
	VENDOR TOTAL	<u>136.91</u>
HILLYARD	SUPPLIES	9.09
	VENDOR TOTAL	<u>9.09</u>
HOLIDAY INN	TRAVEL	752.31
HOLIDAY INN	TRAVEL	488.00
	VENDOR TOTAL	<u>1,240.31</u>

HYATT	TRAVEL	5,175.00
	VENDOR TOTAL	<u>5,175.00</u>
JADE LEARNING	REGISTRATION	85.00
	VENDOR TOTAL	<u>85.00</u>
KETELSEN, KALVIN	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
KEY CITY GLASS	REPAIR	53.00
	VENDOR TOTAL	<u>53.00</u>
KIEFFER	UTILITIES	794.68
KIEFFER	UTILITIES	848.69
	VENDOR TOTAL	<u>1,643.37</u>
KROG, JAKE	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
LOOSE ENDZ CLEANING	CONTRATED CLEANING	20,836.74
	VENDOR TOTAL	<u>20,836.74</u>
LOUD AMERICAN	SUPPLIES	105.75
	VENDOR TOTAL	<u>105.75</u>
LYNNS	SUPPLIES	11.98
	VENDOR TOTAL	<u>11.98</u>
LYONS, LANDON	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
MB TREE & LANDSCAPE	LAWN CARE	784.00
MB TREE & LANDSCAPE	LAWN CARE	616.00
	VENDOR TOTAL	<u>1,400.00</u>
MENARDS	SUPPLIES	68.40
MENARDS	SUPPLIES	108.43
MENARDS	SUPPLIES	114.97
MENARDS	SUPPLIES	13.44
MENARDS	SUPPLIES	39.67
MENARDS	SUPPLIES	90.40
MENARDS	SUPPLIES	60.65

MENARDS	SUPPLIES	85.80
	VENDOR TOTAL	<u>581.76</u>
MIDCO	UTILITIES	826.08
MIDCO	UTILITIES	800.39
MIDCO	UTILITIES	105.55
MIDCO	UTILITIES	1,500.39
MIDCO	UTILITIES	105.47
MIDCO	UTILITIES	600.39
MIDCO	UTILITIES	600.39
MIDCO	UTILITIES	600.39
MIDCO	UTILITIES	600.39
MIDCO	UTILITIES	500.39
MIDCO	UTILITIES	49.16
MIDCO	UTILITIES	1,134.13
MIDCO	UTILITIES	413.04
MIDCO	UTILITIES	105.40
MIDCO	UTILITIES	49.33
MIDCO	UTILITIES	49.16
MIDCO	UTILITIES	105.40
	VENDOR TOTAL	<u>8,145.45</u>
MIDCONTINENT	TESTING	25.00
	VENDOR TOTAL	<u>25.00</u>
MDU	UTILITIES	10,683.29
	VENDOR TOTAL	<u>10,683.29</u>
ORANGE TREE EMPLOYMENT	BACKGROUND	54.81
	VENDOR TOTAL	<u>54.81</u>
PITTMAN, SHERYL	ELECTION WORKER	200.00
	VENDOR TOTAL	<u>200.00</u>
POWER MUSIC CHEER	MUSIC CHEER	475.00
	VENDOR TOTAL	<u>475.00</u>
RAMADA INN	TRAVEL	114.67
	VENDOR TOTAL	<u>114.67</u>
RASMUSSEN	REPAIR	4,130.17
RASMUSSEN	REPAIR	2,396.39
RASMUSSEN	REPAIR	1,309.36
	VENDOR TOTAL	<u>7,835.92</u>

RATWIK, ROSZAK & MALONEY	LEGAL SERVICES	26.50
	VENDOR TOTAL	<u>26.50</u>
REFUSE	UTILITIES	204.00
	VENDOR TOTAL	<u>204.00</u>
REHBERG, MEGAN	MILEAGE	208.69
	VENDOR TOTAL	<u>208.69</u>
RICHTERS	REPAIR	109.52
RICHTERS	REPAIR	173.34
RICHTERS	REPAIR	92.62
RICHTERS	REPAIR	171.42
RICHTERS	REPAIR	87.38
	VENDOR TOTAL	<u>634.28</u>
ROBILLARD, TERRANCE	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
ROCKINGTREE	SUPPLIES	179.55
	VENDOR TOTAL	<u>179.55</u>
ROGER FRYE'S	SUPPLIES	2,469.40
	VENDOR TOTAL	<u>2,469.40</u>
ROHLHOFF, GARRETT	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
ROSENBOOM, BEV	WORKER	200.00
	VENDOR TOTAL	<u>200.00</u>
RUNNINGS	SUPPLIES	49.99
RUNNINGS	SUPPLIES	10.98
RUNNINGS	SUPPLIES	104.99
	VENDOR TOTAL	<u>165.96</u>
RUSHMORE OFFICE SUPPLY	SUPPLIES	389.82
	VENDOR TOTAL	<u>389.82</u>
SARKELA, GUNNAR	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>

SCULL	SBHS KITCHEN REMODEL	448,552.42
	VENDOR TOTAL	<u>448,552.42</u>
SDHSAA	SUPPLIES	544.00
	VENDOR TOTAL	<u>544.00</u>
SERVALL	MOPS	80.73
SERVALL	MOPS	80.73
SERVALL	MOPS	80.73
	VENDOR TOTAL	<u>242.19</u>
SMORES	SOFTWARE	1,360.00
	VENDOR TOTAL	<u>1,360.00</u>
SNASD	MEMBERSHIP	51.00
SNASD	REGISTRATION	792.00
SNASD	REGISTRATION	152.00
	VENDOR TOTAL	<u>944.00</u>
SPENCER, CINDY	REFUND	50.00
	VENDOR TOTAL	<u>50.00</u>
STARMER, KRISTINE	REFUND	12.35
	VENDOR TOTAL	<u>12.35</u>
STUDER, GAGE	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
STURGIS ACE	SUPPLIES	19.99
STURGIS ACE	SUPPLIES	46.33
STURGIS ACE	SUPPLIES	18.99
STURGIS ACE	SUPPLIES	19.16
STURGIS ACE	SUPPLIES	52.33
STURGIS ACE	SUPPLIES	20.58
STURGIS ACE	SUPPLIES	7.37
STURGIS ACE	SUPPLIES	13.56
STURGIS ACE	SUPPLIES	45.98
STURGIS ACE	SUPPLIES	69.99
STURGIS ACE	SUPPLIES	5.98
STURGIS ACE	SUPPLIES	111.98
STURGIS ACE	SUPPLIES	22.99
	VENDOR TOTAL	<u>455.23</u>
STURGIS ATV	REPAIR	1,219.48
	VENDOR TOTAL	<u>1,219.48</u>

STURGIS, CITY	RENTAL	2,635.00
STURGIS, CITY	RENTAL	272.00
STURGIS, CITY	UTILITIES	361.26
STURGIS, CITY	UTILITIES	309.45
STURGIS, CITY	UTILITIES	1,438.19
STURGIS, CITY	UTILITIES	2,422.71
STURGIS, CITY	UTILITIES	2,431.74
STURGIS, CITY	UTILITIES	255.22
	VENDOR TOTAL	<u>10,125.57</u>

SUMMIT	REPAIR	346.00
SUMMIT	REPAIR	385.00
	VENDOR TOTAL	<u>731.00</u>

SUN LIFE	INSURANCE	3,521.99
	VENDOR TOTAL	<u>3,521.99</u>

SUPERIOR	PORTA POTTIES	1,400.00
	VENDOR TOTAL	<u>1,400.00</u>

SYNCHRONY BANK	FOOD	74.80
SYNCHRONY BANK	FOOD	46.72
SYNCHRONY BANK	EQUIPMENT	313.00
	VENDOR TOTAL	<u>434.52</u>

TERMES, BARBARA	ELECTION WORKER	225.00
	VENDOR TOTAL	<u>225.00</u>

TRUGREEN	LAWN CARE	5,070.07
	VENDOR TOTAL	<u>5,070.07</u>

URBANIAK, JOE	MILEAGE	918.00
	VENDOR TOTAL	<u>918.00</u>

USPO	SUPPLIES	108.53
	VENDOR TOTAL	<u>108.53</u>

VAMC	UTILITIES	403.02
	VENDOR TOTAL	<u>403.02</u>

VERIZON	HOTSPOT	22.53
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VERIZON	HOTSPOT	22.53
	VENDOR TOTAL	<u>45.06</u>
VETTER, AYDEN	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
WALMART	EQUIPMENT	(339.99)
	VENDOR TOTAL	<u>(339.99)</u>
WELLMARK	INSURANCE	235,501.40
	VENDOR TOTAL	<u>235,501.40</u>
WERLINGER, GAVIN	WORKER	40.00
	VENDOR TOTAL	<u>40.00</u>
WEST RIVER	UTILITIES	614.34
WEST RIVER	UTILITIES	197.06
WEST RIVER	UTILITIES	408.97
WEST RIVER	UTILITIES	140.99
WEST RIVER	UTILITIES	73.44
	VENDOR TOTAL	<u>1,434.80</u>
WEST RIVER MONUMENT	EQUIPMENT	3,876.00
	VENDOR TOTAL	<u>3,876.00</u>
WESTERN STATES	REPAIR	780.00
	VENDOR TOTAL	<u>780.00</u>
WEX	FUEL	2,533.45
WEX	FUEL	150.46
	VENDOR TOTAL	<u>2,683.91</u>
WHITEWOOD CITY	UTILITIES	86.00
	VENDOR TOTAL	<u>86.00</u>

GENERAL FUNDS	\$ 361,762.00
CAPITAL OUTLAY	\$ 14,986.98
SPECIAL SERVICES	\$ 66,883.18
SBHS KITCHEN PROJECT	\$ 479,213.78
FOOD SERVICE	\$ 52,406.25
ENTERPRISE	<u>\$ 1,034.62</u>
TOTAL EXPENDITURES	\$ 976,286.81

Meade School District 46-1
Statement of Cash Receipts, Disbursements, and Cash Balance
For the Month End June 30, 2024

EXHIBIT A

June 1, 2024	FUND 10	FUND 21	FUND 22	FUND 42	FUND 51	FUND 53	
	GENERAL	CAP. OUTLAY	SPED	SBHS KITCHEN	FOOD SERVICE	ENTERPRISE	CUSTODIAL
BEGINNING BALANCES	6,386,406.75	6,565,040.51	2,028,554.78	0.00	626,620.84	196,946.93	361,374.66
PETTY CASH	1.00						
CASH CHANGE	0.00						
ADVANCE PAYMENTS	16,489.81						
CHECKING	1,042,720.96	1,331.12	59,618.72	0.00	63,430.78	93,944.28	172,521.84
SAVINGS	5,327,194.98	6,563,709.39	1,968,936.06	0.00	563,190.06	103,002.65	188,852.82
UNEMPLOYMENT SAVINGS	11,870.06						
INVESTMENTS, CD	1,000,000.00	1,000,000.00					
INVESTMENTS, CD	1,111,928.43						
INVESTMENT US TREASURIES		1,347,732.00					
FUNDS AT FISCAL AGENT							
TRANSFER IN		1,355,194.25					
REVENUE:							
LOCAL TAXES	427,148.13	258,819.24	163,283				
OTHER SOURCES	43,415.26	705.16	424				
STATE	893,984.00	0.00	70,171		3,323.19		
FEDERAL	110,791.49	128,955.25	88,602		56,088.59		
OTHER SOURCES	17,602.27	14,632.61	9,315	738,214.76	5,861.89	7,117.32	57,186.03
TOTAL REVENUE	1,492,941.15	403,112.26	331,795.31	738,214.76	65,273.67	7,117.32	57,186.03
TO BE ACCT'D FOR:	7,879,347.90	8,323,347.02	2,360,350.09	738,214.76	691,894.51	204,064.25	418,560.69
TRANSFER OUT:		738,214.76					
EXPENDITURES	2,035,659.62	120,908.02	365,056.86	738,214.76	250,789.70	37,183.31	49,907.92
ENDING BALANCES 6/30/2024	5,843,688.28	7,464,224.24	1,995,293.23	0.00	441,104.81	166,880.94	368,652.77
PETTY CASH	1.00						
CASH CHANGE	0.00						
ADVANCE PAYMENTS	16,489.81						
CHECKING	428,629.40	155,163.77	58,773.30	0.00	3,037.76	63,610.47	173,134.92
SAVINGS	5,398,566.07	7,309,060.47	1,936,519.93	0.00	438,067.05	103,270.47	195,517.85
UNEMPLOYMENT SAVINGS	11,873.70						
INVESTMENTS, CD	1,000,000.00	1,000,000.00					
INVESTMENTS, CD	1,111,928.43						
INVESTMENT US TREASURIES		4,849.54					
FUNDS AT FISCAL AGENT		0.00					

Brett Burditt Business Manager

SCHEDULE OF INVESTMENTS

6/30/2024

GENERAL FUND

FIRST INTERSTATE BANK SAVINGS 6112	5,398,566.07
FIRST INTEREST UNEMPLOYMENT SAVINGS	11,873.70
FIRST INTERSTATE BANK CHECKING 7107	428,629.40
PIONEER BANK CD	1,111,928.43
FIRST INTERSTATE BANK CD	1,000,000.00
TOTAL GENERAL FUND	<u>7,950,997.60</u>

CAPITAL OUTLAY

FIRST INTERSTATE BANK SAVINGS 6112	7,309,060.47
FIRST INTERSTATE BANK CHECKING 7107	155,163.77
FIRST INTERSTATE BANK CD	1,000,000.00
FUNDS AT FISCAL AGENT	0.00
FIRST INTERSTATE BANK WEALTH MANAGEMENT	4,849.54
TOTAL CAPITAL OUTLAY	<u>8,469,073.78</u>

SPECIAL EDUCATION

FIRST INTERSTATE BANK SAVINGS 6112	1,936,519.93
FIRST INTERSTATE BANK CHECKING 7107	58,773.30
TOTAL SPECIAL EDUCATION	<u>1,995,293.23</u>

FOOD SERVICE

FIRST INTERSTATE BANK SAVINGS 6112	438,067.05
FIRST INTERSTATE BANK CHECKING 7107	3,037.76
TOTAL FOOD SERVICE	<u>441,104.81</u>

ENTERPRISE

FIRST INTERSTATE BANK SAVINGS 6112	103,270.47
FIRST INTERSTATE BANK CHECKING 7107	63,610.69
TOTAL CONCESSION	<u>166,881.16</u>

TOTAL ALL FUNDS

19,023,350.58

ALICE HAYES SCHOLARSHIP	5,740.98
CD, CENTRAL, GRIMSBO SCHOLARSHIP	3,456.97
PSBK/CD CNTRL, KEY CITY RIDING CLUB	3,173.43
CD, CENTRAL, SIGMAN	500.00
CD, CENTRAL, WOODLE SCHOLARSHIP	9,558.55
PSBK, CENTRAL, BROWN SCHOLARSHIP	0.00
PSBK, CENTRAL FLEXIBLE CAFETERIA	36,486.71
ALEN SIGMAN MEMORIAL	1,269.80
	<u>60,186.44</u>

TOTAL ALL FUNDS INVESTED

19,083,537.02

Brett Burditt -Business Manager Meade 46-1

Fund: 10 GENERAL FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
10 1110 000	AD VALOREN TAXES	9,041,939.00	410,215.89	9,455,514.93	104.57	(413,575.93)
10 1112 000	AD VALOREM MOBILE HOMES	175,000.00	14,257.63	256,862.31	146.78	(81,862.31)
10 1120 000	PRIOR YEAR AD VALOREM	45,000.00	2,674.61	56,180.85	124.85	(11,180.85)
10 1130 000	TAX DEED REVENUE	0.00	0.00	21,083.69	0.00	(21,083.69)
10 1140 000	UTILITY TAXES	215,000.00	220,668.17	220,668.17	102.64	(5,668.17)
10 1190 000	PENALTIES AND INTEREST	30,000.00	1,356.46	24,511.83	81.71	5,488.17
10 1210 000	REVENUE IN LIEU OF TAXES	0.00	0.00	11,609.22	0.00	(11,609.22)
10 1510 000	INVESTMENT EARNINGS	70,000.00	11,077.14	141,498.85	202.14	(71,498.85)
10 1510 020	INVESTMENT EARNINGS	0.00	3.64	47.26	0.00	(47.26)
10 1510 107	INVESTMENT EARNINGS	0.00	0.00	37,753.58	0.00	(37,753.58)
10 1710 000	ADMISSIONS	60,000.00	0.00	57,993.06	96.66	2,006.94
10 1740 000	RENTALS, COCURRICULAR ACTIVITY	0.00	0.00	210.00	0.00	(210.00)
10 1790 000	OTHER PUPIL ACTIVITY INCOME	15,000.00	0.00	926.00	6.17	14,074.00
10 1790 200	OTHER PUPIL ACTIVITY INCOME	0.00	0.00	1,912.70	0.00	(1,912.70)
10 1790 400	OTHER PUPIL ACTIVITY INCOME	0.00	0.00	809.00	0.00	(809.00)
10 1910 000	RENTALS	20,000.00	2,325.60	28,719.61	143.60	(8,719.61)
10 1920 000	CONTRIBUTIONS AND DONATIONS	64,000.00	1,620.00	8,145.00	12.73	55,855.00
10 1920 120	CONTRIBUTIONS AND DONATIONS	0.00	0.00	364.60	0.00	(364.60)
10 1920 140	CONTRIBUTIONS AND DONATIONS	0.00	0.00	2,000.00	0.00	(2,000.00)
10 1920 200	CONTRIBUTIONS AND DONATIONS	0.00	0.00	2,249.30	0.00	(2,249.30)
10 1920 201	CONTRIBUTIONS AND DONATIONS	0.00	0.00	7,017.93	0.00	(7,017.93)
10 1920 400	CONTRIBUTIONS AND DONATIONS	0.00	0.00	40,408.89	0.00	(40,408.89)
10 1943 000	CONTRACTED SERVICES	36,000.00	0.00	36,000.00	100.00	0.00
10 1950 000	REFUND PRIOR YEARS' EXPENDITURES	30,000.00	448.53	47,604.61	158.68	(17,604.61)
10 1971 000	INSURANCE PREMIUMS	16,000.00	0.00	1,050.00	6.56	14,950.00
10 1971 120	INSURANCE PREMIUMS	0.00	0.00	175.00	0.00	(175.00)
10 1971 200	INSURANCE PREMIUMS	0.00	0.00	1,098.00	0.00	(1,098.00)
10 1971 201	INSURANCE PREMIUMS	0.00	0.00	800.00	0.00	(800.00)
10 1971 400	INSURANCE PREMIUMS	0.00	0.00	1,325.00	0.00	(1,325.00)
10 1973 000	MEDICAID	43,000.00	0.00	3,121.39	7.26	39,878.61
10 1990 000	OTHER	15,000.00	337.12	19,386.45	129.24	(4,386.45)
10 1990 100	OTHER	0.00	0.00	2,321.42	0.00	(2,321.42)
10 1990 110	OTHER	0.00	0.00	2,234.79	0.00	(2,234.79)
10 1990 120	OTHER	0.00	0.00	1,590.82	0.00	(1,590.82)
10 1990 140	OTHER	0.00	0.00	600.14	0.00	(600.14)
10 1990 200	OTHER	0.00	0.00	4,327.33	0.00	(4,327.33)
10 1990 201	OTHER-STAGEBARN	0.00	0.00	1,918.01	0.00	(1,918.01)
10 1990 400	OTHER	0.00	0.00	11,482.50	0.00	(11,482.50)
	Subtotal: REVENUE FROM LOCAL SOURCES	9,875,939.00	664,984.79	10,511,522.24	106.44	(635,583.24)
10 2110 000	COUNTY APPORTIONMENT	350,000.00	30,773.34	363,785.77	103.94	(13,785.77)
	Subtotal: REV FROM INTERMEDIATE SOURCES	350,000.00	30,773.34	363,785.77	103.94	(13,785.77)
10 3111 030	STATE AID	12,035,388.00	893,984.00	11,234,574.00	93.35	800,814.00
10 3112 030	STATE APPORTIONMENT	210,000.00	0.00	271,127.49	129.11	(61,127.49)
10 3114 030	BANK FRANCHISE TAX	100,000.00	0.00	123,280.14	123.28	(23,280.14)
10 3119 030	GAMING REVENUE	7,500.00	0.00	10,689.91	142.53	(3,189.91)
10 3125 050	ASSOCIATE INSTRUCTORS (MENTOR)	0.00	25,539.60	25,539.60	0.00	(25,539.60)
10 3129 000	OTHER	0.00	0.00	0.00	0.00	0.00
10 3129 048	TATU GRANT	0.00	0.00	3,924.86	0.00	(3,924.86)

Fund: 10 GENERAL FUND		<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
<u>Account Number</u>	<u>Description</u>					
10 3900 030	OTHER STATE REVENUE	6,000.00	0.00	7,081.39	118.02	(1,081.39)
10 3900 050	OTHER STATE REVENUE	0.00	0.00	439.47	0.00	(439.47)
10 3910 030	NATIONAL GUARD RENT	5,700.00	0.00	5,700.00	100.00	0.00
Subtotal: REVENUE FROM STATE SOURCES		12,364,588.00	919,523.60	11,682,356.86	94.48	682,231.14
10 4121 000	NATIONAL MINERALS	25,000.00	15,523.82	33,587.77	134.35	(8,587.77)
10 4122 000	TAYLOR GRAZING	14,500.00	0.00	10,150.75	70.01	4,349.25
10 4131 000	NATIONAL FOREST LANDS	15,000.00	0.00	34,529.09	230.19	(19,529.09)
10 4151 000	OTHER FEDERAL GRANTS THRU STATE	0.00	0.00	16,912.68	0.00	(16,912.68)
10 4151 014	FFV GRANT	91,000.00	9,770.67	75,643.73	83.12	15,356.27
10 4151 040	GRANTS-FEDERAL THRU STATE	24,996.00	65.00	6,846.00	27.39	18,150.00
10 4151 052	GRANTS-FEDERAL THRU STATE	0.00	0.00	250.00	0.00	(250.00)
10 4153 044	TITLE IV	61,538.00	0.00	82,705.00	134.40	(21,167.00)
10 4158 042	TITLE I	717,283.00	203,719.00	713,537.00	99.48	3,746.00
10 4158 047	TITLE I- 1003 SCHOOL IMPROV.	40,000.00	200.00	36,857.00	92.14	3,143.00
10 4159 503	TITLE II PART A	229,452.00	97,122.00	208,753.00	90.98	20,699.00
10 4161 000	VOCATIONAL EDUCATION	51,529.00	4,301.00	48,612.00	94.34	2,917.00
10 4191 046	ESSR3 GENERAL	0.00	0.00	13,183.00	0.00	(13,183.00)
10 4191 511	CTE INNOVATIVE GRANT	0.00	0.00	6,199.17	0.00	(6,199.17)
Subtotal: REVENUE FROM FEDERAL SOURCES		1,270,298.00	330,701.49	1,287,766.19	101.38	(17,468.19)
10 5140 000	COMPENSATION-LOSS OF GNRL FA	0.00	0.00	3,704.34	0.00	(3,704.34)
Subtotal: OTHER SOURCES		0.00	0.00	3,704.34	0.00	(3,704.34)
Fund Total:		23,860,825.00	1,945,983.22	23,849,135.40	99.95	11,689.60
Fund: 21 CAPITAL OUTLAY		<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
<u>Account Number</u>	<u>Description</u>					
21 1110 000	AD VALOREM TAXES	6,138,219.00	249,251.61	6,076,686.90	99.00	61,532.10
21 1112 000	AD VALOREM MOBILE HOMES	165,000.00	7,655.58	154,723.28	93.77	10,276.72
21 1120 000	PRIOR YEARS' AD VALOREM TAXES	20,000.00	1,912.05	28,034.86	140.17	(8,034.86)
21 1190 000	PENALTIES AND INTEREST ON TAXES	10,000.00	705.16	9,866.97	98.67	133.03
21 1510 000	INVESTMENTS EARNINGS	50,000.00	14,632.61	115,999.02	232.00	(65,999.02)
21 1510 022	INVESTMENT EARNINGS	0.00	0.00	164,505.04	0.00	(164,505.04)
21 1510 120	INVESTMENT EARNINGS	0.00	12,311.79	113,278.20	0.00	(113,278.20)
21 1920 400	CONTRIBUTIONS AND DONATIONS	0.00	0.00	7,440.00	0.00	(7,440.00)
21 1950 000	REFUND OF PRIOR YEARS' EXPENDITURES	0.00	0.00	1,751.45	0.00	(1,751.45)
Subtotal: REVENUE FROM LOCAL SOURCES		6,383,219.00	286,468.80	6,672,285.72	104.53	(289,066.72)
21 4190 045	ESSR II	316,000.00	0.00	250,175.00	79.17	65,825.00
21 4191 246	ESSR3 LL	0.00	0.00	11,051.00	0.00	(11,051.00)
21 4900 021	OTHER FEDERAL REVENUE QSCB	253,000.00	128,955.25	389,544.37	153.97	(136,544.37)
Subtotal: REVENUE FROM FEDERAL SOURCES		569,000.00	128,955.25	650,770.37	114.37	(81,770.37)
21 5130 000	SALE OF SURPLUS PROPERTY	250,000.00	0.00	391,586.95	156.63	(141,586.95)
21 5140 000	COMPENSATION-LOSS OF GNRL FA	0.00	0.00	120,209.87	0.00	(120,209.87)
Subtotal: OTHER SOURCES		250,000.00	0.00	511,796.82	204.72	(261,796.82)
Fund Total:		7,202,219.00	415,424.05	7,834,852.91	108.78	(632,633.91)
Fund: 22 SPECIAL EDUCATION		<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
<u>Account Number</u>	<u>Description</u>					
22 1110 000	AD VALOREM TAXES	3,516,388.00	157,339.52	3,757,034.22	106.84	(240,646.22)
22 1112 000	AD VALOREM MOBILE HOMES	100,000.00	4,832.56	95,919.39	95.92	4,080.61
22 1120 000	PRIOR YEARS' AD VALOREM TAXES	9,000.00	1,110.95	16,536.10	183.73	(7,536.10)
22 1190 000	PENALTIES AND INTEREST ON TAXES	6,000.00	424.11	5,890.84	98.18	109.16

