

DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA

Monday, August 10, 2026

**VANDENBERG ELEMENTARY SCHOOL - Library Conference Room
561 Briggs Street
Box Elder, SD 57719**

5:00 PM

DOUGLAS SCHOOL DISTRICT INVITES YOU TO ATTEND A SCHEDULED ZOOM ROOM MEETING:

Join Zoom Meeting <https://sdk12.zoom.us/j/91850692012?pwd=pEqVKkH06gbKPkvCitF9JW3a25Qieq.1>
Meeting ID: 918 5069 2012
Passcode: 454828

Individuals attending virtually and desiring to speak during public forum should email their request to the Superintendent's Office (Kevin.Case@k12.sd.us or Jackie.McPherson@k12.sd.us), including all identifying information by noon of the day of the board meeting.

1. Call Meeting To Order:
2. Pledge of Allegiance and Moment of Silence In Honor Of Fallen Soldiers And Active Duty Persons:
3. Recognition:
4. Review of Board Working Agreements:
 - We ask
 - We learn
 - We lead
- 5.
6. Public Forum:
7. Approval of Agenda:
8. Consent Agenda Items:
 - A. Approval of Regular Meeting Minutes and Annual Meeting Minutes for July 13, 2026.
 - B. Approve Personnel Action
 - C. Approve Financial Reports
 - D. Approve the Purchases and Issuing of Accounts Payable and Payroll.

- E. Approve Conflict Disclosures and Waiver Authorizations as being Fair and Reasonable and Not Contrary to the Public Interest Pursuant to SDCL 3-23-3.
- F. Approve Second Reading of the following new or revised Board Policies: New Board Policy HJ(N) - Housing of Negotiable Items
Revised Board Policy Regulation GBM-R(N) - Staff Grievances Procedures
Revised Board Policy Regulation KL-R(N) - Complaint Procedure
Revised Board Policy Exhibit KL-E(1) (N) - Complaint Report Form
Revised Board Policy GCI(N) - Professional Staff Assignments and Transfers

9. Items Removed From Consent Agenda

10. Elementary and Secondary Curriculum and Instruction Items:

11. Superintendent Items:

- A. Approve Student Assignment Requests as recommended for the 2026-27 school year.
- B. Approve Open Enrollment Applications as recommended for the 2026-27 school year.
- C. Approve enrollment benefit for non-resident children of district employees as recommended and subject to the provision of Section E of Policy JECB as presented.
- D. Approve the following Staff Handbooks for the 2026-27 school year:
 - Negotiated Agreement
 - Speech-Language Pathologist Handbook
 - Classified Handbook
 - Coordinator Handbook
 - Administrator Handbook
- E. Douglas Middle School Update

12. Fiscal Resources Items:

- A. Approve Supplemental Budget as presented.
- B. Approve Contingency Transfer as presented.
- C. Approve Revised Grant Budgets as presented: Consolidated Application
McKinney Vento
- D. Approve the following resolution: LET IT BE RESOLVED that the Douglas School District #51-1 Board of Education hereby approves and authorizes the transfer of Impact Aid Funds as presented.

13. Operational Support Services Items:

- A. Hear Informational Reading of the following revised Board Policies: GDN- Evaluation of Support Staff
GDN-R- Implementation Procedures for Support Staff Evaluations
GDI- Support Staff Assignments & Transfers
JECB - Admission of Non-Resident Students (Open Enrollment)
- B. Approve New FINANCIAL OPERATIONS AND COMPLIANCE COORDINATOR Job Description
- C. Approve New STUDENT SUPPORT SERVICES Job Description

14. Reports:

- A. Superintendent:
 - 1. Back To School Update
 - 2. \$20 Million DCIP Update
- B. Committee Reports From Board Members and Comments from Associate Board Members

15. Upcoming Calendar Events:

August 11 - Staff Options Based PD, 7:30 - 3:00
August 11 - Staff Welcome Back Lunch, 12:00 am
August 17 - Family Walk-Through, 3:30 - 7:00 pm
August 19 - First Day of School for Students
August 24 - BOE Meeting / District Tour, 5:00 pm

16. Executive Session

17. Action As A Result of Executive Session

18. Adjournment

**DOUGLAS SCHOOL DISTRICT
Board Policy**

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH
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Public Participation at Board Meetings

The School Board recognizes and respects the input which may be provided by the public on school district matters. The Board also recognizes and respects the distinction between a school board meeting that is open to the public and a public hearing held by the school board.