Fund: 22 SPECIAL EDUCATION

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
22 1510 000	INVESTMENT EARNINGS	12,000.00	3,876.73	32,220.71	268.51	(20,220.71)
22 1920 000	CONTRIBUTIONS AND DONATIONS	0.00	500.00	1,958.78	0.00	(1,958.78)
22 1950 000	REFUND OF PRIOR YEARS' EXPENDITURES	0.00	0.00	2,422.82	0.00	(2,422.82)
22 1972 000	MEDICAID DIRECT SERVICES TITLE XIX	16,000.00	4,938.44	28,218.64	176.37	(12,218.64)
22 1973 000	MEDICAID	5,000.00	0.00	10,219.22	204.38	(5,219.22)
22 1990 000	OTHER	0.00	0.00	33.15	0.00	(33.15)
Subtotal: REVENUE FROM LOCAL SOURCES		3,664,388.00	173,022.31	3,950,453.87	107.81	(286,065.87)
22 3121 030	EXCEPTIONAL CHILDREN- STATE AID	1,167,961.00	70,171.00	1,008,123.00	86.31	159,838.00
22 3900 000	OTHER STATE REVENUE	0.00	0.00	754.50	0.00	(754.50)
Subtotal: REVENUE FROM STATE SOURCES		1,167,961.00	70,171.00	1,008,877.50	86.38	159,083.50
22 4175 041	SPECIAL ED - IDEA - PART B	868,997.00	136,160.00	705,099.00	81.14	163,898.00
22 4186 043	SPECIAL ED - PRESCHOOL GRANTS	16,827.00	5,371.00	16,131.00	95.86	696.00
Subtotal: REVENUE FROM FEDERAL SOURCES		885,824.00	141,531.00	721,230.00	81.42	164,594.00
Fund Total:		5,718,173.00	384,724.31	5,680,561.37	99.34	37,611.63

Fund: 31 DEBT SERVICE QZAB 2010

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
31 1510 000	INVESTMENT EARNINGS	0.00	3,658.91	13,218.45	0.00	(13,218.45)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	3,658.91	13,218.45	0.00	(13,218.45)
31 5110 000	OPERATING TRANSFERS IN	40,000.00	0.00	40,000.00	100.00	0.00
Subtotal: OTHER SOURCES		40,000.00	0.00	40,000.00	100.00	0.00
Fund Total:		40,000.00	3,658.91	53,218.45	133.05	(13,218.45)

Fund: 32 DEBT SERVICE QSCB 2010

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
32 1510 000	INVESTMENT EARNINGS	0.00	18,290.76	191,078.68	0.00	(191,078.68)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	18,290.76	191,078.68	0.00	(191,078.68)
32 5110 000	OPERATING TRANSFERS IN	586,191.00	0.00	586,190.30	100.00	0.70
Subtotal: OTHER SOURCES		586,191.00	0.00	586,190.30	100.00	0.70
Fund Total:		586,191.00	18,290.76	777,268.98	132.60	(191,077.98)

Fund: 42 SBHS KITCHEN/COMMONS

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
42 5110 000	OPERATING TRANSFERS IN	2,700,000.00	738,214.76	6,856,599.30	253.95	(4,156,599.30)
42 5125 022	CAPITAL OUTLAY CERTIFICATE PRC	5,070,000.00	0.00	0.00	0.00	5,070,000.00
Subtotal: OTHER SOURCES		7,770,000.00	738,214.76	6,856,599.30	88.24	913,400.70
Fund Total:		7,770,000.00	738,214.76	6,856,599.30	88.24	913,400.70

Fund: 51 FOOD SERVICE

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
51 1510 000	INVESTMENT EARNINGS	10,000.00	876.99	18,512.48	185.12	(8,512.48)
51 1610 000	SALES TO PUPILS	678,000.00	(1,156.30)	649,747.73	95.83	28,252.27
51 1620 000	SALES TO ADULTS	20,000.00	215.51	23,471.49	117.36	(3,471.49)
51 1630 000	A LA CARTE SALES	6,000.00	0.00	1,302.05	21.70	4,697.95
51 1660 000	OTHER SALES	20,000.00	5,437.62	32,823.32	164.12	(12,823.32)
51 1670 000	LOCAL DONATIONS	0.00	0.00	284.61	0.00	(284.61)
51 1690 000	MISC REVENUE FROM OTHER SOURCE	1,500.00	0.00	2,005.74	133.72	(505.74)
Subtotal: REVENUE FROM LOCAL SOURCES		735,500.00	5,373.82	728,147.42	99.00	7,352.58
51 3810 000	CASH REIMBURSEMENT	0.00	3,323.19	3,323.19	0.00	(3,323.19)
Subtotal: REVENUE FROM STATE SOURCES		0.00	3,323.19	3,323.19	0.00	(3,323.19)
51 4810 060	FEDERAL REIMBURSEMENT	84,762.00	27,853.71	45,978.06	54.24	38,783.94

Fund: 51 FOOD SERVICE

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
51 4811 000	FEDERAL REIMBURSEMENT-SCHOOL LUNCH	498,500.00	46,817.26	532,475.90	106.82	(33,975.90)
51 4812 000	FEDERAL REIMBURSEMENT-SCHOOL BREAKFAST	81,000.00	9,033.53	97,440.40	120.30	(16,440.40)
51 4813 000	FEDERAL REIMBURSEMENT-AFTER SCHOOL CARE	1,400.00	237.80	2,899.44	207.10	(1,499.44)
51 4815 000	FEDERAL REIMBURSEMENT MILK	0.00	0.00	2,074.55	0.00	(2,074.55)
51 4820 000	DONATED FOOD	20,000.00	0.00	49,183.17	245.92	(29,183.17)
Subtotal: REVENUE FROM FEDERAL SOURCES		685,662.00	83,942.30	730,051.52	106.47	(44,389.52)
51 5170 000	CAPITAL CONTRIBUTIONS	579,364.00	501,641.03	501,641.03	86.58	77,722.97
Subtotal: OTHER SOURCES		579,364.00	501,641.03	501,641.03	86.58	77,722.97
Fund Total:		2,000,526.00	594,280.34	1,963,163.16	98.13	37,362.84

Fund: 53 ENTERPRISE FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
53 1311 060	TUITION FROM PUPILS OR PARENTS	3,000.00	600.00	1,700.00	56.67	1,300.00
53 1316 015	DRIVERS EDUCATION	24,600.00	(900.00)	23,100.00	93.90	1,500.00
53 1510 000	INVESTMENT EARNINGS	0.00	0.00	1,411.84	0.00	(1,411.84)
53 1510 019	INVESTMENT EARNINGS	0.00	267.82	1,577.17	0.00	(1,577.17)
53 1660 000	OTHER SALES	59,472.00	0.00	79,090.66	132.99	(19,618.66)
53 1660 400	OTHER SALES	54,730.00	0.00	39,769.75	72.67	14,960.25
53 1982 019	LATCHKEY SERVICES	52,000.00	5,378.00	83,431.00	160.44	(31,431.00)
Subtotal: REVENUE FROM LOCAL SOURCES		193,802.00	5,345.82	230,080.42	118.72	(36,278.42)
Fund Total:		193,802.00	5,345.82	230,080.42	118.72	(36,278.42)

Fund: 61 NON EXPENDABLE CUSTODIAL

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
61 1790 280	ALICE-LESTER HAYES SCHOLARSHIP	0.00	0.00	15.47	0.00	(15.47)
61 1790 315	GRIMSBO SCHOLARSHIP	0.00	0.00	16.04	0.00	(16.04)
61 1790 340	KEY CITY RIDING	0.00	0.00	15.24	0.00	(15.24)
61 1790 470	WOODLE GOLF	0.00	7.12	23.99	0.00	(23.99)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	7.12	70.74	0.00	(70.74)
Fund Total:		0.00	7.12	70.74	0.00	(70.74)

Fund: 66 EXPENDABLE CUSTODIAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
66 1790 070	WM BROWN	0.00	0.00	13.52	0.00	(13.52)
66 1790 085	CAFETERIA FUND	0.00	15,864.92	136,972.36	0.00	(136,972.36)
66 1790 452	ALEN SIGMAN MEMORIAL	0.00	0.00	10.13	0.00	(10.13)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	15,864.92	136,996.01	0.00	(136,996.01)
Fund Total:		0.00	15,864.92	136,996.01	0.00	(136,996.01)

Fund: 71 HIGH SCHOOL CUSTODIAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
71 1790 009	ACADEMIC	0.00	6,825.00	8,848.92	0.00	(8,848.92)
71 1790 010	ANNUAL	0.00	962.50	10,964.50	0.00	(10,964.50)
71 1790 020	ART	0.00	437.50	3,510.50	0.00	(3,510.50)
71 1790 094	CLASS OF 2024	0.00	0.00	1,160.00	0.00	(1,160.00)
71 1790 095	CLASS OF 2025	0.00	612.50	9,182.50	0.00	(9,182.50)
71 1790 096	CLASS OF 2026	0.00	0.00	865.00	0.00	(865.00)
71 1790 097	CLASS OF 2027	0.00	0.00	1,205.00	0.00	(1,205.00)
71 1790 098	CLASS OF 2028	0.00	0.00	100.00	0.00	(100.00)
71 1790 135	CULINARY ARTS	0.00	437.50	2,357.50	0.00	(2,357.50)
71 1790 190	FFA	0.00	1,487.50	19,583.95	0.00	(19,583.95)

Fund: 71 HIGH SCHOOL CUSTODIAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
71 1790 200	FCCLA	0.00	875.00	4,151.00	0.00	(4,151.00)
71 1790 320	VICA	0.00	437.50	469.50	0.00	(469.50)
71 1790 410	MEMORIAL SCHOLARSHIPS	0.00	0.00	4,500.00	0.00	(4,500.00)
71 1790 414	COKE SCHOLARSHIP	0.00	0.00	997.00	0.00	(997.00)
71 1790 450	S CLUB	0.00	23,877.79	96,149.17	0.00	(96,149.17)
71 1790 520	SPANISH	0.00	437.50	903.50	0.00	(903.50)
71 1790 530	SPEECH	0.00	2,887.50	5,190.50	0.00	(5,190.50)
71 1790 540	STUDENT COUNCIL	0.00	525.00	10,022.69	0.00	(10,022.69)
71 1790 550	DRAMA-THESPIANS	0.00	1,400.00	1,945.00	0.00	(1,945.00)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	41,202.79	182,106.23	0.00	(182,106.23)
Fund Total:		0.00	41,202.79	182,106.23	0.00	(182,106.23)

Fund: 72 CENTRAL CUSTODIAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
72 1790 220	STURGIS ELEMENTARY	0.00	20.88	23,450.20	0.00	(23,450.20)
72 1790 230	STUDENT COUNCIL-PIEDMONT	0.00	0.00	19,854.82	0.00	(19,854.82)
72 1790 260	WHITEWOOD	0.00	0.00	25,390.19	0.00	(25,390.19)
72 1790 365	FS MEALS/FOR KIDS	0.00	0.00	16,442.05	0.00	(16,442.05)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	20.88	85,137.26	0.00	(85,137.26)
Fund Total:		0.00	20.88	85,137.26	0.00	(85,137.26)

Fund: 73 MIDDLE SCHOOL CUSTODIAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
73 1790 540	SWMS STUDENT COUNCIL	0.00	2.32	28,923.30	0.00	(28,923.30)
73 1790 550	SBMS STUDENT COUNCIL	0.00	88.00	31,219.17	0.00	(31,219.17)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	90.32	60,142.47	0.00	(60,142.47)
Fund Total:		0.00	90.32	60,142.47	0.00	(60,142.47)

Fund: 90 FIXED ASSETS

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
90 1931 000	GAIN ON SALE OF FIXED ASSETS	0.00	0.00	5,976.42	0.00	(5,976.42)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	0.00	5,976.42	0.00	(5,976.42)
Fund Total:		0.00	0.00	5,976.42	0.00	(5,976.42)

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	47,371,736.00	4,163,108.20	47,715,309.12	100.73	(343,573.12)

EXPENDITURE REPORT FUND, FUNCTION, OPR UNIT
EXHIBIT D

Account Number	Account Description	Revised Budget	During Month	To Date	Balance at EOM	Encumbrances	Unencumbered	% of Budget
10	GENERAL FUND						Balance	
1111	REGULAR TERM	\$5,846,926.00	\$1,247,872.09	\$5,798,423.19	\$48,502.81	\$0.00	\$48,502.81	99.17
1112	SUMMER TERM	\$13,802.00	\$228.53	\$228.53	\$13,573.47	\$0.00	\$13,573.47	1.66
1121	REGULAR TERM	\$3,645,508.00	\$840,359.07	\$3,605,505.27	\$40,002.73	\$0.00	\$40,002.73	98.90
1122	SUMMER TERM	\$28,913.00	\$6,134.98	\$19,666.99	\$9,246.01	\$0.00	\$9,246.01	68.02
1131	REGULAR TERM	\$3,201,458.00	\$737,571.01	\$3,222,945.05	(\$21,487.05)	\$0.00	(\$21,487.05)	100.67
1132	SUMMER TERM-INCLUDES PROJ EASY	\$18,784.00	\$5,779.07	\$19,050.67	(\$266.67)	\$0.00	(\$266.67)	101.42
1142	TITLE I PRESCHOOL	\$37,176.00	\$467.79	\$27,790.11	\$9,385.89	\$0.00	\$9,385.89	74.75
1190	OTHER REGULAR PROGRAMS	\$3,615.00	\$0.00	\$0.00	\$3,615.00	\$0.00	\$3,615.00	0.00
1210	PROGRAMS FOR GIFTED & TALENTED	\$70,763.00	\$17,654.48	\$71,129.88	(\$366.88)	\$0.00	(\$366.88)	100.52
1250	CULTURALLY DIFFERENT	\$24,848.00	\$2,002.29	\$25,848.97	(\$1,000.97)	\$0.00	(\$1,000.97)	104.03
1273	HELPING DISADV CHILD MEET STAN	\$693,307.00	\$143,182.33	\$698,397.79	(\$5,090.79)	\$0.00	(\$5,090.79)	100.73
2113	SOCIAL WORK SERVICES	\$76,883.00	\$17,191.55	\$69,645.52	\$7,237.48	\$0.00	\$7,237.48	90.59
2116	Title I attendance & Social work	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00
2122	COUNSELING SERVICES	\$764,262.00	\$168,268.36	\$709,667.05	\$54,594.95	\$0.00	\$54,594.95	92.86
2128	TITLE I PARENTAL INVOLVEMENT ACTIVITIES	\$6,900.00	\$202.54	\$6,855.41	\$44.59	\$0.00	\$44.59	99.35
2133	DENTAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	100.00
2134	NURSE SERVICES	\$216,924.00	\$48,580.11	\$216,318.12	\$605.88	\$0.00	\$605.88	99.72
2139	OTHER HEALTH SERVICES	\$10,096.00	\$0.00	\$1,721.73	\$8,374.27	\$0.00	\$8,374.27	17.05
2212	INSTRUCTION/CURRICULUM DEVELOP	\$182,356.00	\$16,563.88	\$148,842.47	\$33,513.53	\$311.34	\$33,202.19	81.79
2214	TITLE I PROFESSIONAL DEVELOPMENT	\$14,900.00	\$0.00	\$24,386.15	(\$9,486.15)	\$0.00	(\$9,486.15)	163.67
2222	SCHOOL LIBRARY SERVICES	\$212,028.00	\$18,103.62	\$197,682.76	\$14,345.24	\$0.00	\$14,345.24	93.23
2227	TECHNOLOGY IN SCHOOL	\$358,163.00	\$41,423.82	\$288,800.27	\$69,362.73	\$0.00	\$69,362.73	80.63
2311	SERVICE AREA DIRECTION	\$396,750.00	(\$1,066.00)	\$382,601.73	\$14,148.27	\$0.00	\$14,148.27	96.43
2314	ELECTION SERVICES	\$10,000.00	\$11,730.75	\$11,792.49	(\$1,792.49)	\$0.00	(\$1,792.49)	117.92
2315	LEGAL SERVICES	\$12,000.00	\$225.00	\$6,627.65	\$5,372.35	\$0.00	\$5,372.35	55.23
2317	AUDIT SERVICES	\$37,500.00	\$0.00	\$42,010.51	(\$4,510.51)	\$0.00	(\$4,510.51)	112.03
2319	OTHER BOARD OF ED SERVICES	\$63,085.00	\$9,622.79	\$94,902.74	(\$31,817.74)	\$0.00	(\$31,817.74)	150.44
2321	OFFICE OF THE SUPERINTENDENT	\$281,540.00	\$27,068.35	\$286,820.93	(\$5,280.93)	\$0.00	(\$5,280.93)	101.88
2410	OFFICE OF THE PRINCIPAL	\$1,641,594.00	\$135,050.70	\$1,601,907.22	\$39,686.78	\$0.00	\$39,686.78	97.58
2490	OTHER SUPPORT SERVICES-SCH ADM	\$179,161.00	\$16,641.91	\$168,289.29	\$10,871.71	\$0.00	\$10,871.71	93.93
2529	OTHER FISCAL SERVICES	\$417,294.00	\$45,442.21	\$425,929.40	(\$8,635.40)	\$0.00	(\$8,635.40)	102.07
2542	CARE & UPKEEP OF BUILDING SERV	\$1,017,872.00	\$126,778.55	\$926,672.60	\$91,199.40	\$0.00	\$91,199.40	91.04
2543	CARE & UPKEEP OF GROUNDS SERV	\$72,161.00	\$8,097.07	\$63,985.21	\$8,175.79	\$0.00	\$8,175.79	88.67
2545	VEHICLE SERVICING & MAINTANCE	\$61,400.00	\$9,297.69	\$64,909.63	(\$3,509.63)	\$0.00	(\$3,509.63)	105.72
2546	SECURITY SERVICES	\$155,750.00	\$35,044.50	\$209,111.34	(\$53,361.34)	\$0.00	(\$53,361.34)	134.26
2547	LAND AND BUILDING RENTAL	\$11,500.00	\$3,732.00	\$15,877.00	(\$4,377.00)	\$0.00	(\$4,377.00)	138.06
2549	OTHER OPERATION/MAINT OF PLANT	\$1,896,052.00	\$217,887.61	\$1,996,675.67	(\$100,623.67)	\$480.80	(\$101,104.47)	105.33
2553	MONITORING SERVICES	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	0.00
2555	CONTRACTED SERVICES	\$1,345,900.00	\$24,278.78	\$1,503,200.05	(\$157,300.05)	\$0.00	(\$157,300.05)	111.69
2562	FOOD PREPERATION/DISPENSING	\$91,000.00	\$3,306.45	\$93,149.76	(\$2,149.76)	\$0.00	(\$2,149.76)	102.36
2574	PRINTING,PUBLISHING,DUPLICATIN	\$103,664.00	\$9,503.77	\$101,947.46	\$1,716.54	\$0.00	\$1,716.54	98.34
2642	RECRUITMENT/PLACEMENT SERVICE	\$4,050.00	\$497.31	\$3,786.16	\$263.84	\$0.00	\$263.84	93.49
3600	WELFARE ACTIVITIES SERVICES	\$18,000.00	\$0.00	\$6,148.02	\$11,851.98	\$0.00	\$11,851.98	34.16
6000	COCURRICULAR ACTIVITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
6101	FOOTBALL	\$81,279.00	\$10,923.82	\$75,922.81	\$5,356.19	\$0.00	\$5,356.19	93.41
6102	BASKETBALL	\$59,425.00	\$6,588.40	\$54,033.97	\$5,391.03	\$0.00	\$5,391.03	90.93
6103	WRESTLING	\$49,866.00	\$6,568.79	\$49,505.08	\$360.92	\$0.00	\$360.92	99.28
6104	GOLF	\$7,377.00	\$1,355.90	\$7,458.42	(\$81.42)	\$0.00	(\$81.42)	101.10
6105	BOYS SCOOCER	\$16,956.00	\$90.00	\$17,336.80	(\$380.80)	\$0.00	(\$380.80)	102.25

EXPENDITURE REPORT FUND, FUNCTION, OPR UNIT
EXHIBIT D

Account Number	Account Description	Revised Budget	During Month	To Date	Balance at EOM	Encumbrances		% of Budget
6202	GIRLS BASKETBALL	\$57,614.00	\$8,371.77	\$56,616.89	\$997.11	\$0.00	\$997.11	98.27
6204	GIRLS GOLF	\$7,377.00	\$3,067.80	\$7,209.33	\$167.67	\$0.00	\$167.67	97.73
6205	VOLLEYBALL	\$51,533.00	\$8,314.73	\$52,645.92	(\$1,112.92)	\$0.00	(\$1,112.92)	102.16
6207	GIRLS SOCCER	\$16,532.00	\$2,830.91	\$15,245.24	\$1,286.76	\$0.00	\$1,286.76	92.22
6500	TRANSPORATION	\$211,000.00	\$13,292.08	\$187,819.67	\$23,180.33	\$0.00	\$23,180.33	89.01
6901	TRACK	\$77,347.00	\$26,434.12	\$77,512.82	(\$165.82)	\$0.00	(\$165.82)	100.21
6902	CROSS COUNTRY	\$31,378.00	\$3,688.48	\$27,485.76	\$3,892.24	\$0.00	\$3,892.24	87.60
6903	BAND	\$15,715.00	\$2,837.96	\$14,415.67	\$1,299.33	\$0.00	\$1,299.33	91.73
6904	CHOIR	\$12,217.00	\$3,062.09	\$11,882.05	\$334.95	\$0.00	\$334.95	97.26
6905	DEBATE	\$26,803.00	\$4,066.95	\$26,745.99	\$57.01	\$0.00	\$57.01	99.79
6906	DRAMA	\$22,718.00	\$4,834.14	\$27,392.27	(\$4,674.27)	\$0.00	(\$4,674.27)	120.58
6907	DECLAM	\$6,216.00	\$1,074.40	\$5,738.31	\$477.69	\$0.00	\$477.69	92.32
6909	YEARBOOK	\$7,513.00	\$1,705.87	\$6,842.23	\$670.77	\$0.00	\$670.77	91.07
6911	FFA	\$6,270.00	\$1,514.37	\$6,068.80	\$201.20	\$0.00	\$201.20	96.79
6913	CHEERLEADERS	\$17,196.00	\$2,475.00	\$19,959.56	(\$2,763.56)	\$0.00	(\$2,763.56)	116.07
6914	CLASS/KNOW	\$30,293.00	\$6,963.01	\$28,105.53	\$2,187.47	\$0.00	\$2,187.47	92.78
6915	ACTIVITY DIRECTOR	\$224,168.00	\$16,831.79	\$198,254.68	\$25,913.32	\$0.00	\$25,913.32	88.44
6916	LEGO COMPETITION	\$2,000.00	\$0.00	\$765.31	\$1,234.69	\$0.00	\$1,234.69	38.27
6917	WEIGHT ROOM TRAINER	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	100.00
6918	RURAL ACTIVITIES	\$29,442.00	\$655.89	\$23,593.11	\$5,848.89	\$0.00	\$5,848.89	80.13
10	GENERAL FUND	\$24,338,870.00	\$4,132,273.23	\$24,178,807.01	\$160,062.99	\$792.14	\$159,270.85	99.35
21	CAPITAL OUTLAY							
1111	REGULAR TERM	\$265,428.00	\$0.00	\$192,522.17	\$72,905.83	\$0.00	\$72,905.83	72.53
1121	REGULAR TERM	\$152,525.00	\$0.00	\$63,679.98	\$88,845.02	\$0.00	\$88,845.02	41.75
1131	REGULAR TERM	\$127,550.00	\$0.00	\$129,506.05	(\$1,956.05)	\$0.00	(\$1,956.05)	101.53
2222	SCHOOL LIBRARY SERVICES	\$24,695.00	\$450.96	\$24,917.46	(\$222.46)	\$0.00	(\$222.46)	100.90
2227	TECHNOLOGY IN SCHOOL	\$69,100.00	\$0.00	\$56,215.83	\$12,884.17	\$0.00	\$12,884.17	81.35
2321	OFFICE OF THE SUPERINTENDENT	\$42,715.00	\$0.00	\$42,318.00	\$397.00	\$0.00	\$397.00	99.07
2410	OFFICE OF THE PRINCIPAL	\$70,560.00	\$16,095.00	\$67,891.59	\$2,668.41	\$0.00	\$2,668.41	96.22
2490	OTHER SUPPORT SERVICES-SCH ADM	\$2,000.00	\$0.00	\$1,439.55	\$560.45	\$0.00	\$560.45	71.98
2529	OTHER FISCAL SERVICES	\$5,950.00	\$0.00	\$1,606.00	\$4,344.00	\$0.00	\$4,344.00	26.99
2533	ARCHITECTURE/ENGINEER SERVICES	\$80,000.00	\$6,485.00	\$94,174.66	(\$14,174.66)	\$0.00	(\$14,174.66)	117.72
2535	CONSTRUCTION AND IMPROVEMENTS	\$342,800.00	\$0.00	\$353,090.57	(\$10,290.57)	\$0.00	(\$10,290.57)	103.00
2542	CARE & UPKEEP OF BUILDING SERV	\$142,000.00	\$0.00	\$129,948.31	\$12,051.69	\$0.00	\$12,051.69	91.51
2543	CARE & UPKEEP OF GROUNDS SERV	\$89,000.00	\$0.00	\$76,891.49	\$12,108.51	\$0.00	\$12,108.51	86.39
2549	OTHER OPERATION/MAINT OF PLANT	\$498,945.00	\$56,961.38	\$417,191.00	\$81,754.00	\$0.00	\$81,754.00	83.61
2555	CONTRACTED SERVICES	\$165,000.00	\$0.00	\$0.00	\$165,000.00	\$0.00	\$165,000.00	0.00
2710	SPECIAL ED ADMIN COSTS	\$12,700.00	\$0.00	\$10,266.30	\$2,433.70	\$0.00	\$2,433.70	80.84
5000	DEBT SERVICES-LSE PURCHASE PMT	\$3,336,000.00	\$7,211.68	\$3,321,522.57	\$14,477.43	\$0.00	\$14,477.43	99.57
6101	FOOTBALL	\$26,000.00	\$0.00	\$28,529.95	(\$2,529.95)	\$0.00	(\$2,529.95)	109.73
6102	BASKETBALL	\$2,800.00	\$0.00	\$2,768.64	\$31.36	\$0.00	\$31.36	98.88
6105	BOYS SCOOCER	\$3,500.00	\$0.00	\$3,338.40	\$161.60	\$0.00	\$161.60	95.38
6202	GIRLS BASKETBALL	\$0.00	\$0.00	\$7,440.00	(\$7,440.00)	\$0.00	(\$7,440.00)	0.00
6205	VOLLEYBALL	\$5,000.00	\$0.00	\$4,565.00	\$435.00	\$0.00	\$435.00	91.30
6207	GIRLS SOCCER	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	100.00
6921	RODEO CLUB	\$33,704.00	\$33,704.00	\$33,704.00	\$0.00	\$0.00	\$0.00	100.00
7000	CONTINGENCIES (BUDGET ONLY)	\$6,300.00	\$0.00	\$0.00	\$6,300.00	\$0.00	\$6,300.00	0.00
8110	OPERATING TRANSFERS OUT	\$3,326,000.00	\$738,214.76	\$7,482,789.60	(\$4,156,789.60)	\$0.00	(\$4,156,789.60)	224.98
21	CAPITAL OUTLAY	\$8,833,772.00	\$859,122.78	\$12,549,817.12	(\$3,716,045.12)	\$0.00	(\$3,716,045.12)	142.07
22	SPECIAL EDUCATION							

EXPENDITURE REPORT FUND, FUNCTION, OPR UNIT
EXHIBIT D

Account Number	Account Description	Revised Budget	During Month	To Date	Balance at EOM	Encumbrances		% of Budget
1221	PGMS-STDNT WITH MILD-MOD DISAB	\$2,138,265.00	\$420,859.46	\$2,077,934.57	\$60,330.43	\$0.00	\$60,330.43	97.18
1222	PGMS-STDNT WITH SEVERE DISAB	\$1,608,353.00	\$203,438.48	\$1,439,005.12	\$169,347.88	\$0.00	\$169,347.88	89.47
1223	DAY PROGRAMS	\$175,000.00	\$30,400.00	\$269,909.72	(\$94,909.72)	\$0.00	(\$94,909.72)	154.23
1224	RESIDENTIAL PROGRAMS	\$100,000.00	\$26,764.00	\$71,690.00	\$28,310.00	\$0.00	\$28,310.00	71.69
1226	EARLY CHILDHOOD PROGRAMS	\$137,992.00	\$35,954.65	\$147,653.15	(\$9,661.15)	\$0.00	(\$9,661.15)	107.00
2134	NURSE SERVICES	\$63,467.00	\$17,074.79	\$68,258.61	(\$4,791.61)	\$0.00	(\$4,791.61)	107.55
2149	OTHER PSYCHOLOGICAL SERVICES	\$381,200.00	\$25,486.87	\$323,691.74	\$57,508.26	\$0.00	\$57,508.26	84.91
2159	OTHER SPEECH PATHOLOGY SERVICE	\$577,100.00	\$14,298.68	\$595,638.41	(\$18,538.41)	\$0.00	(\$18,538.41)	103.21
2172	OCCUPATIONAL THERAPY	\$92,700.00	\$1,695.81	\$91,769.09	\$930.91	\$0.00	\$930.91	99.00
2179	OTHER THERAPY SERVICES	\$68,500.00	\$721.11	\$70,396.00	(\$1,896.00)	\$0.00	(\$1,896.00)	102.77
2212	INSTRUCTION/CURRICULUM DEVELOP	\$23,900.00	\$162.92	\$6,049.00	\$17,851.00	\$0.00	\$17,851.00	25.31
2710	SPECIAL ED ADMIN COSTS	\$319,550.00	\$23,373.50	\$297,856.52	\$21,693.48	\$0.00	\$21,693.48	93.21
2736	MULTIPLE DISABILITIES	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0.00
2741	OTHER HEALTH IMPAIRED	\$5,000.00	\$208.69	\$3,231.61	\$1,768.39	\$0.00	\$1,768.39	64.63
2750	OTHER SPECIAL EDUCATION COSTS	\$151,000.00	\$0.00	\$0.00	\$151,000.00	\$0.00	\$151,000.00	0.00
2751	DEAF-BLIND	\$0.00	\$0.00	\$184.08	(\$184.08)	\$0.00	(\$184.08)	0.00
2753	MENTAL RETARDATION	\$0.00	\$1,000.00	\$13,875.72	(\$13,875.72)	\$0.00	(\$13,875.72)	0.00
2757	ORTHOPEDIC IMPAIRMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
2762	AUTISM	\$0.00	\$360.00	\$2,520.00	(\$2,520.00)	\$0.00	(\$2,520.00)	0.00
22	SPECIAL EDUCATION	\$5,867,027.00	\$801,798.96	\$5,479,663.34	\$387,363.66	\$0.00	\$387,363.66	93.40
32	DEBT SERVICE QSCB 2010							
5000	DEBT SERVICES-LSE PURCHASE PMT	\$283,160.00	\$0.00	\$283,160.00	\$0.00	\$0.00	\$0.00	100.00
32	DEBT SERVICE QSCB 2010	\$283,160.00	\$0.00	\$283,160.00	\$0.00	\$0.00	\$0.00	100.00
42	SBHS KITCHEN/COMMONS							
7500	CAPITAL OUTLAY	\$7,770,000.00	\$738,214.76	\$6,856,599.30	\$913,400.70	\$0.00	\$913,400.70	88.24
42	SBHS KITCHEN/COMMONS	\$7,770,000.00	\$738,214.76	\$6,856,599.30	\$913,400.70	\$0.00	\$913,400.70	88.24
51	FOOD SERVICE							
2561	SERVICE AREA DIRECTION	\$130,781.00	\$10,525.77	\$130,384.61	\$396.39	\$0.00	\$396.39	99.70
2562	FOOD PREPERATION/DISPENSING	\$2,236,307.00	\$167,164.04	\$1,708,673.46	\$527,633.54	\$0.00	\$527,633.54	76.41
2563	FOOD DELIVERY SERVICES	\$4,500.00	\$44.27	\$3,435.01	\$1,064.99	\$0.00	\$1,064.99	76.33
2642	RECRUITMENT/PLACEMENT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
51	FOOD SERVICE	\$2,371,588.00	\$177,734.08	\$1,842,493.08	\$529,094.92	\$0.00	\$529,094.92	77.69
53	ENTERPRISE FUND							
1132	SUMMER TERM-INCLUDES PROJ EASY	\$3,000.00	\$2,216.17	\$2,216.17	\$783.83	\$0.00	\$783.83	73.87
2569	OTHER FOOD SERVICES	\$114,202.00	\$26,058.64	\$114,268.31	(\$66.31)	\$0.00	(\$66.31)	100.06
3500	CUSTODY AND CARE OF CHILDREN	\$61,299.00	\$832.59	\$55,943.17	\$5,355.83	\$0.00	\$5,355.83	91.26
3900	Drivers Education	\$30,762.00	\$6,081.61	\$16,468.51	\$14,293.49	\$0.00	\$14,293.49	53.54
53	ENTERPRISE FUND	\$209,263.00	\$35,189.01	\$188,896.16	\$20,366.84	\$0.00	\$20,366.84	90.27
61	NON EXPENDABLE CUSTODIAL							
6900	COMBINED ACTIVITIES	\$0.00	\$0.00	\$1,900.00	(\$1,900.00)	\$0.00	(\$1,900.00)	0.00
61	NON EXPENDABLE CUSTODIAL	\$0.00	\$0.00	\$1,900.00	(\$1,900.00)	\$0.00	(\$1,900.00)	0.00
66	EXPENDABLE CUSTODIAL FUND							
6900	COMBINED ACTIVITIES	\$0.00	\$0.00	\$133,447.65	(\$133,447.65)	\$0.00	(\$133,447.65)	0.00
66	EXPENDABLE CUSTODIAL FUND	\$0.00	\$0.00	\$133,447.65	(\$133,447.65)	\$0.00	(\$133,447.65)	0.00
71	HIGH SCHOOL CUSTODIAL FUND							
6900	COMBINED ACTIVITIES	\$0.00	\$19,333.68	\$166,229.94	(\$166,229.94)	\$0.00	(\$166,229.94)	0.00
71	HIGH SCHOOL CUSTODIAL FUND	\$0.00	\$19,333.68	\$166,229.94	(\$166,229.94)	\$0.00	(\$166,229.94)	0.00
72	CENTRAL CUSTODIAL FUND							
6900	COMBINED ACTIVITIES	\$0.00	\$11,664.01	\$42,533.38	(\$42,533.38)	\$0.00	(\$42,533.38)	0.00
72	CENTRAL CUSTODIAL FUND	\$0.00	\$11,664.01	\$42,533.38	(\$42,533.38)	\$0.00	(\$42,533.38)	0.00

EXPENDITURE REPORT FUND, FUNCTION, OPR UNIT
EXHIBIT D

Account Number	Account Description	Revised Budget	During Month	To Date	Balance at EOM	Encumbrances	% of Budget	
73	MIDDLE SCHOOL CUSTODIAL FUND							
6900	COMBINED ACTIVITIES	\$0.00	\$9,661.70	\$50,140.10	(\$50,140.10)	\$0.00	(\$50,140.10)	0.00
73	MIDDLE SCHOOL CUSTODIAL FUND	\$0.00	\$9,661.70	\$50,140.10	(\$50,140.10)	\$0.00	(\$50,140.10)	0.00



2024-25

AGREEMENT BETWEEN
MEADE EDUCATION ASSOCIATION
AND
MEADE SCHOOL DISTRICT 46-1

"To Build Knowledge and Skills for Success Today and Tomorrow"

Important Dates and Deadlines for Certificated Staff

Item	Article in Negotiated Agreement	Date
Delivery of official transcript(s) to Superintendent to verify credits for lane change	Appendix A	September 1
Request change in category for extra-duty pay	Appendix B	January 1
Request release from extra-duty assignment	Article 5.5	March 1
Notice of intent to take early retirement	Article 5.12	March 1
Application for Leave of Absence	Article 6 & Appendix D	March 1
Confirmation of return from Leave of Absence	Article 6	March 1
Request to advance on Salary Schedule	Appendix A	March 1
Notice of Employment Recommendation	Article 4.4	April 15
Notice of Tentative Assignment	Article 3.3	May 1

ARTICLE 1 RECOGNITION

- 1.1 Pursuant to the provisions of SDCL 3-18, the School Board of School District 46- 1, Meade County, South Dakota, hereinafter referred to as the "Board," recognizes Meade Education Association, hereinafter referred to as the "Association," as the sole and exclusive representative for all regularly employed certificated personnel, hereinafter referred to as "Employee," except for the Superintendent, Business Manager, Principals, Assistant Principals, Curriculum and Technology Director, Director of Special Services, Activities Director, and any future position established by the Board where the person filling the position is required by the State of South Dakota, either by law or regulation to have an administrative endorsement.

Regularly employed certificated personnel shall include only those employees who are required to hold a valid teacher certificate issued by the State of South Dakota Department of Education for the position in which they are employed.

- 1.2 The Board agrees not to negotiate with any other employees' organization, individual employee, or group of employees with regard to negotiable items as defined in Article VIII, Section I, unless otherwise provided for in this Agreement or unless mutually agreed to by the parties during the term of this Agreement. No consultation with employees shall occur to circumvent the authority of the Association.
- 1.3 Pursuant to SDCL 3-18-2 this recognition shall be continuous until questioned by the Board, labor or employee organization or employees. Any challenge to recognition must be processed pursuant to the provisions of SDCL 3-18-5.

ARTICLE 2
EMPLOYEE AND ASSOCIATION RIGHTS

- 2.1 Employee Discipline - Rules and regulations governing employee conduct shall be reasonable and enforcement of employee discipline shall be fair and exercised for a just cause.
- 2.2 Right of Representation - When an employee is required to appear before the Board or the administration concerning matters which will adversely affect the employee's employment, the employee's position, or the employee's salary, the employee shall be entitled to have a representative of the Association present.
- 2.3 Personnel File - Each employee shall have the right, upon request, to review the contents of said employee's personnel file and to place therein written reactions to any of its contents. Employees will be provided a copy of any document added to their personnel file which is confidential personal information, disciplinary in nature, or is to be used for employee evaluation, and will sign an acknowledgment that the document is being added to their file (but not that the employee agrees or disagrees with the contents of the document). If the employee refuses to sign the acknowledgment, his or her supervisor will so note on the document, and will place the document with notation in the personnel file. The employee shall have the right to make copies of any item in the file and to be accompanied by a representative of the Association during the review of the file.
- 2.4 Compiled Law Rights - Whenever any rights or benefits accorded employees under the Compiled Laws of the State of South Dakota or under other laws and regulations exceed the benefits accorded employees elsewhere in this Agreement, then such rights and benefits shall be incorporated into and become a part of this Agreement, except that State laws may not be the subject of a grievance, but violation of such would not preclude other legal action.
- 2.5 School Disturbance - When in the judgment of the teacher the continued presence of a parent or other citizen in the teacher's classroom would create a serious distraction or a disruption of the educational process, the teacher shall report the situation to the principal or superintendent. Upon consultation with the parent or citizen, a determination will be made by the principal or superintendent as to the appropriateness of the continued presence in the classroom. The decision of the principal or superintendent will be final but will not preclude legal action by the employee against the parent or other citizen.

South Dakota law makes it a Class 2 misdemeanor to intentionally disrupt the educational process through boisterous conduct, acts of violence, or threatening language or to prevent a teacher or student to perform their duties. (SDCL 13-32-6)

- 2.6 Use of District Copier - The Association shall be allowed use of the district copier system to conduct Association business. The Association will provide all needed paper.

ARTICLE 3 EMPLOYMENT CONDITIONS

- 3.1 Contract Year - The contract year for certified staff shall be 179 days, except for rural certified staff which is 169 days. Newly hired teachers will be required to attend three additional days for bootcamp. These will be in July and August before the regular back-to-school in-service.
- 3.2 Workday - The workday shall not exceed seven and a half (7.5) hours. If an alternate calendar exists for the rural attendance centers, contract time will be similar for all certified staff in the district. Hours per day and number of days may vary but overall hours will remain the same. The school board will continue to set the amount of contact time for all facilities and grade levels. Principals shall have the right to assign a work schedule with a total of not less than one (1) hour preparation time not including recess per day or five (5) hours per week. Any duty time, including lunch duty, shall be considered part of the seven and a half (7.5) hours. Teachers who elect to perform lunch duty beyond the seven and a half (7.5) hour day shall be paid on the same wage scale as comparable support staff employees.

There will be no more than four (4) evening parent-teacher conferences for each school during the school year. Such conferences may not total more than three (3) hours per evening unless mutually agreed to by MEA and the Board. Each evening will be 3.5 contract hours for leave purposes. The high school will have three (3) four-hour evenings for conferences to align with the trimester schedule. Each evening will be five (5) contract hours for leave purposes.

Faculty meetings that go beyond the normal teacher contract day will not comprise more than eighteen (18) per school year. Such faculty meetings shall neither begin earlier than one (1) hour before the teacher's workday nor end later than one (1) hour following the teacher's workday. Meeting may involve the entire faculty of the district, a school or a specific department.

- 3.3 Notification and Assignment - All employees shall be given individual written notice of their tentative assignment for the following school year by May 1 of the current school year. Assignments will include location and subject area and/or grade level as defined by the employee's current teaching certificate. In the event changes in such assignments are proposed, the employee shall be notified promptly and consulted.

If the change in assignment is implemented after June 1 but before August 30, a \$500 payment will be provided to the teacher. If the change of assignment is implemented on or after September 1, a \$1000 payment will be provided to the teacher.

When the teacher feels the assignment is inappropriate, he/she may communicate the concern to the Board in writing; however, the Board's decision will be final.

- 3.4 Vacancies and Transfers
- A. Vacancies – All vacancies or new positions will be posted on the District website. Such postings will include grade, subject, building, and qualifications. Current employees may apply for any listed vacancy.
- B. Involuntary Transfer - If a transfer is deemed necessary by the Board during the term of the employee's current contract, the employee or employees affected shall be given

written notice of their transfer and the employees so affected shall have an opportunity to consult with the Board prior to any transfer being completed; provided, however, that the decision of the Board shall be final in this regard.

- C. The Board has the right to transfer employees without posting the open positions.

3.5 Professional Development –Tuition Reimbursement

The School Board, upon recommendation of the Superintendent, may grant financial assistance to staff members desiring further training or study to become certified and/or qualified in an area in which the district has need.

To be eligible for such assistance, the staff member shall have completed at least three (3) years of successful service to the district as evidenced by their annual performance evaluations.

The staff member, if approved, will receive the actual credit hour cost up to but not to exceed \$120.00 per credit hour for up to 30 credit hours. Reimbursement payment will be made upon the staff member's display of an official transcript demonstrating successful completion of the approved credit hours of study at a grade of B or better.

To be considered for such assistance, the staff member shall submit a plan fully outlining the program of study to be undertaken and evidence that such program of study will meet the needs of the district and any certification requirements established by the State of South Dakota. A written recommendation of the immediate supervisor shall be attached to this plan along with copies of the three most recent performance evaluations. The plan shall be submitted to the Superintendent's Office no later than March 1st of each year for the following fiscal year. The Superintendent may waive the deadline if, in his/her judgment, it would be in the best interest of the district and the teacher to do so.

An amount sufficient to provide for reimbursement of all approved plans shall be budgeted each fiscal year but in no case shall the aggregate total amount exceed \$10,000.

An employee receiving the benefits under this provision shall agree to remain in service to the school district for one (1) year if the benefit was for 1 to 10 credit hours, two (2) years if the benefit was for 11 to 20 credit hours, and three (3) years if the benefit was for more than 20 credit hours. The period of time for obligatory service shall begin in the year following the completion of the approved program of study.

Failure to complete the planned program of study or the required term of service shall result in the repayment of the financial benefit in full, by payroll deduction or by refund.

Article 4 EVALUATIONS

Starting in the 2015-16 school year Article 4 of the negotiated agreement (evaluations) will be eliminated. The evaluation instrument and guidelines will follow SD Administrative Rule and SD Codified Law. New evaluation instrument and guidelines will be part of school board policy (GCNA*) Any future changes in board policy regarding evaluations will reflect changes in codified law or administrative rule and will be reviewed by a committee of administrators and teachers with recommendations to the board.

4.1 Evaluation Instrument (GCNA*)

Counselors and librarians shall be done using the appropriate version of Form B.

4.2 Evaluation of Athletic Coaches

Evaluations of athletic coaches, assistant coaches and advisers of extra duty assignments shall be done using the appropriate versions of Form A.

4.3 Plan of Assistance

A teacher improvement process implemented under the direction of the principal or supervisor and based upon a deficiency or deficiencies in the teaching performance standards as observed by the principal or supervisor (Form I).

4.4 Employment Recommendation

All teachers shall receive written notice from their evaluators by April 15 of each year indicating the evaluator's employment recommendation. This notice shall indicate one of the following three recommendations.

- A. Recommended for continued employment.
- B. Recommended for continued employment with qualifications. A plan of Assistance must be attached.
- C. Not recommended for continued employment. All previous Plans of Assistance must be attached.

ARTICLE 5
SALARY PROVISIONS

5.1 A. Salary Structure - Base pay, defined as the salary of a teacher with no prior teaching experience and a Bachelor's degree with fewer than 12 semester (12) hours of graduate credit, shall be established annually by the School Board. The base pay for the 2024-25 contract year shall be \$50,000.00

For the 2024-25 school year, returning teachers will receive a 4% or \$2000 increase, whichever is greater in salary minus applicable deduction(s) based on full-time equivalency. Staff members, who are less than 1.0 FTE, will receive a prorated increase.

Each teacher will get an increase between \$80-\$685 after the 4% or \$2000 is figured as a result of the Teacher Review Committee to fix the salary compressions issue.

Teachers that were affected by the 18 year experience cap when they were hired prior to 2023-24 will also get an increase to "catch-up" to their respective years/education amount on the salary scale.

~~Beginning with the 2023-24 school year, negotiated salary increases shall be a percentage increase when the school year begins on an odd year and a dollar amount increase when the school year begins on an even year.~~

Base pay, defined as the salary of a teacher with no prior teaching experience and a Bachelor's degree with fewer than 12 semester (12) hours of graduate credit, shall be established annually by the School Board.

B. For teachers with no previous teaching experience, the salary will be base pay plus the appropriate cumulative differential for the number of graduate semester hours successfully completed.

C. A teacher entering the school district with previous teaching may bring years of teaching experience into the district. The superintendent will use a salary/hiring schedule which includes the salaries, years of experience and educational levels of all existing district employees. Teachers entering the district will be paid in alignment with current employees with similar experience and education levels. See note after section 5.13

D. Any vacancy that falls on the US Department of Education Teacher Shortage areas, has less than 3 applicants after two weeks, remains unfilled after July 1st, or any position that is vacated after July 1st, the Board may offer a one-time signing bonus, not to exceed \$2,000, to the successful candidate as an incentive to accept the contract offer. This one-time bonus will be paid half in their September payroll and half in their January payroll. (Note: The signing bonus is a one-time payment and would not be repeated for the same employee in extension of this contract if a new contract is not ratified.) Exceptions are below in Section E.

E. Special Education Retention, Transfer and Hiring Bonus

1. Retention Bonus for all current Special Education Teachers and licensed staff from BHSSC that return the following year.

-Year 1 \$2500 payable per contract language above

-Year 2 \$1500 payable per contract language above

-Year 3 \$1500 payable per contract language above

2. All current teachers who transfer from general education to special education
 - Year 1 \$2500 payable per contract language above
 - Year 2 \$1500 payable per contract language above
 - Year 3 \$1500 payable per contract language above
3. New Hires
 - Year 1 \$2500 payable per contract language above
 - Year 2 \$1500 payable per contract language above
 - Year 3 \$1500 payable per contract language above
 - (This is in lieu of the vacancy sign-on bonus)

The Special Education bonus structure is to be reviewed during the spring of 2025 negotiations.

F. If it is in the best interest of the district, the superintendent has the discretion in placing a new teacher within the hiring structure using criteria other than years of experience and educational differentials. See note after Section 5.13

5.2 Full Experience – In accordance with the limitations dictated in 5.1 above, a teacher entering the District shall be given full credit in the salary structure for previous teaching experience provided the following conditions are met:

- A. The experience to be credited was gained in a school having comparable South Dakota or other state's accreditation status.
- B. At least a total of one year of experience must have occurred within the previous five years.
- C. The nature of the previous teaching experience is similar to the assignment in the Meade School District.

5.3 Payroll Procedures - Paydays will be on the 21st day of each month. If the 21st falls on a day when school is not in session, the payday will be on the last day school is in session prior to the 21st. In the event that certain deductions are to be made from the last check, the disputed portion of that check will be frozen in the form of a separate check until the following Board meeting when such deductions may be authorized. All checks will be deposited directly in the financial institution of each employee's choice.