- At a school board meeting which is open to the public, members of the public may be present, observe and listen to the school board conduct its business and may speak during the school board meeting consistent with this policy.
- At a public hearing held by the school board, there is usually one topic to be presented by the District and discussed. The public is given the opportunity to speak and be heard on the topic which is the reason for the public hearing. This type of meeting allows for public participation under the rules designed specifically for that meeting and is not subject to this policy.

This Policy applies only to regularly scheduled school board meetings held in open session. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Personnel matters or complaints that directly or indirectly identify an employee shall not be discussed. Complaints against school employees or students, and complaints related to sexual harassment or bullying, must be addressed according to specific school district policies before being addressed by the School Board.

When a complaint against a school employee or a student is brought to the Board during the public forum, the Board President will direct the person bringing the complaint to the applicable complaint procedure. The complaint procedures are designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. The Board will address the complaint only if the matter has been appealed to the Board pursuant to the applicable complaint policy.

Persons making references about a specific school employee or employees, or a specific student or students during the public forum should be mindful that based upon what the person says during the public forum the employee(s) or student(s) about whom the comments are made may have legal recourse against the person voicing the complaint.

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative, or threatening, shall not make comments which

are disrespectful to one or more persons, and shall not use profanity.

The time designated for Public Forum on the agenda shall be immediately before the adoption of the meeting agenda by the school board.

In order to assure that the Board may conduct its meetings in a respectful and efficient manner, the procedure for public participation at regularly scheduled monthly school board meetings is as follows:

1. Agenda and Non Agenda Items:

- a. Before the meeting is called to order, an individual who desires to speak at a school board meeting must in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed. Individuals attending virtually and desiring to speak during public forum, should email their request to the superintendent's office, including all identifying information, by noon the day of the meeting.
- b. During the time designated for Public Forum, the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy
- c. A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- d. Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.

2. Adding an Item to the School Board Meeting Agenda in Order to Request Specific School Board Action:

- a. Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.
- b. The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.
- c. The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school

board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.

- d. If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.
- e. In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be:
 - deferred until the next regular meeting or a special school board meeting, or
 - added to the meeting agenda for discussion purposes only, or
 - added to the agenda for discussion and possible action.

3. Authority of Presiding Officer:

The Board vests in its presiding officer the authority to terminate the right of any person to speak at the end of the time granted pursuant to provision 1.d, provision 1.e, or provision 2.d. as set forth in this policy. The presiding officer may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity.

If deemed necessary by the presiding officer, the presiding officer may contact local law enforcement to have a person removed from the school board meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

REFERENCES

State Reference:

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-2	Executive or closed meetings
SDCL 13-32-6	Disturbance of school as a misdemeanor
SDCL 13-8-39	Management of schools by board
SDCL 22-18-35(3)	Disturbing any lawful assembly or meeting

Policy Cross Reference:

BD	School Board Meetings
BDDB	Board Meeting Agendas and Format
BDDC	Agenda Preparation and Dissemination

Adoption History

Approved	9/8/1977		
First Reading of Revision	10/10/1985		
Approved - Revision	11/14/1985		
First Reading	11/17/2014		
Approved	12/8/2014		
First Reading-Rewrite	2/13/2017		
Approved	2/27/2017		
First Reading-Revision	2/28/2022		
Approved	3/14/2022		

**DOUGLAS SCHOOL BOARD
REQUEST TO COMMENT
SPEAKER SIGN IN**

DATE_____

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative or threatening, shall not make comments which are disrespectful to one or more persons, and shall not use profanity.