5.4 Pay Options - Teachers will receive their contract pay over a 12-month period. Any teacher who is retiring from the teaching profession at the end of the school year and is eligible to draw benefits from the South Dakota Retirement System may request in writing that the June, July and August salary payments be included with the May payment. Teachers may request to have South Dakota Education Association dues deducted from their paychecks.

5.5 Supplemental Job - The supplemental pay schedule shall be set forth in Appendix B, which is attached to and incorporated into this Agreement. All new employees who are assigned supplemental jobs will have a combined teaching and extra duty contract.

Those staff members who have a combined teaching and extra duty contract who wish to be released from a supplemental assignment but remain in the system as a teacher must notify the superintendent by March 1. After making efforts to find a replacement and not being able to fill the vacancy prior to May 1, the Board may issue a contract containing the extra duty assignment. The Board will continue to seek a replacement and if one is found prior to the start of the assignment, the contract will be amended to delete the assignment. If a replacement cannot be found, the staff member will be required to fulfill the contract but may

make another request for release the following year.

- 5.6 Supplemental Job - Payroll Procedures - Supplemental pay shall be added to the employee's salary and shall be paid in the paycheck each pay period. If an employee does not fulfill the dates, his/her pay will be adjusted accordingly.
- 5.7 Building Heads - The line of authority used by the Board shall inform the teachers listed that their responsibilities are limited to informing the appropriate authorities (principal, superintendent, fire department, etc.) that help is needed.
- 5.8 Employee Benefits - The Board will provide a health insurance plan, with the following provisions:
- A. New employees beginning in 1998-99 will only have the option of the health insurance plan. The deferred compensation plan will no longer be available.
 - B. The Board will pay up to \$580 of the single premium for the health insurance plan.
 - C. The district is offering an HSA compatible insurance policy. If the employee selects to enroll in a single HSA account, the difference in the employer contribution and premium will be to be given to the employee towards their HSA account. The employee will be responsible for the cost of the HSA account.
 - D. Employees who elected the deferred compensation plan prior to 1998-99 and who wish to remain on this plan will receive \$1,624.00 annually. This amount will remain the same as long as such employees continue to elect this plan.
- No other employees will have the option of electing the deferred compensation plan.

A six-member committee composed of three members appointed by MEA, two members appointed by the Board, and one non-certificated employee appointed by the superintendent shall annually review and recommend changes in the plans and carriers of the benefit package. These recommendations will be made to the Board and the MEA.

For those employees who choose the deferred compensation plan, the benefit will be lowered by the amount of District contribution to Social Security, withholding and State Retirement. The employee's contribution to the State Retirement fund will then be calculated and withheld from the benefit. After these adjustments, and as of July 1, 2008, the balance of the funds shall be applied to the South Dakota Supplemental Retirement Program.

As of July 1, 2008, employees who have tax-sheltered annuities, or elect to begin contributions to a tax-sheltered annuity, will only be offered the option of participating in the South Dakota Supplemental Retirement Plan for such purposes.

All those part-time employees hired prior to November 16, 1982, shall be granted the above benefits in full. Employees hired after November 16, 1982:

- 1. Shall have their benefits under this Article pro-rated equal to the fraction of a full-time contract in effect.
 - 2. If a part-time employee's fraction of a full-time contract changes, the pro-ration of benefits shall change accordingly, but never exceed the full-time contract rate.
- 5.9 Travel Expenses - Employees will be reimbursed state rate for mileage and other travel-related expenses approved by the superintendent or his/her designee required in the performance of their duties as assigned by the administration.
- 5.10 Retirement Pay - An employee, upon final retirement from the teaching profession and who

is eligible to draw benefits from the South Dakota Retirement System, shall receive as retirement pay one-half (1/2) of their unused sick leave times the certified substitute pay rate. The payment will be made on the regularly scheduled payroll in the July following the retirement to the South Dakota Retirement System Special Pay Plan. To be entitled to this retirement pay, an employee must have a minimum of ten (10) years in the Meade School District 46-1 system. The employee must notify the superintendent of their plan to retire by March 1. However, the superintendent has the authority to waive such March 1 deadline. If the employee fails to timely notify the superintendent and the deadline is not waived by the superintendent, the employee will forfeit the retirement pay set forth above.

5.11 Pre-signing Contracts - All returning teachers' contracts shall be signed by the Board prior to issuance. All new teachers' contracts shall be signed at the next regular Board meeting following receipt.

5.12 Early Resignation Incentive – The Board will set an early resignation incentive at the November board meeting for staff that give their intent to resign at the end of the school year. Employees will be eligible once they have been employed with Meade School District for 5 years.

5.13 National Board Certified Teachers and Counselors shall be paid a yearly \$1,000.00 stipend during the ten (10) year certification period, in addition to other compensation provided for herein. Such yearly stipend shall be payable in twelve monthly installments. The Administration shall verify such Certification prior to payment, and such Certification shall remain on file during the payment of such stipend. If such Certification is revoked or terminated during the ten year Certification period, the payment of such stipend shall end until and unless such Certification is reinstated.

~~Note: During the 2023-24 school year, there will be a committee composed of a district representative, MEA representative, Human Resources, and the Superintendent to research the following:~~

~~1. Addition of a salary structure for speech therapists, school psychologists, behavior analysts, occupational therapists, and physical therapists under the negotiated agreement. The proposal will be brought back to the 2024-25 negotiations.~~

~~2. Adjustment for salary base being raised and multiple years of experience at the same salary. These adjustments will be made within a 2-year cycle.~~

~~3. Alignment of years of experience in the salary structure in regards to 18-year cap being removed. These adjustments will be made within a 5-year cycle.~~

~~4. Develop a pay structure for CTE positions based on their education and experience.~~

ARTICLE 6 LEAVES

Teachers requesting absence for those leaves requiring Board action must make application by March 1 of the year prior to the year during which they are on leave. Teachers returning from leave must confirm their return by March 1 of the year during which they are on leave. Failure to confirm the return shall be deemed to be a resignation. The Board may waive the March 1 deadline in an emergency. Upon request, Association viewpoints will be heard prior to granting leave.

All leaves must be approved by administration. Denial or approval will be at the discretion of administration and all decisions may not be grieved.

- 6.1 Sick Leave - Eight (8) days sick leave per year without deduction in pay and accumulative to one hundred (100) days. New employees, entering the district after July 1, 2014, are eligible to accumulate seventy-five (75) days of sick leave. This includes immediate family: spouse, children (step), father (step), mother (step), parents-in-law, brother, sister, grandparents and grandchildren. Any available sick leave may be used in the event of the death of the employee's spouse, children (step), parents (step), siblings (step), grandparents, and grandchildren. Up to three (3) days of available sick leave may be used in the event of the death of the employee's parent(s)-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law. The Board may request a physician's statement at the following times: after five (5) consecutive sick days, ten (10) working days of sick leave, or if the employee has exhausted their sick leave balance. The Board may request an additional statement every ten (10) working days thereafter. The Board reserves the right to require a second opinion from a physician of mutual consent, the cost of which will be borne by the Board.

Maternity/Paternity Leave - An employee may use up to six (6) weeks of sick leave for the birth and/or legal adoption of a child. The six (6) weeks shall begin at the time of the birth or placement of the child. Mothers who have undergone childbirth will be granted the first 5 days of the six (6) weeks of maternity/paternity leave with no reduction to their sick leave. If the birth or placement of the child occurs prior to the beginning of school, only that portion of the six (6) weeks which falls during the school year may be taken. If both mother and father are employees of the District, the combined maternity/paternity leave must be taken within the six (6) weeks period immediately following the birth or placement of the child. Grandparents may use up to three (3) days of sick leave to attend to the birth and/or legal adoption of a grandchild, and these days shall be taken within the six (6) weeks immediately following the birth and/or placement of the child.

A voluntary Sick Leave Bank will be established under the following conditions:

- A. Each participating employee contributes one (1) day of sick leave every other year. First-year teachers with the District may draw up to five (5) days of sick leave from the bank. Beginning with the second year of employment, qualifying teachers may draw up to thirty (30) sick leave days from the bank. Use of the sick leave bank is contingent upon

named employee having used two (2) days more than all of his/her accumulated sick leave and personal leave as provided by Board policy. An individual employee may choose to donate up to two (2) sick leave days for use of a specific employee who has exhausted his/her allocation of days from the sick leave bank. The maximum number of additional days that such an employee may use is thirty (30).

- B. Teachers must join the Bank by September 15 of their first year of employment in the District. Teachers who do not sign up by the established deadline will not be given the opportunity to participate again. Similarly those who chose to opt out of the sick leave bank will not be given the opportunity to participate again.
 - C. Administration of the program will be handled by the School District Business Office.
 - D. All requests for use of this Bank must be submitted in writing to the Superintendent, who will make the decision on the request.
 - E. Each employee enrolling in the Bank will donate one day of his/her sick leave to the Bank every other year. The number of days in the Bank may not exceed 500.
 - F. The Sick Leave Bank is intended to help cover additional days needed as defined by the approved sick leave policy under Section 6.1. Maternity leave does not qualify for the use of Sick Leave Bank unless there are complications accompanied by a doctor's note.
 - G. A person withdrawing from membership in the Bank will not be able to withdraw contributed days.
 - H. Persons withdrawing sick leave days from the Bank will not have to replace those days except as a regular contributing member of the Bank.
 - I. The Board (or Superintendent) may, at their discretion, request a doctor's report before granting approval for withdrawal of days from this Bank.
 - J. Approval to draw days from the Bank shall be given only for the school year in which the illness or disability causing the long-term absence began. Should it be necessary to request days from the Bank in a second school year for the same illness, the approval and qualification process as outlined in "A" above will begin again.
 - K. On or before September 1st of each year, the Business Office shall provide the Association president an accounting of the Sick Leave Bank. This accounting will include the balance from the previous year, days contributed, days used, and the current balance. (Note: Because the Sick Leave Bank is open to all employees of the district, it is understood that the accounting report will include aggregate data for all employees who have elected to participate and not just employees of the bargaining unit.)
- 6.2 Bereavement Leave - The employee may have up to two (2) days to attend to bereavement needs.
- 6.3 Personal Leave
- A. At times during the school year a teacher may have a need for personal leave days. The following shall be the procedure to qualify for and request personal leave.
 - B. The maximum of four (4) days may be allowed per year per teacher without a reduction

in pay. One (1) additional day may be allowed, and that additional day shall be charged to the teacher's accumulated sick leave.

- C. Should a teacher find it necessary to request personal leave for the day before or after one these school holidays (Thanksgiving, Christmas, or Easter,) during the first or last week of the first semester, or first week or last two weeks of the second semester, specific reasons must be given. The leave is subject to approval by the superintendent. Application for personal leave should be submitted three (3) full days prior to the date requested when possible.
 - D. The Teacher will request all leave through the District AESOP program. Employees will be notified through the AESOP program when leave has been approved by the administration.
- 6.4 Unused Personal Days – On an annual basis, a teacher's unused personal days will be rolled into his/her accumulated sick leave. As an alternative, a teacher may annually request reimbursement for unused personal days at the rate of non-certified substitute teacher pay days 1-10. Said request must be made by June 1 of the current school year.
- 6.5 Days of Leave Without Pay – Additional days may be granted at the discretion of the superintendent. Requests shall be submitted to the immediate supervisor prior to the absence. Days of leave without pay must be taken in full day increments. Payroll deduction for these days shall be determined by dividing the annual teaching salary by contract days.
- 6.6 Parental Leave of Absence - The Board shall grant requests for a parental leave of absence not to exceed one year when reasonable need exists. An employee who returns from parental leave shall be reinstated to the employee's former position or its equivalent, unless that teacher is the appropriate person to be involved in a Reduction in Force. Parental leave shall include leave for the purposes of child adoption and child rearing.
- 6.7 Leave of Absence - An unpaid leave of absence of up to two (2) years shall be granted by the Board to a teacher who wishes to pursue continuing education which will benefit the District. Eligibility for this leave shall be restricted to those teachers who have completed three (3) years of successful service to the District. (Appendix D)
- 6.8 Medical Leave of Absence - The Board may grant a medical leave of absence to an employee whose medical condition requires an extended period away from work. The initial length of such leave shall be no more than one (1) year but may be extended at the discretion of the Board.
- 6.9 Professional Leave - Employees may be allowed professional leave with no payroll deduction upon approval by the immediate supervisor for attendance at conventions, institutes, workshops, or other professional meetings related to the teacher's assignment or to enhance professional benefit to the District. Professional leave shall be applied for through the District's AESOP program. The employee shall file a report on the activities of the meeting(s) with recommendations, if any, upon request from the principal or superintendent.

An employee asked to serve as consultant, judge or sports official, while school is in session, shall send a written request for release to the principal. He/she shall make a choice of whether or not he/she receives his/her regular salary or the gratuity for his/her services. If he/she chooses to accept regular salary, the gratuity shall be given to the School District and deposited in the General Fund.

Professional leave may not be used to accept a position at another educational institution when the duties interfere or coincide with a teacher's contract obligations in the District.

- 6.10 Association Leave - The Association shall be allowed a maximum of eight (8) days of paid leave per year for its members to attend SDEA/NEA sponsored activities or MEA activities as approved by the superintendent.
- 6.11 Civic Duty - An employee serving as juror, subpoenaed witness, or elected or appointed official shall notify his/her immediate supervisor in writing of the nature and probable inclusive dates (beginning and ending) of the duty to be served. The employee shall make a choice of whether or not he/she receives his or her regular salary, or the compensation for his/her services. If he/she chooses to accept his/her regular salary, the compensation shall be given to the District and deposited in the General Fund.
- 6.12 Military Leave – An employee that is called to active duty in the U.S. Armed Forces shall make a choice of whether or not he/she receives his or her regular salary or the compensation for his/her services. The employee is eligible to receive up to five (5) days of compensation from both the school district and the military per school year. After the five (5) days, if he/she chooses to accept his/her regular salary, the military compensation shall be given to the District and deposited in the General Fund.
- 6.13 Family and Medical Leave. The District will follow the provisions of the Family and Medical Leave Act of 1993 as follows:
- A. FMLA leave will be available for full-time teachers who have completed one year of service to the District.
 - B. FMLA leave is defined as unpaid leave for the employee's own illness, the birth and first-year care of a child, the adoption or foster-parent placement of a child, and the care of a child, spouse, or parent who has a serious health condition.
 - C. Teachers may use a maximum of 12 weeks of leave per year under the provisions of this Article, including sick leave and FMLA leave. A year consists of 365 days and begins the day FMLA leave commences.
 - D. Teachers must give at least 30 days notice before taking FMLA leave, if possible. Application for FMLA leave shall be made to the HR office, and approval needs to be given by the superintendent.
 - E. The Board will continue to pay its portion of employee benefits as defined in Article 5.8 for the period of the FMLA leave. However, if the teacher resigns from his/her position without returning to work, the teacher must reimburse the District for these payments.
 - F. The Board or superintendent reserves the right to require health certification, at District expense, before the teacher returns to work. The Board or superintendent also may require a doctor's certificate to determine whether an illness of either the teacher or a family member is a "serious health condition" as defined by the Act.
 - G. When an employee's absence from duty qualifies as leave under the FMLA, that leave shall be deemed to be initiated, and applicable paid leaves shall be applied during such absence.
- 6.14 Teachers on Parental Leave of Absence (6.6), Leave of Absence (6.7), Medical Leave of Absence (6.8), or FMLA Leave (6.13) shall not lose their accumulated benefits. Such

time will not count as time employed for purposes of SDCL 13-43- 6.3.

- 6.15 Medical Opinion - During the period of a leave of absence an illness or injury may develop for which the Board has concerns regarding the teacher's ability to perform the contracted duties. The Board may require a physician's opinion verifying the teacher's competence to return. The choice of the physician shall be mutually agreed upon; the cost of such examination will be borne by the Board.

ARTICLE 7 GRIEVANCE PROCEDURE

- 7.1 Definition - The word "grievance" as used in this Agreement shall mean a complaint by an employee, group of employees or the grievant based upon an alleged violation, misinterpretation or inequitable application of any existing agreements, contracts, policies, rules or regulations of Meade School District 46-1 as they apply to conditions of employment. A grievant is defined as anyone signing a grievance.
- 7.2 Immediate Supervisor - Whenever any employee or group of employees has a grievance, they shall meet informally with the immediate supervisor within thirty-five (35) days of the occurrence in an attempt to resolve the issue. If informal procedures do not resolve the matter, and if the grievant wishes to proceed, the grievant must submit a formal written statement of the grievance to the immediate supervisor of the grievant within ten(10) days after the informal meeting. The immediate supervisor shall set a meeting date as soon as possible, but in any event, no later than seven (7) days after the written grievance has been filed. Within seven (7) days after the meeting, the immediate supervisor shall serve a written disposition of the matter upon the party or parties involved.
- 7.3 Superintendent of Schools - If the grievance is not resolved by the immediate supervisor, the grievant may refer the grievance to the superintendent or the superintendent's official designee within seven (7) days of the immediate supervisor's written disposition of the grievance. The superintendent shall arrange with the grievant a meeting to take place as soon as possible, but not later than five (5) days of the filing of the grievance. Within five (5) days of the meeting, the grievant shall be provided with the superintendent's written response, including the reasons for the decision.
- 7.4 School Board - Within five (5) days after receipt of the above disposition the grievant may, if the grievance remains unsolved, appeal to the School Board. The Board shall hold a formal hearing no later than its next regularly scheduled meeting and serve a written disposition of the matter on the party or parties within five (5) days after the hearing. Should the grievant believe that it is necessary for the Board to hear the grievance prior to its next regularly scheduled meeting, the grievant may request that the Board hold a special meeting for this purpose; the President of the Board shall decide whether to honor this request.
- 7.5 Division of Labor and Management Relations - The grievant may, if the grievance remains unresolved after the Board hearing, within 20 days after the delivery of the Board's disposition, appeal in writing on forms prescribed by the Division; and the Division shall conduct a formal hearing and issue a binding order covering the points raised.
- 7.6 Time Limits - If the employees fail to file the grievance or appeal within the time limits established, the grievance shall be considered void. Once a grievance has been initiated, the time limits specified herein may be extended by mutual agreement of both parties.

In the event that a grievance is filed at such time that it cannot be processed through all steps of this procedure by the end of the school year, the time limit set forth herein shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

- 7.7 Special Grievances - A grievance involving the actions of an administrator with District-wide responsibilities (such as Curriculum Coordinator or Director of Activities) is to be filed as provided in Section 7.2, and the administrator involved will be considered to be the immediate supervisor for the purpose of processing the grievance. Class grievances involving more than one immediate supervisor may be initially filed with the superintendent as provided in Section 7.3.
- 7.8 Association Participation - Employee Represented - The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level. The Association will be notified whenever a formal written grievance is filed. No employee shall be required to discuss any grievance if the Association's representative is not present.
- 7.9 Association Participation - Employee Not Represented - When an employee is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at any stage of the grievance procedure and shall receive copies of the decision.
- 7.10 Board - Administration Cooperation - The Board and administration shall cooperate with the Association in its investigation of any grievance.
- 7.11 No Reprisals Clause - No reprisals shall be taken by the Board or the administration against any employee because of the employee's participation in a grievance.
- 7.12 Released Time - Should the investigation or processing of any grievance require that an employee or an Association representative be released from their regular assignment, the employee or Association representative shall be released without loss of pay or benefits.
- 7.13 Filing of Materials - All records related to a grievance shall be filed separately from the personnel files of the employee.
- 7.14 Grievance Withdrawal - A grievance may be withdrawn at any level without establishing precedent.
- 7.15 Days Defined - "Days" as used in this Article shall mean working days.
- 7.16 Waiver of Steps - In the event the requested remedy is beyond the power of the immediate supervisor to grant, the grievance may be filed initially with the superintendent as provided in 7.3 of this Article. If the superintendent does not have the power to grant the requested remedy, the grievance may be filed initially with the Board as provided in 7.4 of this Article.
- 7.17 Discovery – The purpose of a grievance hearing is the full and fair presentation of the case by the grievant and the Superintendent to the School Board or Department of Labor (“DOL”) without surprise or presentation of previously un-disclosed materials. If a grievance is appealed to the School Board or DOL, the grievant/grievant’s representative and the superintendent/superintendent’s representative shall fully disclose to the other party at least three (3) working days prior to the School Board/DOL hearing all the materials to be presented.

**ARTICLE 8
NEGOTIATIONS PROCEDURE**

- 8.1 Pursuant to SDCL 3-18, the parties agree that their duly designated representatives shall negotiate in good faith with respect to rates of pay, wages, hours of employment, or other conditions of employment. Each party shall select its own representatives. Negotiations shall begin no earlier than January 1 and no later than April 15.
- 8.2 If agreement is not reached through negotiations, either party can declare to the other in writing that an impasse exists and call for mediation pursuant to SDCL 3- 18.1.
- 8.3 When an impasse has been declared, the Division of Labor and Management may be requested by the parties to appoint a mediator from its staff. If conciliation is selected by either party, the mediator shall meet as soon as possible with the parties or their representatives or both, either jointly or separately and shall take such steps as the mediator deems appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement.
- 8.4 In the event mediation is unsuccessful, either party may request fact-finding pursuant to the provision of SDCL 60-10-2 and/or 60-10-3. Within five (5) days of receipt of the written report of the fact-finder, the parties shall meet to discuss implementation of the fact-finder's report.

ARTICLE 9
REDUCTION IN FORCE, LAYOFF, AND SENIORITY

- 9.1 Nothing contained in this Article shall be interpreted as limiting the Board's authority to determine the number of teaching positions in the School District. Should the Meade District Board deem it necessary to initiate a RIF, the following procedure will be followed:
- A. The situation confronting the District will be communicated to the Meade Education Association (MEA). The MEA may make alternative suggestions to the RIF. The Board shall consider and respond to all such suggestions. A period of no less than 21 days shall elapse from communication of a need for RIF and any RIF notices.
 - B. Teachers identified by the Board as potentially being RIF'ed may be offered the option of terminating their employment with the Meade School District 46- 1 and accepting a payment commensurate to the early retirement schedule (5.11 of this document). A person not yet 55 years of age would be eligible for the specified payment in this instance. The offering of this option shall rest solely with the Board.
 - C. In making staff reductions involving teachers in their fourth or subsequent year of employment in the District, the Board will follow the provisions of SDCL 13-43-6.4.
- 9.2 The School Board shall use the following criteria in determining which teacher or teachers are to be RIF'ed. The Staff Assessment Tool (Appendix F) shall be used to apply these criteria. It shall be the goal of the Board to retain the most effective teachers; those who perform at the highest level of proficiency and contribute most toward providing the highest quality of instruction to the students of the District.
- A. Certification
 - B. Education
 - C. Total Experience and In-district Experience
 - D. Formal Evaluation
 - E. Administrator Recommendation
- 9.3 Recall rights shall be extended to all continuing contract teachers who have been RIF'ed with the exception of those teachers who are currently on a plan of assistance or have been "on notice" within the last three (3) years. Such recall rights shall extend for a period of three years from the first day of the school year succeeding the year in which the teacher was given notice of RIF. Newly created or vacant positions shall be offered to all RIF'ed teachers in the reverse order of their RIF (that is, the last RIF'ed shall be the first to be offered future employment.)

The Board shall maintain a list of RIF'ed teachers and shall provide the MEA with an updated list upon request by the MEA. RIF'ed teachers shall be notified by certified mail of the offer of employment. The teacher shall have fourteen (14) calendar days after receipt of the letter to reply. In the event that a teacher shall refuse an offer of re-employment during the period of recall as specified above, that teacher shall be deemed to have requested his/her name to be removed from the recall list. It is the responsibility of the RIF'ed teacher to maintain a current address with the Board.

Any RIF'ed teacher may request that her/his name be removed from the recall list at any time.

New teachers will not be employed with the District until all RIF'ed teachers have been given an opportunity to accept a new or vacant position for which they are certified and qualified.

- 9.4 Teachers laid off by this policy shall not lose their accumulated benefits or positions in the salary structure. However, such time will not count as time employed for purposes of SDCL 13-43-6.3.

ARTICLE 10
EFFECT OF AGREEMENT

- 10.1 The District retains unto itself the powers and duties vested in it by the laws of the State of South Dakota and the United States. The exercise of the aforementioned powers, duties and adoption of policies shall only be limited by the terms and conditions of this Agreement. Board policies shall be coordinated so as to not be in conflict with this Agreement.
- 10.2 Individual Contract - The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements. The contract document shall be set forth in Appendix E attached hereto and made a part hereof. This document shall be issued to each teacher hired.
- 10.3 Savings Clause - Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.
- 10.4 Inclusions - The parties agree that applicable South Dakota Statutory and Case Law and the Constitution of the United States and the State of South Dakota are hereby incorporated into this Agreement.
- 10.5 Terms of Agreement - The provisions of this Agreement shall be effective as of the 1st day of September, 2024 and shall continue in effect through August 31, 2025. If a successor agreement is not arrived at, the terms of this Agreement will remain in effect until a successor agreement is established and signed by both parties.
- 10.6 Salary Adjustment - In the event that a successor agreement has not been signed prior to one or more paydays in the year following the term of this Agreement, any increase in salary and in payment for extra duty work shall be paid to those entitled thereto by check as expeditiously as possible after a successor agreement has been signed. Such payment will be without interest on the sums so paid.
- 10.7 Copies of the Agreement - It shall be the responsibility of the Association to distribute copies of the MEA Negotiated Agreement to its members. As a courtesy, the Agreement will available on the District website: EMPLOYEE INFORMATION under the section HANDBOOKS.
- 10.8 Emergencies – The District and Association agree to prepare emergency action plans for the continuation of services as contemplated in the Agreement in the event of Force Majeure, pandemic, epidemic, or emergency condition. The plan will be reviewed annually by the parties and will address the following elements:
- A. Procedures for continuation of vital services and provisions for addressing evacuation and quarantine of students and employees.
 - B. Persons responsible for implementing emergency procedures.
 - C. Employee accountability to observe, and staff authority to impose, medical safeguards and practices needed for continuation of vital services.
 - D. Compensation for overtime and extraordinary costs.

10.9 Force Majeure – Neither the District nor the Association shall be responsible to the other for any loss resulting from the failure to perform any terms or conditions of this Agreement, except for payments of monies owed, if a party’s failure to perform is attributable to war, riot, flood, pandemic, epidemic, or other biological contagion emergency, or other casualty to the District’s facilities not within the control of the party whose performance is interfered with, and with by reasonable diligence such party was unable to prevent. Any such occurrence shall be referred to as a “Force Majeure.”

This Agreement signed this _____ day of _____, 2024, IN WITNESS WHEREOF:

FOR THE MEADE EDUCATION ASSOCIATION:

President

Secretary

FOR THE SCHOOL BOARD, MEADE SCHOOL DISTRICT 46-1:

President

Business Manager, Meade School District 46-1

PROVISIONS

1. Any teacher expecting to advance in the salary structure (BA to BA+12, BA+24, MA, etc.) must notify the superintendent in writing by March 1. Credits must be earned prior to September 1 of the school fiscal year. In order to advance in the salary structure, a teacher must earn the proper number of graduate or undergraduate hours, subject to the limitations in provision #3.

2. The pay differential for graduate hours shall be:

BA + 12	\$500
BA + 24	\$550
MA	\$3,000
MA + 12	\$600
MA + 24	\$700
MA + 36	\$1,000* (at least 12 graduate hours must have been completed after September 1, 2005)
MA + 48	\$700

3. To advance from BA to BA + 12, teachers may use a combination of graduate and/or undergraduate hours. Beginning July 1, 2012, teachers who wish to advance beyond BA + 12 may only use graduate hours. Teachers hired prior to July 1, 2012, may use undergraduate hours earned prior to July 1, 2012, for the purposes of salary advancement.

4. The Board may issue extended contracts on a pro-rated basis. Contractual salaries for rural teachers who live in District housing may be raised by the amount of the rent charged in order to comply with federal law regarding taxable income. No individual negotiations may occur at any time pursuant to South Dakota State Law.

5. Special Education teachers may be called upon to provide instructional services to students whose IEP's require an extended school year. When such duty is assigned, the teacher will be paid at a rate established by the School Board, but not less than \$18.00 per hour.

6. An *ad hoc* committee composed of four (4) teachers, representative of the elementary, middle, high school, and special services, and four (4) individuals, representative of the administration, shall be formed to review the new state mandated evaluation instrument and process. The *ad hoc* committee will make recommendations to the President of MEA and the Superintendent on how to implement the evaluation process in Meade School District. The committee will not be activated until the state DOE formally approves the new instrument.

EXTRA DUTY SCHEDULE

CATEGORY	SALARY	EXPERIENCE DIFFERENTIAL
0	\$6,468	\$95 per year
1	\$5,415	\$83 per year
2	\$4,608	\$68 per year
3	\$3,802	\$57 per year
4	\$3,136	\$52 per year
5	\$2,453	\$41 per year
6	\$2,120	\$36 per year
7	\$1,228	\$21 per year

0. Head HS Boys Basketball, Head HS Girls Basketball, Head HS Football, Head HS Volleyball, Head HS Wrestling, Head HS Track, Head HS/MS Debate Coach
1. HS FFA Advisor, Head HS Comp Cheer/Fall Sideline Cheer, HS Head Cross Country, Middle School Activities Director, Strength and Conditioning Coach, Head HS Drama Coach, Head HS Girls Soccer, Head HS Boys Soccer, HS Band Director
2. Assistant HS Boys Basketball (JV and C), Assistant HS Girls Basketball (JV and C), Assistant HS Football (JV and C), Assistant HS Volleyball (JV and C), Assistant HS Wrestling, Assistant HS Track, Head HS Boys Golf, Head HS Girls Golf, Head HS Dance
3. Assistant HS Cross Country, HS Drama Musical (Split), HS/MS Assistant Debate Coach, District Calendar Coordinator, Assistant HS Boys Soccer, Assistant HS Girls Soccer, HS Student Council, HS Vocal Director, HS Oral Interp (Declam), Assistant HS Comp/Fall Cheer
4. HS Yearbook Advisor, MS Student Council, HS Winter Sideline Cheer
5. Head MS Boys Basketball, Head MS Girls Basketball, Head MS Football, Head MS Cross Country, Head MS Track, Head MS Wrestling, Head MS Volleyball, Special Olympics Coach, HS FCCLA Advisor, HS Senior Class Advisor (Split), HS Junior Class Advisor (Split), Head MS Drama
6. Assistant MS Football, Assistant MS Boys Basketball, Assistant MS Girls Basketball, Assistant MS Wrestling, Assistant MS Volleyball, Assistant MS Track, Assistant MS Cross Country, Rural Volleyball Coach, Rural Boys Basketball Coach, Rural Girls Basketball Coach, Rural Track Coach, MS Band Director, ProStart
7. MS Debate, HS Knowledge Bowl, MS Knowledge Bowl, MS Vocal Music, MS Yearbook, HS Pep Club Advisor, Assistant MS Drama

Persons wishing to have a position moved to a different category must submit a written request with justification to both negotiating bodies by January 1st.

The experience differential for returning coaches shall be applied in the same sport or activity only. ~~and shall be retroactive to a maximum of five (5) years beginning with the 2008-09 school year.~~

~~The experience differential for new coaches shall be applied in the same sport or activity only (subject) to a maximum of five (5) years.~~

~~Lower classification levels (i.e., assistant coach) will be converted to the then current and higher classification level (i.e., head coach), one conversion occurring each year for every year of service at the higher classification level.~~

SEPARATION FROM EMPLOYMENT

ON NOTICE STATUS

If a situation should develop involving a possible recommendation of probationary contract, or non-renewal of contract, the teacher will be informed by the principal that he/she is classified as ON NOTICE. The teacher will be advised in writing relative to the areas in which improvement is necessary. ON NOTICE status applies to teachers who are in their fourth or subsequent year of employment in the District.

PROBATIONARY CONTRACT

A teacher in his/her fourth or subsequent year of employment in the District, whose work is not satisfactory, may be placed on one year's probation upon the recommendation of administrators and approval by the School Board. In such case, the teacher shall remain at the same salary for the year just completed.

A teacher may be placed on probation not to exceed one year.

TERMINATION AND NON-RENEWAL OF CONTRACT

The legal provisions applying to termination and non-renewal of a teacher's contract are contained in SDCL 13-43-6.1 to SDCL 13-43-6.6, inclusive.

RESIGNATIONS

Resignations shall be in writing and directed to the Superintendent of Schools and referred by him to the School Board.

LIQUIDATED DAMAGES

If the teacher request to be released from his/her individual teaching contract prior to its terminal date, and the School Board agrees to the release, the School District may withhold monies due the teacher or collect from the teacher the sum of five hundred dollars (\$500.00) as liquidated damages if such termination occurs after June 1st, one thousand dollars (\$1,000.00) after June 15th, two thousand dollars (\$2,000.00) after July 1st, three thousand dollars (\$3,000.00) after August 1st, four thousand dollars (\$4,000.00) after August 15th.

Meade School District 46-1

REQUEST FOR LEAVE OF ABSENCE

I, _____, request an unpaid leave of absence from position as _____ at _____ from _____ to _____ (Date) (Date)

Reason(s) for leave: _____

Benefit(s) to District: _____

Other comments or circumstances (optional): _____

Signature: _____ Date: _____

Immediate Supervisor: _____ I recommend approval _____ I do not recommend approval

Signature: _____ Date: _____

Superintendent: _____ I recommend approval _____ I do not recommend approval Date: _

Signature: _____

Date: _

Board: _____

_____ Disapproved _____ Approved

President's Signature: _____

STATE OF SOUTH DAKOTA
COUNTY OF MEADE

TEACHER CONTRACT

THIS AGREEMENT, executed in duplicate, this _____ day of _____, 20_____, by and between _____, party of the first part and Meade School District 46-1 of Meade County, a public school corporation, party of the second part.

WITNESSETH, that the party of the first part, certifying to be the holder of a valid South Dakota certificate agrees to assignment in the District during the regular school term beginning on the _____ day of _____, 20_____, in accordance with the instructions of and under the administration of the Superintendent of said school district, for and in consideration of:

to be paid in twelve equal successive monthly installments each calendar month, commencing on the _____ day of _____, 20_____. Said payments may be made by the second party by check to be accepted by the first party at face value. Additional compensation will be allowed for extra services as per approved schedule.

The party of the first part is to perform all duties assigned by the party of the second part under the supervision of its Superintendent of Schools and in accordance with the provisions of the laws of the State of South Dakota, school policy, the applicable Negotiate Agreement between the Meade Education Association and Meade School District 46-1, and all administrative directives relating to the duties of the party of the first part.

PARTY OF THE FIRST PART:

SCHOOL BOARD:

President

Business Manager

To be valid this contract must be returned to the Superintendent by _____

Education Differential _____

**REDUCTION IN FORCE
Staff Assessment Tool**

Certification

- Meets certification and highly qualified standards for assignment____ 4 pts.
- Does not meet certification or highly qualified standards_____ 0 pts.
- Scope of academic certification_____+2 pts.
- Scope of co-curricular certification_____+1 pt.

Education

- BA_____ 1 pt.
- BA+12_____ 2 pts.
- BA+24_____ 3 pts.
- MA_____ 4 pts.
- MA +12_____ 5 pts.
- MA+24 or more_____ 6 pts.

Experience

- 1-3 years_____ 1 pt.
- 4-7 years_____ 2pts.
- 8-11 years_____ 3 pts.
- 12+ years_____ 4 pts.
- In-district experience bonus
 - 5-10 years_____ +1 pt.
 - 11+ years_____ +2 pts.

Evaluation*

Performance in the Proficient/Distinguished range_____ 13 pts.

Performance in the Basic range_____ 9 pts.

Performance in the Unsatisfactory range_____ 4 pts.

Administration Recommendation*

Very high recommendation_____ 6 pts.

High recommendation_____ 4 pts.

Good recommendation_____ 2 pts.

*Recommendations are made by the building principal/program director who supervises the teacher.

Maximum number of points: 35

Minimum number of points: 8

Supplementary Information

- Non-Discrimination Information
 - **2024-25 School Calendar**
 - School Board Policy File: GBED* -- "Use of Alcohol and other drugs by Employees (Drug-Free Workplace Policy)
 - Grievance procedure for Title VI, Title IX, Title X, Part C, Section 504, ADA, and Age Discrimination Act (File: GBMA*)
 - School Board Policy File: ACAA & ACAA-R(1)* -- "Sexual Harassment" Meade School Board Policy
 - Evaluation Forms
-

NONDISCRIMINATION

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, religion, creed, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Maranda McGillivray, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Melissa Pankratz, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

Federal Acts Designed to Eliminate Discrimination

Title VI is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

Title IX is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

Title X, Part C is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

Section 504 states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

ADA, Title II is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

The Age Discrimination in Employment Act of 1967 is designed to prohibit age discrimination in employment.

Accessibility Contingency Plan

In the case of an emergency, Meade School District staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Melissa Pankratz, 504

Coordinator, at 605-347-4770 or Brett Burditt, ADA Coordinator, at 605-347-2523.

USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES (DRUG-FREE WORKPLACE POLICY)

The District prohibits the unlawful manufacturing, distributing, selling, dispensing, possessing, using, or being under the influence of alcohol and/or other drugs in the workplace.

Any employee who violates this policy will be subject to disciplinary action which may include dismissal and referral for prosecution. It shall be a condition of employment in the District that each employee must abide by the terms of this policy and shall notify the Superintendent of any criminal alcohol and/or drug statute conviction for any alcohol and/or drug violation no later than five (5) days after conviction. Within thirty (30) days after receipt of such notification, one of the following actions shall be taken:

- a) Appropriate personnel actions, including possible suspension or termination.
- b) Requiring the employee to participate satisfactorily in an alcohol and/or other drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.
- c) Possible referral for prosecution.

A copy of this policy will be provided to each new employee. This policy will be reviewed annually with all employees in each administrative unit and will be incorporated into all employee handbooks.

All convictions of employees for violating any criminal drug statutes shall be reported to the federal agencies that provide grants to the District, as required by law.

When an on-duty staff member has consumed alcohol off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions as for possession or consumption on school property.

Reasonable Suspicion

A. The District may request an employee to undergo drug and alcohol testing if there is a reasonable suspicion that the employee is under the influence of, or has drugs or alcohol in his or her system during work hours. There shall be no random testing. Circumstances which constitute a basis for determining a reasonable suspicion may include, but are not limited to:

- 1. A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head, or someone else for assistance.
- 2. Information provided by a reliable and credible source with personal knowledge.
- 3. Direct observation of drug or alcohol use.
- 4. Presence of the physical symptoms of drug or alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes.
- 5. The possession of substances in violation of the District's drug and alcohol policy.

B. The employee may be asked to submit to blood and urine testing by a qualified medical physician or hospital at District's expense and on District's time. A group representative may be present during the discussion if the employee so requests. Prior to testing, the administrator or supervisor shall secure a signed release statement from the employee to have the hospital/physician release medical information to the District.

The employee who refuses to consent to a drug and alcohol test when reasonable suspicion of drug or alcohol use has been identified may be subject to disciplinary action based upon the facts and circumstances that led to the reasonable suspicion.

C. A positive result from the drug and/or alcohol analysis may result in disciplinary action. The District retains the right to discipline and terminate from employment any employee testing positive for drug/alcohol use, without first having to offer that employee an opportunity for treatment or rehabilitation.

D. Supervisors are required to detail in writing the specific facts, symptoms or observations which form the basis for their determination that a reasonable suspicion existed to warrant the testing of an employee.

Testing Procedures

Drug/alcohol testing will be done within two hours or as soon as possible following request for testing.

Urgent Care of the Black Hills in Rapid City has been selected to provide drug/alcohol testing. The selection of a single laboratory will insure one standard chain of custody procedure and consistency of processing throughout the District. The District may use its discretion to select an alternate laboratory if it feels Urgent Care of the Black Hills cannot meet the requirements of the testing.

The administrator, supervisor, or school liaison officer will escort the employee to the Urgent Care of the Black Hills or alternate facility for testing. If after testing the employee is deemed unfit to continue working, he/she will be suspended pending further investigation and the results of the drug/alcohol testing.

The results of such testing shall be given to the Office of the Superintendent. The Superintendent and the administrator or supervisor will meet with the employee to discuss the situation, test results, and future actions.

Nothing contained herein shall prohibit the District from requiring an employee to submit to a portable breath test and/or a blood test in the case of suspected alcohol use.

The employee may request that re-testing be done at a facility of his/her own choosing. Such re-testing must be done on the same sample as was originally tested and at the employee's own expense.

Any attempt to falsify test samples or results shall be grounds for immediate dismissal.

Confidentiality

Information obtained on individuals as part of the drug screening test or pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug or alcohol use are confidential, and access to such records shall be in accordance with the District policy. Medical records are not kept in the personnel file.

**GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, Part C, SECTION 504, ADA,
AND AGE DISCRIMINATION ACT**

Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C, Section 504, ADA, or the Age Discrimination Act may file a grievance. The District coordinators for each of these programs are Title VI and Title IX-Maranda McGillivray, 605-347- 2523, ADA-Brett Burditt, 605-347-2523, Section 504-Melissa Pankratz 605-347-4770, Title X, Part C-Chrissy Peterson, 605-347-4770. The grievant should contact the appropriate coordinator to initiate the grievance procedure.

The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress. Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

LEVEL II --- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.

LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Kansas City Office, Office for Civil Rights, U. S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

Special provisions:

- 1) A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
- 2) If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
- 3) The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
- 4) The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation

and assistance in the interpretation of such information and the use of the grievance procedure.

- 5) The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
- 6) No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
- 7) It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

Meade School Board Policy File: ACAA & ACAA-R(1)*
SEXUAL HARASSMENT

I. It is the policy of Meade School District 46-1 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff or another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Maranda McGillivray, at 605-347-2523 or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.

VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.

Form A1
 MEADE SCHOOL DISTRICT 46-1
 Evaluation of Head Coaches and Activity Advisers

Coach _____ Assignment _____

Season & Date _____ School _____

Rating Interpretations: 1-- Meets Standard 2-- Needs Improvement 3-- Not Observed

1. Planning and organization:

- | | | | |
|--|---|---|---|
| a. Is punctual in submitting participant lists, parents' permission slips, physical slips, and year-end reports. | 1 | 2 | 3 |
| b. Completes administrative work, i.e., insurance forms, rules and regulations, eligibility lists, and program information in a professional manner. | 1 | 2 | 3 |
| c. Provides for care of equipment including issue, Inventory, repair, and storage. | 1 | 2 | 3 |
| d. Maintains communication with Activities Director regarding events within the sport including practice schedules and discipline problems. | 1 | 2 | 3 |
| e. Informs principals in advance when a substitute is needed. | 1 | 2 | 3 |
| f. Works cooperatively to submit budget requests and related items. | 1 | 2 | 3 |
| g. Advises athletes of training rules, codes, lettering policy and expectations with consequences in writing at onset of season and files the same with the Activities office. | 1 | 2 | 3 |

2. Interpersonal Relationship Skills:

- | | | | |
|--|---|---|---|
| a. Maintains open and professional relationship with the Activities Director. | 1 | 2 | 3 |
| b. Develops rapport with the athletic coaching staff. | 1 | 2 | 3 |
| c. Develops rapport with athletes and students. | 1 | 2 | 3 |
| d. Develops and maintains positive relationships newspaper staff, radio and television announcers, booster clubs, parents, and spectators. | 1 | 2 | 3 |
| e. Demonstrates an interest in athletes in classroom activities and off-season activities. | 1 | 2 | 3 |
| f. Respects and supports other coaches and athletes during their seasonal sports | 1 | 2 | 3 |

3. Knowledge of Instructional Skill and Technique, Knowledge of Students, Athletes and Learning

- | | | | |
|---|---|---|---|
| a. Prepares for daily practices with staff to plan maximum instruction and time use. | 1 | 2 | 3 |
| b. Demonstrates individual and team discipline and control. | 1 | 2 | 3 |
| c. Provides for individual and group instruction to fit the needs of student athletes. | 1 | 2 | 3 |
| d. Demonstrates fairness, understanding, and empathy toward student athletes. | 1 | 2 | 3 |
| e. Is innovative in using new coaching techniques and ideas. | 1 | 2 | 3 |
| f. Uses accepted and proven coaching techniques to coach and instruct student athletes. | 1 | 2 | 3 |
| g. Demonstrates ability to provide acceptable administration of locker room. | 1 | 2 | 3 |
| h. Shows good judgment in coaching responsibilities and decisions. | 1 | 2 | 3 |

4. Personal and Professional Qualities:

- | | | | |
|--|---|---|---|
| a. Participates in classes and workshops to improve professional knowledge and skills. | 1 | 2 | 3 |
| b. Demonstrates support for all school rules regarding student athletes and programs. | 1 | 2 | 3 |

- c. Demonstrates support for the school philosophy regarding student athletes and programs. 1 2 3
- d. Uses modeling to convey acceptable appearance, manners, behavior, speech, and interest. 1 2 3
- e. Is punctual in meeting with team for practices and games. 1 2 3
- f. Cooperates in plans and use of facilities for practice and contests. 1 2 3
Demonstrates enthusiasm and vitality in coaching assignment. 1 2 3
- h. Uses proper sequence and accepted line of communication when dealing with subordinates and superiors. 1 2 3
- i. Respects the different roles of the assistants and appreciates their contributions to the total team effort. 1 2 3
- j. Demonstrates self-control and poise in all areas relating to coaching responsibilities including sideline conduct at contests toward players and officials. 1 2 3

NARRATIVE SUMMARY (strengths, areas of improvement, and/or goals):

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

Staff Member's Signature

Date

Evaluator's Signature

Date

Form A2
 MEADE SCHOOL DISTRICT 46-1
 Evaluation of Assistant Coaches

Coach _____ Assignment _____ Date _____

Rating Interpretations: 1-- Meets Standard 2-- Needs Improvement 3--Not Observed

- | | | | |
|---|---|---|---|
| 1. Demonstrates loyalty to the head coach. | 1 | 2 | 3 |
| 2. Demonstrates care for equipment and materials. | 1 | 2 | 3 |
| 3. Demonstrates knowledge and understanding of the assigned sport. | 1 | 2 | 3 |
| 4. Demonstrates instructional coaching skill. | 1 | 2 | 3 |
| 5. Demonstrates ability to motivate players within the philosophy of the District | 1 | 2 | 3 |
| 6. Develops rapport with and among athletes. | 1 | 2 | 3 |
| 7. Demonstrates intensity and interest in coaching the assigned sport | 1 | 2 | 3 |
| 8. Supervises athletes within the philosophy of the District. | 1 | 2 | 3 |
| 9. Develops rapport with and among the coaching staff. | 1 | 2 | 3 |
| 10. Demonstrates willingness to assume extra duties that assist the head coach. | 1 | 2 | 3 |
| 11. Seeks opportunities to grow professionally. | 1 | 2 | 3 |
| 12. Demonstrates proficiency in first aid and safety procedures. | 1 | 2 | 3 |
| 13. Attends appropriate rules interpretation meeting(s) dealing with the sport | 1 | 2 | 3 |
| 14. Files with the Activities Director a physical examination and a parental permission slip for each squad member prior to that squad member's participation. | 1 | 2 | 3 |
| 15. Submits rosters to the Activity office, keeps office informed of roster updates, and checks eligibility certification of athletes prior to their participation. | 1 | 2 | 3 |

NARRATIVE SUMMARY (strengths, areas of improvement, and/or goals):

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

Activities Director

Date

Head Coach

Date

Coach/Adviser

Date

FORM A
MEADE SCHOOL DISTRICT 46-1
CONFIDENTIAL
EVALUATION OF LIBRARY MEDIA SPECIALISTS/LIBRARIANS

Library Media Specialist/Librarian: _____
 Building: _____ Evaluation No.: _____ Year: _____

Observation Date: _____
 Administrator: _____

Rating Interpretations:

1-Exceeds Standard, 2-Meets Standard, 3-Needs Improvement, 4-Does Not Meet Standard

Narrative comments required for all "3" and "4" ratings.

1.0 ADMINISTRATION/MANAGEMENT/ORGANIZATION/SUPERVISION

1.1	Manages an annual library media budget that balances print and non-print materials.	1	2	3	4
1.2	Processes new materials such as books, periodicals, and non-print materials for shelves and enters bibliographic data into catalog.	1	2	3	4
1.3	Provides and maintains a comprehensive and efficient system of cataloging and classifying resources.	1	2	3	4
1.4	Applies new technologies to the library media program and services.	1	2	3	4
1.5	Makes resources available to students and teachers.	1	2	3	4
1.6	Develops circulation, selection, loan, and use procedures.	1	2	3	4
1.7	Provides an effective arrangement of space and furnishings in the library media center to create a positive and inviting atmosphere conducive to learning.	1	2	3	4
1.8	Arranges for flexible scheduling of facilities and resources to meet the needs of individuals, small groups, and large groups.	1	2	3	4
1.9	Selects and orders materials according to district policy.	1	2	3	4
1.10	Maintains accurate and up-to-date inventory of all library media materials and equipment.	1	2	3	4
1.11	Coordinates the use and distribution of building instructional technologies.	1	2	3	4
1.12	Trains student aides and volunteers.	1	2	3	4
1.13	Provides statistical information as requested.	1	2	3	4
1.14	Develops goals for the library media center.	1	2	3	4
1.15	Adheres to applicable federal, state, and district policies and regulations.	1	2	3	4

Narrative Comments:

2.0 INSTRUCTIONAL

2.1	Instructs users in learning the skills of information location, access, evaluation, and use.	1	2	3	4
2.2	Instructs users in the selection, location, and use of technology and equipment.	1	2	3	4
2.3	Promotes the use of technology as an information resource.	1	2	3	4
2.4	Instructs students on the use both print and non-print resources.	1	2	3	4
2.5	Recommends titles which encourage students to read books for enjoyment.	1	2	3	4
2.6	Instructs library users to be discerning, responsible, and ethical users of information.	1	2	3	4
2.7	Provides orientation to the library media center for all users.	1	2	3	4
2.8	Conducts in-service activities as needed or requested to provide information to teachers about educational media and technology.	1	2	3	4
2.9	Compiles bibliographies and resource lists needed to support the instructional program.	1	2	3	4

Narrative Comments:

3.0 COMMUNICATION

3.1	Regularly informs staff, students, and parents of available resources,	1	2	3	4
3.2	Consults with staff members when selecting materials.	1	2	3	4
3.3	Participates as a member of the instructional team in planning, delivering, and evaluating collaborative instruction.	1	2	3	4
3.4	Works cooperatively with all staff.	1	2	3	4
3.5	Advocates for the importance of the library media center and its impact on the learning community.	1	2	3	4

Narrative Comments:

4.0 PROFESSIONALISM

4.1	Accesses literature, training, and organizations for professional growth.	1	2	3	4
4.2	Knowledgeable about national and state legislation affecting school library media programs.	1	2	3	4
4.3	Coordinates interactions with other libraries.	1	2	3	4
4.4	Maintains professional appearance.	1	2	3	4
4.5	Demonstrates a good record of attendance, punctuality, and time management.	1	2	3	4
4.6	Handles interactions with all patrons in a professional, ethical manner.	1	2	3	4
4.7	Provides leadership in achieving district mission and goals	1	2	3	4

Narrative Comments:

Library Media Specialist/Librarian Signature:

_____ Date: _____

Evaluator's Signature: _____ Date: _____

Signing shall not imply agreement by the library media specialist/librarian to the evaluation, but merely indicates a conference was held and the above discussed.