Please print legibly.

	Name & Address	Email & Phone #	Topic / Item #
1			
2			
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9			

DOUGLAS SCHOOL DISTRICT
Exhibit

SECTION	B	TITLE	Board Governance and Operations	FILE	BDDH-E(2)
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Introduction to Public Forum

If the Board/Board President wishes to have the Board President make an introductory statement at the beginning of the Public Forum, the following may serve as a starting point which could be modified at the discretion of the Board/Board President and which is consistent with local Board policy.

This is the time for the Public Forum.

Each individual wishing to address the Board is asked to sign the form on the table in the back of the room with their name, address, email and topic to be addressed being legible. Persons having signed in will be recognized and have an opportunity to speak.

Speakers will have five (5) minutes to present comments to the school board. An extension of time may be granted pursuant to Board policy. Should more than one person wish to address the school board on the same agenda item, or should the comments become repetitious, speaker time may be shortened.

The District has policies related to complaints involving bullying, sexual harassment, school employees or students. Those policies include procedures designed to balance the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. If a complaint about bullying, sexual harassment, school employees or students is brought to the Board during the public forum, the person will be informed as to the applicable complaint procedure.

* Individuals attending virtually and desiring to speak during public forum, instructions are given on the meeting agenda when it is posted to email their request to the superintendent's office, including all identifying information, by noon the day of the board meeting.

Notes: All Board members should be aware that SDCL 22-18-35(3) says any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk thereof by disturbing any lawful assembly or meeting of persons without lawful authority is a criminal offense (Class 2 Misdemeanor). This statute could be referenced in extreme situations if a speaker/group fails to respect the decorum expected during a formal governmental meeting

Adopted: 3/14/2022

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, July 13, 2026

The Douglas School District No. 51-1 Board of Education held a Regular meeting on Monday, July 13, 2026 at 5:00 PM in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present, Tonya Welch: Present. Col Paul Koecher: Associate Board Member, present; Col Brandon Vigneron: incoming Associate Board Member, present; and CMSgt Thomas Podgorski: Associate Board Member, present.

All actions in these Minutes were by unanimous vote unless otherwise stated.

President Tanya Gray called the meeting to order at 5:00 p.m.

Col Paul Koecher introduced Col Brandon Vigneron, his replacement as Associate School Board Member. The formal Change of Command is scheduled for tomorrow.

There was nothing for public forum.

Motion to approve the agenda. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Public Hearing on Proposed 2026-27 School District Budget.

Motion to approve the consent agenda, Items 8A-F. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Approved Regular Board Meeting Minutes of June 22, 2026.

Approved Personnel Action for July 13, 2026. (Attachments)

Approved Accounts Payable Report and June Payroll Reports. (Attachments)

Approved payment for additional 10.9 contract days for the superintendent for the 2025-26 school year.

Approved declaring technology items as surplus (surplus for sale or discard).

There were no conflicts disclosed as defined in SDCL 3-23.

Superintendent Items:

Motion to approve confirmation of Col Brandon Vigneron and CMSgt Thomas Podgorski as Associate School Board Members representing Ellsworth Air Force Base as per School Board Policy BL. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Superintendent Kevin Case updated the board members on progress being made with the Douglas Middle School Addition, as well as any change orders approved to date, clarified his role / board's role in that process, and gave awareness of how this impacts the GMP (Guaranteed Maximum Pricing). The budgeted amount for contingency at DMS is 3% of the base project (without alternates 1-3) is \$208,732. He will approve change orders up to that amount and keep the board members informed.

Superintendent Kevin Case shared an initial plan for student pick up/drop off at the middle school during the construction. The primary concern is safety and will utilize fencing and construction barriers to restrict pulling off and marking safe walkways. The new bus loop and additional parking lot on the east side of Tower Road are scheduled for completion before school starts.