FORM B
CONFIDENTIAL
Evaluation of Counselors

Rating Interpretations: 1 – Exceeds Standards, 2 – Meets Standards, 3- Area to be Developed Further, 4 – Does Not Meet Standards.

Narrative comments required for all “3” and “4” ratings.

Counselor: _____ Building: _____

Administrator: _____ Date: _____

1.0 The professional counselor plans, organizes and delivers the school counseling program.

1.1	The professional school counselor demonstrates interpersonal relationships with students.	1	2	3	4
1.2	The professional school counselor demonstrates positive interpersonal relationships with educational staff.	1	2	3	4
1.3	The professional school counselor demonstrates positive interpersonal relationships with parents or guardians.	1	2	3	4
1.4	The professional school counselor organizes an efficient program that maximizes direct service to students.	1	2	3	4

Narrative:

2.0 The professional school counselor implements the school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.

2.1	The professional school counselor teaches school guidance units effectively.	1	2	3	4
2.2	The professional school counselor develops materials and instructional strategies to meet student needs and school goals.	1	2	3	4
2.3	The professional school counselor encourages staff involvement to ensure the effective implementation of the school guidance program.	1	2	3	4

Narrative:

3.0 The professional school counselor implements individual planning by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.

- | | | | | | |
|-----|---|---|---|---|---|
| 3.1 | The professional school counselor, in collaboration with parents or guardians, helps students establish goals and develop and use planning skills. | 1 | 2 | 3 | 4 |
| 3.2 | The professional school counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information. | 1 | 2 | 3 | 4 |

Narrative:

4.0 The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.

- | | | | | | |
|-----|--|---|---|---|---|
| 4.1 | The professional school counselor counsels individual students and small groups of students with identified needs and concerns. | 1 | 2 | 3 | 4 |
| 4.2 | The professional school counselor consults effectively with parents or guardians, teachers, administrators and other relevant individuals. | 1 | 2 | 3 | 4 |
| 4.3 | The professional school counselor implements an effective referral process with administrators, teachers and other school personnel. | 1 | 2 | 3 | 4 |

Narrative:

5.0 The professional school counselor provides system support through effective school counseling program management and support for other educational programs.

- | | | | | | |
|-----|---|---|---|---|---|
| 5.1 | The professional school counselor provides support for other school programs. | 1 | 2 | 3 | 4 |
|-----|---|---|---|---|---|

Narrative:

6.0 The professional school counselor effectively communicates the counseling department management system and the program action plans with the school administrator.

- | | | | | | |
|-----|--|---|---|---|---|
| 6.1 | The professional school counselor communicates the qualities of the school counselor management system with the other members of the counseling staff and has agreement. | 1 | 2 | 3 | 4 |
| 6.2 | The professional school counselor discusses the program results anticipated when implementing the action plans for the school year. | 1 | 2 | 3 | 4 |

Narrative:

7.0 The professional school counselor collects and analyzes data to guide program direction and emphasis.

- | | | | | | |
|-----|--|---|---|---|---|
| 7.1 | The professional school counselor uses school data to make decisions regarding student choice of classes and special programs. | 1 | 2 | 3 | 4 |
| 7.2 | The professional school counselor uses data from the program to make decisions regarding program revisions. | 1 | 2 | 3 | 4 |
| 7.3 | The professional school counselor analyzes data to ensure student has equity and access to a rigorous academic | 1 | 2 | 3 | 4 |
| 7.4 | The professional school counselor understands and uses data establish goals and activities to close the gap. | 1 | 2 | 3 | 4 |

Narrative:

8.0 The professional school counselor monitors the students on a regular basis as they progress in school.

- | | | | | | |
|-----|--|---|---|---|---|
| 8.1 | The professional school counselor is accountable for monitoring students' academic progress | 1 | 2 | 3 | 4 |
| 8.2 | The professional school counselor implements monitoring systems appropriate to the individual school. | 1 | 2 | 3 | 4 |
| 8.3 | The professional school counselor develops appropriate interventions for students as needed and monitors their progress. | 1 | 2 | 3 | 4 |

Narrative:

9.0 The professional school counselor develops a result-based evaluation for the program.

- | | | | | | |
|-----|--|---|---|---|---|
| 9.1 | The professional school counselor measures results attained from school guidance curriculum and closing the gap activities. | 1 | 2 | 3 | 4 |
| 9.2 | The professional school counselor works with members of the counseling team and with the principal to clarify how programs are evaluated and how results are shared. | 1 | 2 | 3 | 4 |
| 9.3 | The professional school counselor knows how to collect process, perception and results data. | 1 | 2 | 3 | 4 |

Narrative:

10.0	The professional school counselor is a student advocate, leader, collaborator and a systems-change agent.				
10.1	The professional school counselor promotes academic success of students.	1	2	3	4
10.2	The professional school counselor promotes equity and access for students.	1	2	3	4
10.3	The professional school counselor takes a leadership role within the counseling department, the school setting, and the community.	1	2	3	4
10.4	The professional school counselor understands educational reform issues and works to close the achievement gap.	1	2	3	4
10.5	The professional school counselor collaborates with teachers, parents, and the community to promote academic success of students.	1	2	3	4
10.6	The school counselor builds effective teams by encouraging collaboration among all school staff.	1	2	3	4
10.7	The professional school counselor uses data to recommend systemic change in policy and procedures that limit or inhibit academic achievement.	1	2	3	4

Narrative:

11.0 The professional school counselor adheres to the American School Counseling Association’s Code of Professional Ethics 1 2 3 4

Overall Performance Comments by Evaluator:

Comments by School Counselor:

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

Evaluator

_____ Date _____

Counselor

_____ Date _____

Form I
MEADE SCHOOL DISTRICT 46-1
CONFIDENTIAL
PLAN OF ASSISTANCE

DATE _____ EVALUATOR _____

STAFF MEMBER: _____

POSITION/ASSIGNMENT _____

BUILDING _____

I. Description of deficiency/ies observed:

II. General Statement for Plan of Assistance:

III. Program to be followed:

IV. Describe assistance to be offered:

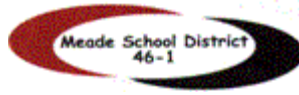
VI. Monitoring Procedure:

Staff Member's Signature

Date

Evaluator's Signature

Date



2024-25 ADMINISTRATIVE AGREEMENT

I. SALARIED POSITIONS

Business Manager
SWMS Principal
SBHS Principal
Stagebarn MS Principal
Special Services Director
Director of Activities
Curriculum Director
Assistant High School Principals
Piedmont Valley Elementary Principal
Whitewood Principal
Rural Principal
Sturgis Elementary Principal
Assistant SWMS/SES Principal
Assistant SBMS/PVE Principal
Assistant Special Education Director

II. CONTRACT OFFER

Non-probationary administrators will have a rolling two-year contract. Unless either party gives the other party written notice on or before June 30 of each year, the term will automatically be extended for an additional year as of midnight on June 30 of each year. Such one-year extension shall continue indefinitely until one party provides the requisite written notice. If the written notice is given, the contract will continue to the end of the terms most recent extension. The Administrator shall have no recourse if the BOARD chooses to end the automatic renewal of this Employment contract.

Probationary administrators are those in their first four (4) years of employment and are not eligible for rolling two-year contracts. Probationary administrators will be notified no later than April 1 of the Board's intent to not renew their contract. A contract will be renewed unless such notice is given on or before April 1.

Rolling two-year contracts will not apply if the school board must use Reduction in Force measures to reduce the number of administrators.

III. TERMS OF CONTRACT

The provisions of this contract shall be effective as of July 1, 2024, and shall continue in effect through June 30, 2025, for all administrators. If terms of a successor contract are not arrived at, the terms of this contract shall remain in effect until a successor contract is established.

IV. HEALTH INSURANCE

Administrators shall be provided district health insurance contribution calculated by using the district annual contribution to teacher health insurance divided by nine (9) months and then multiplied by twelve (12) months. This result will be the district annual health insurance contribution to administrators.

Administrators with a spouse employed by the Meade School District and eligible for district health insurance contribution may choose the district contribution for two (2) single premiums when two (2) district single contributions for teachers is greater than \$16,392.

Note: In 2024-25, administrators lowered the district contribution to health insurance and the difference is being applied to their salary to hold them harmless.

V. RETIREMENT PAY

An administrator, upon retirement from the Meade School and who is eligible for the South Dakota Retirement System, shall receive as retirement pay the number of days of unused sick leave times \$150.00. The payment will be made on the regularly scheduled payroll in July following the retirement to the South Dakota Retirement System Special Pay Plan. Currently employed administrators who have completed a total of ten (10) years of full-time experience (or equivalent part-time experience) in the District as a teacher or administrator, but less than five years as an administrator, shall receive a retirement pay benefit equivalent to the sick leave reimbursement given to teachers who

retire. The retirement pay benefit shall not apply to any administrator whose contract is not renewed after the due process procedures specified in Article II have been followed.

VI. SICK LEAVE

Administrators shall receive the same sick leave benefits as the teachers. Administrators may participate in the voluntary Sick Leave Bank.

VII. FAMILY AND MEDICAL LEAVE

Administrators shall receive Family and Medical Leave Act benefits.

VIII. PERSONAL AND BEREAVEMENT LEAVE

Administrators shall receive five (5) days of personal, and two (2) days of bereavement leave benefits. Additional days may be allowed at the discretion of the superintendent.

IX. UNUSED SICK/PERSONAL LEAVE

On an annual basis, an administrator's unused personal days will be rolled into his/her accumulated sick leave. As an alternative, an administrator may annually request reimbursement for unused personal days at a rate of a \$150 per day. Said request must be made by June 1 of the current school year.

X. SURVIVOR BENEFITS

In the event that an administrator dies while in contractual service to the district, an administrator, who has ten (10) years of service as an administrator in the district, will be considered retired and all retirement benefits accrued at the time of death shall be paid to the administrator's surviving spouse or other designated beneficiary in accordance with the established pay-out schedule.

XI. PART-TIME ADMINISTRATOR BENEFITS

Persons who work at least half time as administrators and full time in the District shall be entitled to full-time benefits extended to administrators but shall not receive teaching benefits.

XII. PROFESSIONAL DUES

The District shall pay up to a total of \$800 per year toward the dues required for membership in the administrator's professional organizations, upon approval of the superintendent.

XIII. NATIONAL CONFERENCES/PROFESSIONAL DEVELOPMENT

Administrators shall be allocated \$3,000 for expenses to attend national conferences. A rotation system will be established to determine which administrators receive this allocation. Attendance to a national conference shall require superintendent approval.

XIV. INTERIM ASSIGNMENT

If an assistant administrator is assigned interim placement as Principal or Director for a period of 2 weeks or longer due to emergency circumstances the interim will receive 75% of the difference in salary based on a daily rate for all days assigned as Interim. Designation of Interim will be at the discretion of the superintendent based on each individual situation.

XV. LIQUIDATED DAMAGES

If the administrator requests to be released from his/her individual contract prior to its terminal date, and the School Board agrees to the release, the School District may withhold monies due the administrator or collect from the administrator .7% of their current salary as liquidated damages if such termination occurs after June 1st, 1.4% after June 15th, 2.7% after July 1st, 4.1% after August 1st, 5.4% after August 15th.

With two year rolling contracts this will apply only to the contract year that is in force and not the second year of the rolling contract.



**2024-25
Support Staff
and
Professional/Technical
Handbook**

To Build Knowledge and Skills for Success Today and Tomorrow

NONDISCRIMINATION

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Maranda McGillivray, 1230 Douglas Street, Sturgis, SD 57785, 605- 347-2523. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Melissa Pankratz, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Section C may be referred to Chrissy Peterson, 1230 Douglas Street, Sturgis SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

Federal Acts Designed to Eliminate Discrimination

Title VI is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

Title IX is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

Title X, Part C is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

Section 504 states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

ADA, Title II is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

Age Discrimination in Employment Act of 1967 is designed to prohibit age discrimination in employment.

Accessibility Contingency Plan

In the case of an emergency, Meade School District staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Melissa Pankratz, 504 Coordinator, at 605-347-4770, or Brett Burditt, ADA Coordinator, at 605-347-2523.

INTRODUCTION

The purpose of this handbook is to provide professional/technical and support staff with information about the policies and procedures of the Meade School District that apply to them. Questions about anything contained in this handbook should be directed to the immediate supervisor or the superintendent.

SUMMARY OF BENEFITS

Professional/technical and support staffs are divided into seven categories, depending upon the number of days worked per year and the number of hours worked per day. Benefits granted to employees vary depending upon the categories. A separate class of employees that require licensure but are not twelve month full-time is also included. The only employees in the licensure category are nurses and social worker. They will be treated as ten+ month full-time when it comes to benefits. The categories and corresponding benefits are summarized below. (Note: School Board Policies are taken from the Meade School Board Policy Manual. The codes refer to the board policy.)

EMPLOYMENT CATEGORIES (BOARD POLICY GD)

Twelve Month Full-Time

Definition: 30 hours or more per week for 260 days per year

Benefits:

- **Ten (10) days sick leave (eligible after two (2) months of employment):** All sick leave is earned and accumulated monthly according to the employees' rate of employment. (Leave Form required and department administrative approval/notification)
- **Two (2) days personal leave:** ONLY for employees hired before July 1, 2013. (Department administrative approval and Leave Form required)
- **Two (2) days bereavement leave** (Department administrative approval required)
- **Twelve (12) days vacation: Seventeen (17) days after 5 years: **Twenty-Two (22) days after 10 years (eligible after two (2) months of employment)**:** All vacation days are earned and accumulated monthly according to the employees' rate of employment. (Department administrative approval required)
- **Fifteen (15) paid holidays (paid holidays will not be awarded to new employees until successful completion of two (2) months of employment):** Labor Day, Native Americans Day, Thanksgiving (2 days), Christmas (2 days), New Year's Day (2 days), Presidents Day, Spring Break, Good Friday, Easter Monday, Memorial Day, Independence Day, and Juneteenth.
- **SD Retirement (eligible to participate after two (2) months of employment)**
- **Insurance (eligible after one (1) month of employment):** Employees, who work 30 or more hours per week shall earn insurance benefits

Twelve Month Part-Time

Definition: A minimum of 20 hours per week but less than 30 hours per week for 260 days per year

Benefits:

- **Ten (10) days (eligible after two (2) months of employment):** All sick leave is earned and accumulated monthly according to the employees' rate of employment. (Department administrative approval required)
- **Two (2) days personal leave:** ONLY for employees hired before July 1, 2013. (Department administrative approval required)
- **Two (2) days bereavement leave:** (Department administrative approval required)

- **Twelve (12) days vacation: seventeen (17) days after 5 years (eligible after two (2) months of employment). Pro-rated vacation (eligible after two (2) months of employment):** Employees, who work 20 or more hours per week shall earn pro-rated vacation benefits. All vacation days are earned and accumulated according to the employees' rate of employment. (Department administrative approval required)
- **Seven (7) paid holidays (paid holidays will not be awarded to new employees until successful completion of two (2) months of employment).** Employees will receive the following holidays only if those holidays fall within their school work schedule: Labor Day, Native American Day, Thanksgiving, Christmas, New Year's Day, Presidents Day, and Good Friday
- **SD Retirement (eligible to participate after two (2) months of employment)**

Ten+ Month Full-Time

Definition: 30 hours per week for less than 260 days per year

Benefits:

- **Eight (8) days sick leave (eligible after two (2) months of employment):** All sick leave is earned and accumulated according to the employees' rate of employment. (Department administrative approval required)
- **Four (4) days personal leave (eligible after two (2) months of employment)** (Department administrative approval required)
- **Two (2) days bereavement leave** (Department administrative approval required)
- **Thirteen (13) paid holidays (paid holidays will not be awarded to new employees until successful completion of two (2) months of employment).** Employees will receive the following holidays only if those holidays fall within their school work schedule: Labor Day, Native Americans Day, Thanksgiving (2 days), Christmas (2 days), New Year's Day (2 days), Presidents Day, Spring Break, Good Friday, Easter Monday, and Memorial Day.
- **SD Retirement (eligible to participate after two (2) months of employment)**
- **Pro-rated insurance (eligible after one (1) month of employment):** Employees, who work 30 or more hours per week a shall earn pro-rated insurance benefits

Nine Month Full-Time

Definition: 30 hours or more per week for less than 260 days per year

Benefits:

- **Eight (8) days sick leave (eligible after two (2) months of employment):** All sick leave is earned and accumulated according to the employees' rate of employment. (Department administrative approval required)
- **Four (4) days personal leave (eligible after two (2) months of employment)** (Department administrative approval required)
- **Two (2) days bereavement leave** (Department administrative approval required)
- **Seven (7) paid holidays (paid holidays will not be awarded to new employees until successful completion of two (2) months of employment).** Employees will receive the following holidays only if those holidays fall within their school work schedule: Labor Day, Native American Day, Thanksgiving, Christmas, New Year's Day, Presidents Day, and Good Friday
- **SD Retirement (eligible to participate after two (2) months of employment)**
- **Pro-rated insurance (eligible after one (1) month of employment):** Employees, who work 30 or more hours per week a shall earn pro-rated insurance benefits

Nine Month Part-Time

Definition: A minimum of 20 hours per week but less than 30 hours per week

Benefits:

- **Eight (8) days sick leave (eligible after two (2) months of employment):**
All sick leave is earned and accumulated according to the employees' rate of employment. (Department administrative approval required)
- **Four (4) days personal leave (eligible after two (2) months of employment)**
(Department administrative approval required)
- **Two (2) days bereavement leave** (Department administrative approval required)
- **Seven (7) paid holidays (paid holidays will not be awarded to new employees until successful completion of two (2) months of employment).**
Employees will receive the following holidays only if those holidays fall within their school work schedule: Labor Day, Native American Day, Thanksgiving, Christmas, New Year's Day, Presidents Day, and Good Friday.
- **SD Retirement (eligible to participate after two (2) months of employment)**

Part-Time Less Than 20 hours:

Benefits:

- **Two (2) days sick leave (eligible after two (2) months of employment):**
(Department administrative approval required)

Temporary:

Definition: Employment not to exceed one (1) year

Benefits: No employee benefits offered

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF POSITIONS (GDA)

All support and professional/technical staff positions will be established initially by the board. In each case, the superintendent will submit for the Board's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the board may abolish a position it has created.

Note: Job descriptions and specifications are available for review in the human resources office.

SUPPORT AND PROFESSIONAL/TECHNICAL STAFF POSITIONS -- PHYSICAL EXAMINATION REQUIRED (GDA*)

All persons applying for a position as custodian, maintenance worker, computer technician or food service worker with the District shall, as a condition of employment, receive a physical examination from a medical doctor chosen by the District to perform said physical examination. The Superintendent or other appropriate administrator in the District may require a physical examination for persons applying for other non-certificated positions within the District, including select special education paraprofessional positions.

The fee for the physical examination and any related costs or tests shall be borne by the District. The medical doctor shall determine if the applicant for the position is physically able to perform the duties of that position as set forth in the job description. The medical doctor shall then report his/her findings to the Superintendent or his/her authorized designee. If the doctor determines that the applicant is physically unable to perform the duties of that position, and the report so indicates, the application for employment may be denied.

PAYROLL PROCEDURES

For hourly employees, payroll will be based on a bi-weekly reporting/pay period and processed every other Friday. Personnel shall complete an electronic/paper timesheet every two weeks, and timesheets shall be due on the Tuesday following the second Friday of the pay period.

Deductions will be made from the paychecks of all employees for federal income tax, Social Security, and state retirement. In addition, deductions may be made for employee contributions to group health insurance, group life insurance, deferred compensation plans, or any other similar programs that may be approved by the board.

Payroll will be implemented via direct deposit to the employee's designated financial institution.

Personnel, whose employment is ended, regardless of the reason, shall receive a paycheck rather than a direct deposit as a final payroll distribution if they wish. Upon ending employment, personnel shall complete an exit interview in the business office to verify that exit responsibilities have been met before receipt of final compensation.

WAGES AND SALARY 2023-24

Support and professional/technical staff will receive an increase of 4%, for the 2024-25 school year. General Fund employees will also receive a longevity bump after the 4%. 1-5 years \$.15; 6-10 years \$.30; 11-15 years \$.45; 16+ years \$.60. Food Service employees will receive an increase of 4% for workers and 5% for managers. ~~Employees, who have reached the maximum wage, will receive CPI or an approved annual raise, whichever is greater.~~

SUPPORT AND PROFESSIONAL/TECHNICAL STAFF SALARIES (GDB)

The Board will establish the hiring salary structure for support and professional/technical staff.

Annual increases will be dependent upon the employee's satisfactory performance in the position and will be established by the Board.

Food Service employees shall be paid an additional 20¢/hour, 35¢/hour, 50¢/hour, and 65¢/hour above the established hourly wage for having attained Level I, II, III or IV ASFA (American School Food Service Association) Certification, respectively. The additional wage will be paid for as long as the certification remains in full force and effect. Appropriate documentation must be provided to substantiate that certification or recertification has been achieved.

Employees that are classified as the Med/Tech trained staff in the building can be paid a stipend up to \$750 annually. This will be based on superintendent approval.

Maintenance employees will rotate through on-call status in months November through April. This will be on a weekly basis, running Monday-Sunday for after-hours and weekend issues that arise. The weekly rate for being on-call is \$200. The employee will be required to be within 30 minutes of Sturgis and able to come in if necessary to deal with issues. The employee will carry the on-call district cell phone during their week of time. If they must report to work, they will clock in and be compensated hourly for that time. Employees may trade weeks with other employees with supervisor approval.

FOOD SERVICE SCHOOL NUTRITION ASSOCIATION DUES

Meade School District shall pay the annual dues to the School Nutrition Association (SNA) for all Food Service employees who are active members of the association as determined by the Food Service Director.

SALARY GUIDE FOR EMPLOYEES

1. New employees who meet the hiring criteria as specified by the applicable job description shall receive a salary defined by the hiring structure.
2. If it is in the best interest of the district, the superintendent may assign a salary greater than that on the hiring structure in consideration of previous training and/or experience. **The following structure will be used:**
 - a. Education: Associates degree and higher = \$1.00/hour increase
 - b. Certifications: Relevant certifications with supervisor approval = \$.50/hour (maximum of three)
 - c. Experience: Must be in same career path; \$.20/year, maximum of \$2.00/hour
3. If an employee moves to a lesser paid position, their wage will be adjusted to reflect the change in position.
4. The Board reserves the right to limit the wage or salary for any support staff position based on any or all of the following criteria.
 - a. The duties and responsibilities of the position as compared to other positions in the district.
 - b. The wage or salary of comparable public or private sector positions in the community and/or region.
 - c. The relative value of the position in relationship to the district's mission.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF OVERTIME COMPENSATION (GDBB)

Hourly employees will be paid overtime wages at a rate of one and one-half times normal compensation for work performed in excess of forty (40) hours in a work week, subject to the following provisions:

1. Overtime pay is to be authorized only by the superintendent or designee and cleared through the business office.
2. Overtime pay will be paid only on the excess of forty (40) hours **worked** per week.
3. Employees who are required to work on a scheduled holiday shall have the option of receiving overtime pay or taking a different day off. The date for the alternative holiday must be approved by the immediate supervisor. If school is in session on a designated holiday, the superintendent will identify an alternative date for the holiday.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF FRINGE BENEFITS (GDBC)

1. **Employee Benefits.** The employee benefits provided to the teaching staff through Article 5.8 of the negotiated agreement will also be provided to all support staff. The benefit program may be prorated.

The full single health insurance benefit will be offered to all eligible twelve month full-time hourly employees. The Board will pay up to **\$580** of the basic premium.

The full single health insurance benefit will be offered to all eligible nine (9) and ten (10) month **full-time hourly employees** who have been employed with the district continuously for five (5) or more years. The Board will pay up to **\$580** of the basic

premium.

85% of the single health insurance benefit will be offered to all eligible nine (9) and ten (10) month **full-time hourly employees** who have been employed with the district continuously for LESS than 5 years. The Board will pay up to 85% of **\$580** of the basic premium.

All contract personnel and school nurses will be offered the full single health insurance benefit. The Board will pay up to **\$580** of the basic premium.

Employees who do not work twelve (12) months and who elect to receive this benefit and fail to return to work when the new school year begins, any premiums paid on their behalf during the summer months shall be reimbursed to Meade School District.

Employees who decline the offer of health insurance will be given 12/12^{ths} the cost of the life insurance benefit.

2. South Dakota Retirement Benefits. All employees working a minimum of twenty (20) hours per week and six (6) months per year will qualify for the South Dakota Retirement System. The South Dakota Retirement System is a mandatory program.
3. S.D. Retirement benefits start immediately. Insurance benefits will not be implemented until one (1) month after hire date.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF SICK LEAVE (GDBDA*)

1. Sick Leave Provisions. Sick leave may be taken for personal illness, injury, or other physical disability (including pregnancy-related disability) and for illness in the immediate family, defined as spouse, children (step), father (step), mother (step), parents-in-law, brother, sister, grandchildren, and grandparents. Any available sick leave may be used in the event of death of the employee's spouse, children (step), parents, siblings, grandchildren, and grandparents. Up to three (3) days of available sick leave may be used in the event of death of the employee's parent(s)-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Employees must work twenty (20) hours per week to qualify for sick leave benefits.

Staff are required to immediately notify their supervisor when sick leave is required. The supervisor or superintendent may require a physician's statement concerning such absence.

After two (2) months of employment, staff shall earn sick leave in accordance with the following schedule:

Twelve Month Full-Time:	10 days per year
Twelve Month Part-Time:	8 days per year
Ten+ Month Full-time:	8 days per year
Nine Month Full-time:	8 days per year
Nine Month Part-time:	8 days per year
Part-Time Less Than 20 Hours:	2 days per year (Noncumulative)

All sick leave is earned and accumulated monthly according to the employees' rate of employment except for part-time less than 20 hours.

All unused days shall be added to the employee's sick leave reserve at the end of the fiscal year. New employees, entering the district after July 1, 2014, are eligible to accumulate seventy-five (75) days of sick leave. Employees, hired prior to July 1, 2014, are

eligible to accumulate one hundred (100) days of sick leave.

Maternity/Paternity Leave - An employee may use up to six (6) weeks of sick leave for the birth and/or legal adoption of a child. The six (6) weeks shall begin at the time of the birth or placement of the child. Mothers who have undergone childbirth will be granted the first 5 days of the six (6) weeks of maternity/paternity leave with no reduction to their sick leave. If the birth or placement of the child occurs prior to the beginning of school, only that portion of the six (6) weeks which falls during the school year may be taken. If both mother and father are employees of the District, the combined maternity/paternity leave must be taken within the six (6) weeks period immediately following the birth or placement of the child. Grandparents may use up to three (3) days of sick leave to attend to the birth and/or legal adoption of a grandchild, and these days shall be taken within the six (6) weeks immediately following the birth and/or placement of the child.

2. Sick Leave Bank: Staff are eligible to participate in a voluntary Sick Leave Bank according to the provisions specified in Article VI of the Negotiated Agreement. Use of the sick leave bank is contingent upon named employee having used two days more than all of his or her accumulated sick leave, personal leave, and accumulated vacation days.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF PERSONAL AND BEREAVEMENT LEAVE (GDBDB*)

Personal leave is available to all support and professional/technical staff, who are eligible to participate in the SD Retirement System. Employees hired after July 1, 2013, who are eligible for vacation days are not eligible for personal days. New employees, who are not eligible for vacation, are eligible for personal leave after two (2) months of employment. An employee can use a personal day only on a day that the employee is scheduled to work and at their rate of employment.

Unused personal leave may be transferred to the employee's sick leave account regardless of the total accumulated credit. As an alternative, an employee may annually request reimbursement for unused personal days at the prorated amount of \$60 per day based on a 1.0 FTE. This request must be made by June 1 of the current school year.

For twelve month full-time and twelve month part-time employees hired before July 1, 2013, two (2) days of leave with pay may be taken for personal reasons each year if approved in advance by the superintendent or designee and one additional day may be allowed after all vacation days have been used, and that additional day shall be charged to the employee's accumulated sick leave. For ten+ month full-time, nine month full-time and nine month part-time employees four (4) days personal leave, one additional day may be allowed, and that additional day shall be charged to the employee's accumulated sick leave. The superintendent or designee shall approve the additional leave in advance.

The employee may have up to two (2) days of bereavement leave per year to attend to bereavement needs.

SUPPORT AND PROFESSIONAL/TECHNICAL STAFF LEAVE WITHOUT PAY (GDBDC*)

The superintendent may grant leaves of absence without pay to employees. Requests for leave without pay must be approved by the employee's supervisor and must include the reason for the request and length of absence. Requests shall be acted upon within a reasonable time not to exceed thirty (30) calendar days. A copy of this leave provision shall be given to the employee when leave is granted.

Leave without pay may be granted in situations where personal leave or sick leave does not

apply, providing that a substitute is available. Leave without pay will not exceed one (1) year. The employee cannot be compensated for regular salary during this period. Employees may remain active members of the South Dakota Retirement System and the District's employee benefit program, subject to legal limitations, by paying the entire cost of participation.

If leave without pay is granted for more than ninety (90) days, the employee shall give written notice of the intent to return no later than thirty (30) calendar days before the return date. If leave without pay is granted for ninety (90) days or fewer, the written notice is not required. Upon return, the employee shall be reinstated to the former position or one of comparable status.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF FAMILY AND MEDICAL LEAVE (GDBDD*)

The District will grant unpaid FMLA leave to staff as required by the Family and Medical Leave Act of 1993.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF VACATIONS AND HOLIDAYS (GDBE)

1. Vacations: Twelve month full-time employees with less than 5 years of continuous employment in the district shall earn 12 days vacation with pay annually.

Twelve month full-time employees with 5 or more years of continuous employment in the district shall earn 17 days of vacation with pay annually.

Twelve month full-time employees with 10 or more years of continuous employment in the district shall earn 22 days of vacation with pay annually.

Twelve month part-time employees who work 20 or more hours per week shall earn prorated vacation benefits.

Actual days of leave must be approved in advance by the employee's supervisor.

Vacation leave must be scheduled with the employee's supervisor at the earliest possible time prior to the use of such leave. The district reserves the right, within reason, to disapprove requested time for vacation leave for the purpose of maintaining the workforce during heavily scheduled work periods.

All vacation days are earned and accumulated monthly according to the employees' rate of employment. All leave hours shall be taken according to the hours of the individual employee's regular scheduled work day.

Employees who earn vacation can carry over no more vacation days or hours earned in a fiscal year.

An employee's vacation time will be pro-rated from the date of hire to the end of the current fiscal year. After that time, the fiscal year for earning vacation shall be July 1st to June 30th. Vacation time may accrue, but may not be used until completion of two (2) months of employment.

Employees with previous experience in the district in other employment categories who become twelve month full-time or twelve month part-time employees will be granted prorated credit toward years of employment for vacation purposes based upon the number of months worked per year.

2. Holidays: Twelve month full-time employees shall earn fifteen (15) paid holidays to be determined by the superintendent each school year approved by the Board based on the school calendar. (Paid holidays will not be awarded to new employees until successful completion of two (2) months).

Ten+ month full-time shall earn thirteen (13) paid holidays to be determined by the Superintendent each school year approved by the Board based on the school calendar. (Paid holidays will not be awarded to new employees until successful completion of two (2) months).

Twelve month part-time employees, who work 20 hours per week, and nine month full-time and nine month part-time employees, who work 20 or more hours per week, shall earn seven (7) paid holidays to be determined by the superintendent each school year approved by the Board based on the school calendar. (Paid holidays will not be awarded to new employees until successful completion of two (2) months).

Employees will receive the paid holidays only if those holidays fall within their school work schedule.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF PROBATION (GDG)

All new employees will serve a six (6) month probationary period. This will apply to former employees who are reemployed.

Throughout the probationary period, the employee's performance will be evaluated and reviewed by his/her supervisor. If the employee's performance is found to be satisfactory, he/she will be placed on regular employment status at the conclusion of the probationary period. If the employee's performance is found to be unsatisfactory, he/she may be separated without recourse at any time during the probationary period.

PROFESSIONAL/TECHNICAL AND SUPPORT STAFF ASSIGNMENTS AND TRANSFERS (GDI)

1. Voluntary Reassignment: Requests for reassignment or reduced hours will be granted when they are in the best interest of the District.
2. Involuntary Reassignment: The superintendent and/respective administrator may reassign employees. Such reassignment shall be made only after a conference among the employee involved and the respective administrator. The employee will be notified of the reason(s) for the reassignment. A written record of the conference will be placed in the employee's personnel file.

EVALUATION OF PROFESSIONAL/TECHNICAL AND SUPPORT STAFF (GDN)

Employees will be evaluated annually by their supervisors.

Employees whose performance is not satisfactory may be evaluated more frequently.

All evaluations will be written, signed by the employee, and placed in the employee's personnel file.

RESIGNATION OF PROFESSIONAL/TECHNICAL AND SUPPORT STAFF (GDPB)

A resignation shall be filed with the superintendent at least two (2) weeks prior to the effective date of resignation. The employee shall receive pay for all available earned vacation time as a separation benefit upon the Board's acceptance of the resignation. Failure to comply with

the two (2) week deadline may result in the forfeiture of said benefit. Employees who resign and apply for re-employment, if re-employed in the same position, may be placed at the same step of their prior employment, at the discretion of the superintendent.

RETIREMENT BENEFIT FOR PROFESSIONAL/TECHNICAL AND SUPPORT STAFF (GDPC)

Professional/technical and support staff, upon becoming eligible for South Dakota Retirement System benefits, who leave the District after ten (10) years of service and has served five (5) years of continuous employment prior to date of retirement and all ten (10) years are served within the last fifteen (15) years, will be reimbursed for their unused sick leave as follows: one-half the number of days accumulated sick leave at 75% current computed day's pay, not to exceed \$75 per day. The payment will be made on the regularly scheduled accounts payable check run following the retirement to the South Dakota Retirement System Special Pay Plan. The employee must submit their retirement letter to the superintendent with at least two (2) weeks' notice to receive this benefit.

DISCIPLINE

Meade School District professional/technical and support staff will use a disciplinary system that includes, but isn't limited to, a verbal warning, first written warning, and second written warning. The employee's supervisor will use the form found on the district website to document the reason, details and corrective action that need to be taken, up to and including a request for termination. A copy of the disciplinary action form will be placed into the employee's personnel file.

SUSPENSION AND DISMISSAL OF PROFESSIONAL/TECHNICAL AND SUPPORT STAFF MEMBERS (GDPD)

Meade School District is an "at-will" employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. The District has similar rights to terminate the employment relationship at any time, with or without notice and with or without cause. The superintendent may suspend without pay and/or terminate an employee without recourse at any time.

STAFF HEALTH (GBE)

The board may require an employee returning from a leave for health reasons to submit a certification of health from a physician. The employee will not be permitted to return to work if the physical condition would be a hindrance in the performance of assigned duties.

Employees who are injured while acting in the scope of their employment shall receive such compensation and expenses as are prescribed by the worker's compensation law of South Dakota. Such compensation shall be supplemented with an amount sufficient to maintain the employee's regular salary for a period not to exceed the accumulated sick leave reserve.

USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES (DRUG-FREE WORKPLACE POLICY) (GBED*)

The District prohibits the unlawful manufacturing, distributing, selling, dispensing, possessing, using, or being under the influence of alcohol and/or other drugs in the workplace.

Any employee who violates this policy will be subject to disciplinary action which may include dismissal and referral for prosecution. It shall be a condition of employment in the District that each employee must abide by the terms of this policy and shall notify the Superintendent of any

criminal alcohol and/or drug statute conviction for any alcohol and/or drug violation no later than five (5) days after conviction. Within thirty (30) days after receipt of such notification, one of the following actions shall be taken:

- a) Appropriate personnel actions, including possible suspension or termination.
- b) Requiring the employee to participate satisfactorily in an alcohol and/or other drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.
- c) Possible referral for prosecution.

Information will be provided to all new employees to advise them about the dangers of alcohol and other drug use in the workplace, the District's policy of maintaining a drug-free workplace, any available drug-counseling, rehabilitation, and employee assistance programs, and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drug use/abuse violations. A copy of this policy will be provided to each new employee. This policy will be reviewed annually with all employees in each administrative unit and will be incorporated into all employee handbooks.

All convictions of employees for violating any criminal drug statutes shall be reported to the federal agencies that provide grants to the District, as required by law.

When an on-duty staff member has consumed alcohol off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions as for possession or consumption on school property.

Reasonable Suspicion

A. The District may request an employee to undergo drug and alcohol testing if there is a reasonable suspicion that the employee is under the influence of, or has drugs or alcohol in his or her system during work hours. There shall be no random testing. Circumstances which constitute a basis for determining a reasonable suspicion may include, but are not limited to:

- 1. A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head, or someone else for assistance.
- 2. Information provided by a reliable and credible source with personal knowledge.
- 3. Direct observation of drug or alcohol use.
- 4. Presence of the physical symptoms of drug or alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes.
- 5. The possession of substances in violation of the District's drug and alcohol policy.

B. The employee may be asked to submit to blood and urine testing by a qualified medical physician or hospital at District's expense and on District's time. A group representative may be present during the discussion if the employee so requests. Prior to testing, the administrator or supervisor shall secure a signed release statement from the employee to have the hospital/physician release medical information to the District.

The employee who refuses to consent to a drug and alcohol test when reasonable suspicion of drug or alcohol use has been identified may be subject to disciplinary action based upon the facts and circumstances that led to the reasonable suspicion.

C. A positive result from the drug and/or alcohol analysis may result in disciplinary action. The District retains the right to discipline and terminate from employment any employee testing positive for drug/alcohol use, without first having to offer that employee an opportunity for treatment or rehabilitation.

D. Supervisors are required to detail in writing the specific facts, symptoms or observations which form the basis for their determination that a reasonable suspicion existed to warrant the testing of an employee.

Testing Procedures

Drug/alcohol testing will be done within two hours or as soon as possible following the request for testing.

Urgent Care of the Black Hills in Rapid City has been selected to provide drug/alcohol testing. The selection of a single laboratory will insure one standard chain of custody procedure and consistency of processing throughout the District. The District may use its discretion to select an alternate laboratory if it feels Urgent Care of the Black Hills cannot meet the requirements of the testing.

The administrator, supervisor, or school liaison officer will escort the employee to the Urgent Care of the Black Hills or alternate facility for testing. If after testing the employee is deemed unfit to continue working, he/she will be suspended pending further investigation and the results of the drug/alcohol testing.

The results of such testing shall be given to the Office of the Superintendent. The Superintendent and the administrator or supervisor will meet with the employee to discuss the situation, test results, and future actions.

Nothing contained herein shall prohibit the District from requiring an employee to submit to a portable breath test and/or a blood test in the case of suspected alcohol use. The employee may request that re-testing be done at a facility of his/her own choosing. Such re-testing must be done on the same sample as was originally tested and at the employee's own expense.

Any attempt to falsify test samples or results shall be grounds for immediate dismissal.

Confidentiality

Information obtained on individuals as part of the drug screening test or pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug or alcohol use are confidential, and access to such records shall be in accordance with the District policy. Medical records are not kept in the personnel file.

Review

A biennial review of the District's program will be made in order to determine the program's effectiveness and implement changes, if needed, and to ensure that disciplinary sanctions are consistently enforced.

**GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, PART C, SECTION 504, ADA,
AND AGE DISCRIMINATION ACT (GBMA*)**

Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C, Section 504, ADA, or the Age Discrimination Act may file a grievance. The District coordinators for each of these programs are Title VI and Title IX-Maranda McGillivray, 605-347-2523, ADA-Brett Burditt, 605-347-2523, Melissa Pankratz, Section 504, 605-347-4770, Title X, Part C-Chrissy Peterson, 605-347-4770. The grievant should contact the appropriate coordinator to initiate the grievance procedure.

The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

LEVEL II --- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.

LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Kansas City Office, Office for Civil Rights, U. S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

Special provisions:

- 1) A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
- 2) If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.

- 3) The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
- 4) The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.
- 5) The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
- 6) No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
- 7) It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

SEXUAL HARASSMENT (ACAA & ACAA-R(1)*)

I. It is the policy of Meade School District 46-1 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff to another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Maranda McGillivray, at 605-347-2523 or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.

VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. It also will be distributed to all organizations in the community having written cooperative agreements with the District. Failure to comply with this policy may result in termination of the cooperative agreement. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.

JURY LEAVE (GBN*)

Any employee called for jury duty or subpoenaed to testify on a matter in which the employee is not a named party will be granted jury leave with no deduction in pay for the days or parts of days such absence is required. All pay received from such duty shall be given to the District and deposited in the general fund.

MILITARY LEAVE (GBO*)

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994.

The employee must provide advance written or verbal notice to the Superintendent for all military duty. Notice may be provided by the employee or by the branch of military in which the employee is serving. Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Reemployment rights extend to persons who have been absent from work because of service in the uniformed services. Service in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- a. Active duty
- b. Active duty for training
- c. Initial active duty for training
- d. Inactive duty training
- e. Full-time National Guard duty
- f. Absence from work for an examination to determine a person's fitness for any of the above type of duty

The employee may be absent for up to five (5) years for military duty and retain reemployment rights.

Benefits:

Employees who are on military leave for more than 30 days may elect to continue in the district health insurance plan for up to 18 months at the full premium cost plus normal increases in premium. For military leave of less than 30 days, health care coverage will continue to be provided as if the employee had never left. An employee on military leave for more than 30 days, who chooses to discontinue coverage for themselves and their dependents, shall be placed back on the health plan as if they had never left, upon their return to employment with the district.

An employee who is also a participating member of the SDRS will continue to earn credited service in SDRS while serving in the uniformed services if he or she meets the following requirements:

- a. Secures authorization in advance from the district for military leave.
- b. Returns to employment of an SDRS participating unit within one year of discharge from his/her initial period of military service.
- c. Remains in the employment of that same employer for at least one year upon his/her return.

Such credited service does not require a contribution from either the employee or the district.

Return to Work

The employees are entitled to be reemployed in the job that they would have held had they not been absent for military service, with the same seniority, status and pay, as well any other rights and benefits determined by seniority.

An employee whose military leave has been for less than 31 days must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

An employee whose military leave has been for more than 30 days but less than 180 days must submit a letter of application for reemployment within 14 days of release from the service.

An employee whose military leave has been for more than 180 days must submit a letter of application for reemployment within 90 days of release from service.

The deadline for return to work may be extended by up to two (2) years for an employee who is injured or incurs a disability during military service. The district will make reasonable accommodations for any impairment upon the employees return to work.

The employee's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. The district has the right to request that an individual who has been on military leave for a period of 31 days or more provide documentation showing:

- a. The application for reemployment is timely;
- b. The five-year service limitation has not been exceeded; and separation from service was under honorable conditions.

Upon receipt of the letter of application for reemployment, the district will promptly reinstate the employee. The actual day of return to work will be established by the district allowing for a reasonable time, not to exceed two weeks, to notify the displaced employee and have the position vacated.

The employee will be placed in the salary structure at the experience differential the employee would have occupied if the employee had remained continuously employed. All benefits that the employee is entitled to shall be reinstated as if the employee had remained continuously employed.

Any employee hired to replace an employee on active military duty shall not acquire tenure or a continuing contract right to the position served.

Leave of absence may be granted for military purposes.

Upon completion of the military service, the employee shall be entitled to reinstatement in the former position or its equivalent, subject to the following conditions:

- a. The employee is qualified and capable of performing the duties of the position.
- b. The employee makes written application for reinstatement to the superintendent within thirty (30) days after termination of military service.
- c. Resumption of employment may be postponed until the beginning of the new school year.
- d. The salary shall include increases that would have occurred during the military absence. Employees may be granted short-term military leave to perform required military assignments. The employee must choose whether to take leave without pay or to give the pay received for the military service to the District for deposit in the general fund.

STAFF COMPLAINTS AND GRIEVANCES (GBM)

The Board will hear employee grievances only when established grievance procedures for certificated or support staff have been followed.

GRIEVANCE PROCEDURE

Definition - The word "grievance" shall mean a complaint by an employee or group of employees based upon an alleged violation, misinterpretation, or inequitable application of any existing contracts, policies, rules or regulations of Meade School District 46-1 as they apply to conditions of employment. A grievant is defined as the employee or group of employees who sign the grievance.

Immediate Supervisor - Whenever any employee or group of employees has a grievance, they shall meet informally with the immediate supervisor within thirty-five (35) days of the occurrence in an attempt to resolve the issue. If informal procedures do not resolve the matter, and if the grievant wishes to proceed, the grievant must submit a formal written statement of the grievance to the immediate supervisor of the grievant within ten (10) days after the informal meeting. The immediate supervisor shall set a meeting date as soon as possible, but in any event, no later than seven (7) days after the written grievance has been filed. Within seven (7) days after the meeting, the immediate supervisor shall serve a written disposition of the matter upon the party or parties involved.

Superintendent of Schools - If the grievance is not resolved by the immediate supervisor, the grievant may refer the grievance to the superintendent or the superintendent's official designee within seven (7) days of the immediate supervisor's written disposition of the grievance. The superintendent shall arrange with the grievant a meeting to take place as soon as possible, but not later than ten (10) days of the filing of the grievance. Within seven (7) days of the meeting, the grievant shall be provided with the superintendent's written response, including the reasons for the decision.

School Board – Within five (5) days after receipt of the above disposition the grievant may, if the grievance remains unresolved, appeal to the School Board. The School Board shall offer the grievant an opportunity to be heard in executive session at its next regularly scheduled meeting or as soon as practicable thereafter. The Board shall serve written disposition of the matter on the party or parties within ten (10) days after the grievance has been heard.

Division of Labor and Management Relations - If the grievance remains unresolved after being heard by the School Board, the grievant may within ten (10) days after receipt of the written disposition of the matter, appeal to the South Dakota Division of Labor and Management Relations in the manner so prescribed by the Division.

Time Limits - If the employees fail to file the grievance or appeal within the time limits established, the grievance shall be considered void. Once a grievance has been initiated, the time limits specified herein may be extended by mutual agreement of both parties.

In the event that a grievance is filed at such time that it cannot be processed through all steps of this procedure by the end of the school year, the time limit set forth herein shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

No Reprisals Clause - No reprisals shall be taken by the Board or the administration against any employee because of the employee's participation in a grievance.

Grievance Withdrawal - A grievance may be withdrawn at any level without establishing precedent.

Days Defined - "Days" as used herein shall mean working days.

Waiver of Steps - In the event the requested remedy is beyond the power of the immediate supervisor to grant, the grievance may be filed initially with the superintendent as provided in paragraph three.

APPENDIX A

Salary Guide

Food Service

Level	Title	Description	Starting Wage	Maximum Wage
Level 1	Food Service Worker		\$14.70	\$16.00
Level 2	Head Cook		\$15.45	\$18.00
Level 3	Site Manager		\$16.25	\$20.00

Buildings and Grounds

Level	Title	Description	Starting Wage	Maximum Wage
Level 1	Student Worker		\$14.50	\$17.00
Level 2	Part- Time Custodian		\$14.50	\$16.00
Level 3	Custodian		\$16.65	\$22.00
Level 4	Custodian		\$17.70	\$23.00
Level 5	Maintenance Worker, Level 1		\$15.60	\$19.00
Level 6	Maintenance Worker, Level 2		\$17.70	\$22.00

For those custodians who regularly work the evening/night shift, a differential of 20¢ will be added to the hourly wage beginning at 3:00 p.m.

Employees, who have reached the maximum wage, will receive CPI or an approved annual raise, whichever is less.

Clerical

Level	Title	Starting Wage	Maximum Wage
Level 1	Administrative Assistant	\$15.60	\$18.00
Level 2	Head Administrative Assistant	\$16.65	\$20.00
Level 3	Executive Administrative Assistant	\$18.75	\$22.00

Paraprofessional/Support Staff

Level	Title	Starting Wage	Maximum Wage
Level 1	Playground/Noon Supervisor, Classroom Paraprofessional	\$14.50	\$18.00
Level 2	STOP/ISS Coordinator	\$15.60	\$19.00
Level 3	Mild to Moderate SPED Paraprofessional	\$16.50	\$20.00
Level 4	Severe SPED/Self-Contained Paraprofessional	\$17.50	\$21.00

Technology Department

Level	Title	Starting Wage	Maximum Wage
Level 1	Computer Tech 1	\$16.15	\$19.00
Level 2	Computer Tech 2	\$18.20	\$21.00

2024-25 LICENSED STAFF AGREEMENT

I. SALARIED POSITIONS

NURSE

SOCIAL WORKER

PSYCHOLOGIST

SPEECH LANGUAGE THERAPISTS

OCCUPATIONAL THERAPIST

PHYSICAL THERAPIST

BEHAVIOR ANALYST

*Speech Language Pathology Assistant & other PT hourly therapist staff are included under this agreement

II. TERMS OF CONTRACT

The provision of this contract shall be effective as of July 1, 2024 and shall continue in effect through June 30, 2025 for all contracted staff. Contract days will be specified on your individual contract. Payroll and benefits start in September and go through August.

III. HEALTH INSURANCE

Contracted staff shall be provided the same health benefits as teachers under the MEA Negotiated Agreement.

IV. RETIREMENT PAY

Contracted staff, upon retirement from the Meade School District and who are eligible for the South Dakota Retirement System, shall receive as retirement pay the number of days of unused sick leave times divided by two times certified teacher sub rate. The payment will be made on the regularly scheduled payroll in July following the retirement to the South Dakota Retirement System Special Pay Plan.

V. SICK LEAVE

Contracted staff shall receive the same sick leave benefits as teachers, 8 days per school year. Maximum accrual according to MEA Negotiated Agreement. Contracted staff may participate in the voluntary Sick Leave Bank

VI. FAMILY AND MEDICAL LEAVE

Contracted staff shall receive Family and Medical Leave Act benefits.

VII. PERSONAL AND BEREAVEMENT LEAVE

Contracted staff receive the same personal and bereavement leave as teachers:

- 4 personal leave days; the additional of one personal leave day from sick leave balance with superintendent approval
- 2 bereavement days

VIII. LIQUIDATED DAMAGES

If the employee request to be released from his/her individual contract prior to its terminal date, and the School Board agrees to the release, the School District may withhold monies due the employee or collect from the employee the sum of five hundred dollars (\$500.00) as liquidated damages if such termination occurs after June 1st, one thousand dollars (\$1,000.00) after June 15th, two thousand dollars (\$2,000.00) after July 1st, three thousand dollars (\$3,000.00) after August 1st, four thousand dollars (\$4,000.00) after August 15th.

IX. PROFESSIONAL DUES

The District shall pay up to \$300 per year toward the dues required for membership in the professional state and national organizations, upon approval of the superintendent.

X. TUITION AND LICENSURE

The District may enter into an individual agreement for tuition and licensure in hard to fill programs within the licensed professional areas. The contract will state the expenses the District will reimburse along with the required years of service upon completion of licensure. If the employee does not fulfill the contract, repayment schedule will be contained in the contract.

2024-25 PROFESSIONAL/SUPERVISORY STAFF AGREEMENT

I. SALARIED POSITIONS

MAINTENANCE SUPERVISOR

ASSISTANT MAINTENANCE SUPERVISOR

FOOD SERVICE DIRECTOR

HUMAN RESOURCES DIRECTOR

TECHNOLOGY DIRECTOR

II. TERMS OF CONTRACT

The provision of this contract shall be effective as of July 1, 2024 and shall continue in effect through June 30, 2025 for all professional staff.

III. HEALTH INSURANCE

Professional staff shall be provided \$774 per month for the cost towards the district sponsored health insurance for family health benefits or shall be provided the full cost of the district sponsored single health insurance package. The amount is calculated based on the annual teacher benefit given divided by 9 and multiplied by the number of months of employment.

IV. RETIREMENT PAY

Professional staff, upon retirement from the Meade School District and who are eligible for the South Dakota Retirement System, shall receive as retirement pay the number of days of unused sick leave times \$150. The payment will be made on the regularly scheduled payroll in July following the retirement to the South Dakota Retirement System Special Pay Plan. Currently employed professional staff who have completed a total of ten years of full-time experience in the District as a professional staff or support staff, but less than five years as a professional staff, shall receive a retirement pay benefit equivalent to the sick leave reimbursement given to support staff who retire.

V. SICK LEAVE

Professional staff shall receive the same sick leave benefits as support staff. Professional staff may participate in the voluntary Sick Leave Bank

VI. FAMILY AND MEDICAL LEAVE

Professional staff shall receive Family and Medical Leave Act benefits.

VII. VACATION AND BEREAVEMENT LEAVE

Professional staff annual vacation leave for 12 month employees:

- less than 5 years of continuous employment in the district shall earn 12 days annually
- after 5 years 17 days annually
- after 10 years 22 days annually

Vacation days are earned and accumulated monthly. Employees can carry over no more vacation hours than earned in one fiscal year.

Professional staff that were hired prior to July 1, 2013 will also get two additional days added to their vacation to replace their personal leave previously given.

Professional staff will be allowed two days of bereavement leave per year.

VIII. HOLIDAYS

Professional staff shall receive the following 15 paid holidays: Labor Day, Native American Day, Thanksgiving (2 days), Christmas (2 days), New Year's Day (2 days), Presidents Day, Spring Break, Good Friday, Easter Monday, Memorial Day, Independence Day, and Juneteenth.

IX. PROFESSIONAL DUES

The District shall pay up to \$500 per year toward the dues required for membership in the professional state and national organizations, upon approval of the superintendent



TO: *Meade County Auditor*

FROM: Brett Burditt, Business Manager

DATE: July 8, 2024

SUBJECT: Property Tax Levy

Pursuant to the provisions of SDCL 13-11-3 the school board during regular session July 8, 2024, approved the annual budget for the year July 1, 2024 through June 30, 2025. The adopted Annual budget levy requests are as follows:

GENERAL FUND:

\$1.197 per \$1,000 assessed agricultural valuation
\$2.679 per \$1,000 owner-occupied valuation
\$5.544 per \$1,000 assessed other non-agriculture & utility valuation

SPECIAL EDUCATION:

\$1.288 per \$1,000 of total valuation

CAPITAL OUTLAY:

\$6,500,000

You are hereby authorized to spread a tax levy upon the assessed valuation of the school district sufficient to raise the amounts specified as provided by law.



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
2024 RUNOFF BALLOT
West River At-Large Representative
TERM: JULY 1, 2024 TO JUNE 30, 2029**

West River At-Large Representative- To be filled by a Superintendent.

This position is currently held by Kelly Messmer of Harding County High School. The West River At-Large Representative may be a Superintendent from any SDHSAA member school whose high school is physically located west of the Missouri River. This position must be filled by a Superintendent. **Any member school may nominate a person for this position and all member schools have the opportunity to vote.** The person elected will serve a **five-year term** on the SDHSAA Board of Directors and is unable to run for re-election in the West River At-Large Representative slot.

You may vote for **one** candidate.

The deadline for the return of this ballot is **JULY 25, 2024.**

Chris Long, Lyman School District

Mark Naugle, Custer School District

Name of Member School

Date

Signature (Superintendent or Principal)

Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

Chris Long, Lyman- Thank you for the opportunity to introduce myself as a candidate for the SDHSAA's Board of Directors and it's West River At-Large Superintendent position. I've been an educator in four South Dakota communities and am currently the superintendent in the Lyman School District. I feel that my education, extra-curricular and sports officiating experiences in South Dakota provide insights that would enable me to be an effective member of the SDHSAA Board of Directors.

The SDHSAA is an organization I have been fortunate to work with often. Since 1997, I've had tenures as a head and assistant football coach and as a head golf coach. I served a term on the SDHSAA Golf Advisory Board and, in cooperation with the SDHSAA, was the Class B State Golf meet director in 2017. I've been a certified high school basketball official since 2002. These experiences, along with many others, led to my interest in the Board of Directors and this open position.

I appreciate your district's consideration and would truly appreciate the opportunity to represent the schools of South Dakota on the SDHSAA Board of Directors.

Mark Naugle, Custer- With 33 years dedicated to public education, including over two decades as a school administrator and fifteen years as a Superintendent, I would bring a wealth of experience and a deep commitment to serving the students and schools of South Dakota as a member of the SDHSAA Board. Whether in the classroom, on the field, or within the community, I see every opportunity as a chance to make a positive impact and leave a lasting legacy of service and dedication. Joining the SDHSAA would not only be a continuation of this journey but also a new chapter filled with opportunities to serve the schools and students of our state. My journey in education has seen me wear many hats as a teacher, coach, principal, activities director, sports official, and finally, superintendent. After graduating from Custer High School and Black Hills State, I started my teaching/coaching career in Groton, with stops in Elk Point and Sturgis. Along the way, I completed my master's degree in education administration from South Dakota State and my education specialists and doctoral coursework from USD. I have served as a superintendent in South Dakota for fifteen years in Custer and Hill City and as a secondary principal/activities director in Philip and Hill City. In 2006, I was selected as the South Dakota Middle School Principal of the Year, and just this month, I was named the 2023 Outstanding Superintendent for South Dakota by the South Dakota School Superintendent's Association (SDSSA).

These experiences have helped me understand the importance of extracurricular activities in shaping students' lives. As a high school student, I personally witnessed school activities keep a classmate in school and become the first in his large family to graduate from high school. Without the support of teachers, coaches, and the activities he was involved in, he admitted he would not have graduated.

As a certified basketball official in South Dakota for 25 years, I've had the privilege of officiating multiple state tournaments. I was honored as the NFHS Boys' Basketball Official of the Year in 2010-2011 and inducted into the Black Hills Sports Officials Hall of Fame in 2023. I served as the SDHSAA Sports Advisory Council secretary for 17 years, and the SDHSAA Budget and Calendar Committee. Serving as the National President of the Federal Lands Impacted Schools Association for two years was a great learning experience, and I am currently a member of their executive board. Serving as the president of the South Dakota School Superintendent's Association (SDSSA) for two years was an honor, and I currently serve as a representative to the national superintendent's group, AASA, on their governing board.



"To Build Knowledge and Skills for Success Today and Tomorrow"

Policy KL: COMPLAINT AGAINST SCHOOL EMPLOYEE

Status: REVIEW

Original Adopted Date: 07/14/1986 | Last Revised Date: 05/10/2024 | Last Reviewed Date: 04/08/2024

**For purposes of the timelines stated in this policy "days" refers to a day that the school is in session, except that during the summer it refers to regular working days that the Business Office is open. "Calendar days" refers to calendar monthly days.*

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.

The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee's conduct, performance, or an employee's administration of a curricular, co-curricular or extra-curricular program. *Complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.*

When a complaint against a school employee is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

COMPLAINT PROCEDURE

STEP 1: Initial Complaint

A. The person having a complaint ("Complainant") must initiate the complaint procedure within **thirty (30) days** from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint related to a school employee must initiate the complaint procedure in one of the following ways:

- meet and discuss the concern with the Employee involved; OR
- meet and discuss the concern with the Employee's Principal.

1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee's Principal within **ten (10) days** of the meeting with the Employee. The Principal shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
2. If the Complainant initiates the complaint by meeting the Principal, the Principal shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.

- B. Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.
- C. If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. The Principal shall render a decision in writing within **ten (10) days** of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal's determination/resolution.
- D. The Principal's decision may be appealed by the Complainant or Employee to the Superintendent within **ten (10) days** of receipt of the Principal's written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame **ten (10) days** unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

Should the complaint be against a Principal, the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

Should the complaint be against the Superintendent (or the Principal who also is the Superintendent) the Complaint Form, Exhibit KL-E(1), shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision made in Step 1, or if the Principal failed to render a decision in the required time frame:

- A. The appeal shall be in writing using Exhibit KL-E(2). The appealing party must attach the Complaint and the Principal's written decision if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within **ten (10) days**, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.
- D. Within **ten (10) days** from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant,

Employee and Principal shall receive copies of the decision via *certified mail or email (include delivery receipt)*. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.

- E. The Superintendent's decision may be appealed by the Complainant to the School Board within **ten (10) days** of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame **ten (10) days** unless extended) the Complainant may appeal to the School Board pursuant to Step 3.
- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

STEP 3: Complainant's Appeal to the School Board

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

- A. An appeal to the School Board shall be in writing using Exhibit KL-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.
- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within **ten (10) calendar days** of Complainant's receipt of the Superintendent's written decision, or within **ten (10) calendar days** of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the School Board:
 1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.
 2. Within **thirty (30) calendar days** of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
 3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
 4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
 5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed, or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.

6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
7. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions from the other witnesses. The hearing officer and school board members may ask questions of any witness.
8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.
9. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
10. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist., 281 N.W.2d 595. 602 (S.D. 1979)* (“*This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.*”).
11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.
13. Within **thirty (30) calendar days** of the hearing, the School Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
14. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent’s decision, or render a decision on the merits of the Complaint in the absence of a Superintendent’s decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.

15. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.

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**Policy KL:
Complaint Against
School Employee
Process**

Initial complaint within 30 days

Meet and discuss the concern with the Employee involved

Meet and discuss the concern with the Employee's Principal

The Principal completes a Complaint Form, Exhibit KL-E (1) (Complete KL-E(1) within 10 days)

The Principal shall render a decision in writing within 10 days

Appeal to the Superintendent
File an appeal in writing using Exhibit KL-E(2) & attach the Complaint & the Principal's written decision.

The Superintendent shall render a decision in writing within 10 days

Complainant's Appeal to the School Board
File an appeal to the School Board in writing using Exhibit KL-E(3)

Complainants Appeal to the School Board must be filed within 10 days of the Superintendent's written decision

The Board schedules a date, time and location for the appeal hearing

Conduct a hearing in executive session within 30 calendar days

The Board renders its decision and issues its written Findings of Fact, Conclusions of Law and Decision within 30 calendar days

*For the purpose of the timelines stated in this policy, "days" refers to a day that the school is in session, except that during the summer it refers to regular working days that the Business Office is open. "Calendar days" refers to actual monthly days.

END

**MEADE SCHOOL DISTRICT 46-1
1230 Douglas Street
Sturgis, SD 57785**

**Employment Contract between Wayne Wormstadt and the
Meade School District 46-1 Board of Education**

This Employment Contract, made and entered into effective 1st day of July, 2024 by and between the Board of Education ("BOARD") of the Meade School District 46-1, Sturgis, South Dakota ("DISTRICT") and Wayne Wormstadt ("SUPERINTENDENT").

WHEREAS, DISTRICT desires to provide SUPERINTENDENT with a written employment contract to enhance administrative stability and continuity within the schools which the DISTRICT believes generally improves the quality of its overall educational program; and,

WHEREAS, DISTRICT and SUPERINTENDENT believe a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program of the schools:

NOW, THEREFORE, DISTRICT and SUPERINTENDENT, for the consideration herein specified, agree as follows:

1. **Term.** DISTRICT, in consideration of the promises herein contained made by the SUPERINTENDENT, hereby employs SUPERINTENDENT, and SUPERINTENDENT hereby accepts employment, as Superintendent of Schools for an initial term commencing July 1, 2024, and ending on June 30, 2027. Unless either party gives the other party written notice on or before June 30 of each year, the term will automatically be extended for an additional year as of midnight on June 30 of each year. Such one-year extension shall continue indefinitely until one party provides the requisite written notice. If the written notice is given, the contract will continue to the end of the term most recent extension. The SUPERINTENDENT shall have no recourse if the BOARD chooses to end the automatic renewal of this Employment Contract.

2. Professional Certification and Responsibilities of Superintendent.

2.1 Certification. SUPERINTENDENT shall hold a valid certificate issued by the State of South Dakota.

2.2 Duties. SUPERINTENDENT shall have charge of the administration of the schools under the direction of the BOARD. SUPERINTENDENT shall be the chief executive officer of the BOARD; shall direct and assign teachers and other employees of the schools under his supervision; shall organize, reorganize and arrange the

administrative and supervisory staff, including instruction and business affairs, as best serves the DISTRICT, subject to the approval of the BOARD; shall assist the DISTRICT in obtaining and training a successor superintendent; and, shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school district, and in general perform all duties incident to the Office of the Superintendent and other duties incident as may be prescribed by the BOARD from time to time. The BOARD, individually and collectively, shall promptly refer all criticisms, complaints and suggestions called to its attention to the SUPERINTENDENT for study and recommendation. The SUPERINTENDENT shall have the right to attend all BOARD meetings, except Executive Sessions wherein the BOARD advises the SUPERINTENDENT he shall not attend, and all BOARD and citizen committee meetings, serve as an ex-officio member of all school committees and provide administrative recommendations on each item of business considered by each of these groups.

2.3 Schedule. The SUPERINTENDENT shall work the same schedule as 12-month employees in the district office and will have the same holidays.

2.4 Outside Activities. SUPERINTENDENT shall devote his time, attention and energy to the business of the school district. However, the SUPERINTENDENT may serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities of a short-term duration which do not conflict with his responsibilities and duties, at his discretion. SUPERINTENDENT may, at his option and with the approval of the BOARD, continue to draw a salary while engaged in outside activity as described above. In such cases, honoraria paid SUPERINTENDENT in connection with these activities shall be transferred to the DISTRICT. If SUPERINTENDENT chooses to use either vacation or time outside the work days set forth in **Section 2.3**, above, to perform outside activities, he shall retain any honoraria or fees paid. In no case will DISTRICT be responsible for any expenses attendant to the performance of such activities.

3. Professional Growth of Superintendent. DISTRICT encourages the continuing professional growth of SUPERINTENDENT through participation, as he might decide in light of his responsibilities, in the following matters:

3.1 The operations, programs and other activities conducted or sponsored by local, state, and national school administrators and school board associations.

3.2 Seminars and courses offered by public or private educational institutions.

3.3 Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of SUPERINTENDENT to perform professional responsibilities for DISTRICT.

3.4 Visits to other institutions.

3.5 Attend a National Conference annually.

In its encouragement, DISTRICT shall permit a reasonable amount of release time for SUPERINTENDENT, as the SUPERINTENDENT deems appropriate, to attend to such matters and pay for the necessary fees for travel and subsistence expenses, as approved by DISTRICT in the annual budget.

4. Compensation. DISTRICT shall pay SUPERINTENDENT at a graduated annual salary rate of \$187,856.00 in year 1 (see Exhibit A future years). This annual salary shall be paid to SUPERINTENDENT in installments of one-twelfth of the annual salary rate on the twenty-first day of each month for services rendered during the current month; the first payment shall be made on July 21, 2024.

5. Other Benefits. SUPERINTENDENT shall be entitled to all the benefits set out in the specific schedule of SUPERINTENDENT Benefits is attached to this contract as Exhibit A and by this reference incorporated herein. The schedule of benefits may be amended by the mutual agreement of the DISTRICT and the SUPERINTENDENT from time to time during the life of this agreement. Any adjustment in benefits made during the life of this contract shall be in the form of an amendment and become part of this contract, but it shall not be deemed that DISTRICT and SUPERINTENDENT have entered into a new contract nor that the termination date of the existing contract has been extended.

6. Professional Liability.

6.1 DISTRICT agrees that it shall defend, hold harmless, and indemnify SUPERINTENDENT from any and all demands, claims, suits, actions and legal proceedings brought against SUPERINTENDENT in his individual capacity, or in his official capacity as agent and employee of the DISTRICT, provided the incident arose while SUPERINTENDENT was acting within the scope of his employment and excluding criminal litigation and as such liability coverage is within the authority of the school board to provide under state law. Except that, in no case will individual BOARD members be considered personally liable for indemnifying SUPERINTENDENT against such demands, claims, suits, actions and legal proceedings.

6.2 If, in the good faith opinion of SUPERINTENDENT, conflict exists as regards the defense to such claim between the legal position of SUPERINTENDENT and the legal position of DISTRICT, the SUPERINTENDENT may engage counsel in which event DISTRICT shall indemnify the SUPERINTENDENT for the cost of legal defense as permitted by state law.

6.3 DISTRICT shall not, however, be required to pay any costs of any legal proceedings in the event DISTRICT and SUPERINTENDENT have adverse interests in such litigation. "Adverse interests" shall be determined under applicable state law, but the term is not intended to include a good faith conflict as regards the defense as described in paragraph 6.2 above.

7. Medical Examination. At the election of the DISTRICT, a complete medical examination of SUPERINTENDENT may be authorized once each year by a physician of mutual choice. Any report of the medical examination shall be given directly and exclusively by the examining physician to SUPERINTENDENT. The DISTRICT will be advised in writing by the physician of the continued physical fitness of the SUPERINTENDENT to perform his duties and such report shall be confidential.

8. Goals and Objectives. The parties shall meet to establish mutually agreeable DISTRICT goals and objectives as part of the DISTRICT strategic planning process for the ensuing year. These goals and objectives shall be reduced to writing and shall be among the criteria by which SUPERINTENDENT is evaluated as provided in this employment contract.

9. Evaluation.

9.1 The BOARD shall evaluate and assess in writing the performance of SUPERINTENDENT at the times set forth in the applicable board policies. This evaluation and assessment shall be reasonably related to the position description of the SUPERINTENDENT and the goals and objectives of the DISTRICT for the year in question. The Board shall utilize the evaluation form attached hereto as Exhibit B and by this reference incorporated herein.

9.2 At least once each fiscal year, DISTRICT and SUPERINTENDENT shall meet in closed executive session for the purpose of mutual evaluation of the performance of the DISTRICT and SUPERINTENDENT. In the event the BOARD determines the performance of SUPERINTENDENT is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation may, at the BOARD'S election, include recommendations as to areas of improvement in instances where the BOARD deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to SUPERINTENDENT. SUPERINTENDENT shall have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to SUPERINTENDENT'S personnel file.

10. Termination of Employment Contract. This employment contract may be terminated:

10.1 Mutual agreement of DISTRICT and SUPERINTENDENT. Salary, penalties (see administrative contract for Liquidated Damages) and benefits shall be agreed upon by both parties.

10.2 Retirement of SUPERINTENDENT.

10.3 Disability of SUPERINTENDENT. In the event of disability by illness or incapacity, after SUPERINTENDENT'S sick leave has been exhausted, the compensation shall be reinstated after SUPERINTENDENT has returned to employment and undertaken the full discharge of his duties. DISTRICT may terminate this contract by written notice to SUPERINTENDENT at any time after SUPERINTENDENT has exhausted any accumulated sick leave and such other leave as may be available and has been absent from his employment for whatever cause for an additional continuous period of thirty (30) days. All obligations of DISTRICT shall cease upon such termination.

If a question exists concerning the capacity of SUPERINTENDENT to return to his duties, DISTRICT may require SUPERINTENDENT to submit to a medical examination, to be performed by a doctor licensed to practice medicine. DISTRICT and SUPERINTENDENT shall mutually agree upon the physician who shall conduct the examination. The examination shall be done at the expense of DISTRICT. The physician shall limit his or her report to the issue of whether SUPERINTENDENT has a continuing disability which prohibits him from performing his duties.

10.4 Discharge for Cause. The SUPERINTENDENT may be discharged for good and just causes, provided however, that the BOARD does not arbitrarily or capriciously call for the SUPERINTENDENT'S dismissal and that the SUPERINTENDENT shall have the right to service of written charges, notice of hearing, and a fair hearing before the BOARD. If the SUPERINTENDENT chooses to be accompanied by legal counsel at the hearing, said legal expenses will be incurred by the SUPERINTENDENT. "Good and just causes" includes, without limitation, breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty or violation of any policy or regulation of the DISTRICT. All obligations of DISTRICT shall cease upon such termination.

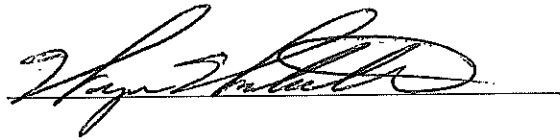
10.5 Death of SUPERINTENDENT. Such cause shall immediately terminate this employment contract. None of the SUPERINTENDENT'S rights, compensation or benefits hereunder (except life insurance, administrator contract Survivor Benefits, or other benefits specifically permitting survivorship benefits) shall survive him or pass to his estate.

11. Saving Clause. If, during the term of this contract, it is found that a specific clause of this contract is illegal by federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.

IN WITNESS WHEREOF, DISTRICT has caused this Employment Contract to be approved in its behalf by a duly authorized officer and SUPERINTENDENT has approved this Employment Contract effective on the day and year specified in Paragraph I above.

SUPERINTENDENT

BOARD OF EDUCATION OF
MEADE SCHOOL DISTRICT 46-1



Board President

7/3/2024

Date

Date

WITNESS

This Employment Contract was approved and recorded by vote of the BOARD at a public meeting duly held on the _____ day of July, 2024.

EXHIBIT A: SUPERINTENDENT SALARY AND BENEFITS

Start Date:	July 1, 2024
Base Salary:	\$187,856
Salary for future years:	Will be negotiated in good faith
South Dakota Retirement:	6% Employee Paid 6% District Paid
Health insurance:	Will match district annual contribution and guidelines as Administrative Agreement.
Life Insurance Policy:	\$150,000
Retirement Pay:	Will match administrative contract agreement.
Social Security:	7.65% deduction, 7.65% match from the District
Travel Allotment:	The District will provide at the District's cost a vehicle for District use only or mileage per state policy on personal vehicle use
Annual vacation days:	30 days per year
Annual sick leave days:	12 days for the first year of contact and 10 days per year for any following years, may accumulate to 75 days, and eligible for sick leave bank days per teacher contract (60 days) and is eligible for FMLA.
Annual bereavement days:	2 days per year

Note: In the first year of this contract Superintendent Wormstadt has agreed to:

1. Removal of Full Family Insurance Language and match Administrator Contract benefit. The difference in amount contributed by the district will be added to salary to keep him financially whole per current contract language. Superintendent will not be eligible for Full Family Health Insurance Contribution moving forward.
2. Remove 2 sick days, 5 personal days, 7 days of non-contract non-duty days in exchange for 10 vacation days to be added.