Fiscal Resources Items:

Approve resolution for contingency transfers as presented. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

LET IT BE RESOLVED that the Douglas School District #51-1 Board of Education, after duly considering the FY26 expenditure needs, hereby approves and authorizes the transfer of FY26 contingency funds to the appropriate expenditure accounts within and between the General Fund and Special Education Funds for payment of instructional materials, equipment and costs not to exceed \$502,652.

Approve Supplemental Budget in the amount of \$2,551,772.11 as presented. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Operational Support Services Items:

Hear Informational Reading of the following new or revised Board Policies:

New Board Policy HJ(N) - Housing of Negotiable Items

Revised Board Policy Regulation GBM-R(N) - Staff Grievances Procedures

Revised Board Policy Regulation KL-R(N) - Complaint Procedure

Revised Board Policy Exhibit KL-E(1) (N) - Complaint Report Form

Revised Board Policy GCI(N) - Professional Staff Assignments and Transfers

Reports:

Superintendent Kevin Case commented that a lot of things are happening throughout the district this summer—the high school gym floor is done, bleachers are shipped, 5 elementary classrooms are in the process of going back together, high school. We've added the parking lot software to the existing paint striping robot so we can paint our own parking lots. Will plan a facilities tour after the August 24 BOE meeting.

Committee Reports from Board Members and Comments From Associate Board Members

Tanya Gray commented on the recent MISA (Military Impacted Schools Association) Conference and tour. She attended events on Sunday and Monday with the group. They were engaged and impressed during the school presentations. Great job representing Douglas!

Motion to adjourn the meeting at 5:41 pm. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

DOUGLAS SCHOOL DISTRICT					
PERSONNEL ACTION 07/13/2026					
Certified Academic Study-Tuition Reimbursement					
	Erin Alfson	\$2,424.00			
	Samantha Brewer	\$1,590.75			
	Gracie Good	\$984.75			
Employee Leave of Absence Requests					
	Name	Building	Position	Effective Date	
	BOE See Attached				
Certified Resignations/Terminations					
	Name	Position	Location	Effective Date	
	Jenny Jensen	4th Grade Teacher	VES	6/23/2026	Assess \$1000 Liquidated Damages
	Patrick Sutliff	Counselor	FC	7/1/2026	Assess \$2000 Liquidated Damages
Classified Resignations/Terminations					
	Name	Position	Location	Effective Date	
	Emily Rudesbusch	8th Asst Volleyball Coach	MS	6/15/2026	
	Grant Ludwig	7th Head FB Coach	MS	6/25/2026	
	Isabelle Caldwell	Assistant Track Coach	MS	2026-2027	
	Jace Caledwell	8th Boys BB Head Coach	MS	2026-2027	
	Jace Caldwell	8th Girls BB Head Coach	MS	2026-2027	
Certified Staff Hiring					
	Name	Location / Position	Wage	Effective Date	
	Kolter Clark	HS / Social Studies Teacher	\$53,700.00	2026-2027	
Classified Staff Hiring					
	Name	Location / Position	Wage	Effective Date	
	Ben Markwardt	Transportation/Bus Driver	\$21.50	2026-2027	
Temporary Hires					
	Name	Position	Salary	Effective Date	
	Kaylin Smith	Summer Office	\$18.50	6/1/2026-6/30/2026	
	Kaylin Smith	Summer Office	\$19.75	7/1/2026-8/6/2026	
	Laurie Kowaleski	Summer Inst Aide	\$18.50	6/1/2026-6/30/2026	
	Laurie Kowaleski	Summer Inst Aide	\$19.75	7/1/2026-8/6/2026	
	Theresa Ames	Summer Bus Aide	\$17.00	6/1/2026-6/30/2026	
	Theresa Ames	Summer Bus Aide	\$18.25	7/1/2026-8/6/2026	
	Kayla Langer	Summer School	47.07/hour	7/1/2026-7/23/2026	
	Joe Back	Summer School	43.96/hour	7/1/2026-7/23/2026	
	Teresa Crooks	Summer School	57.69/hour	7/1/2026-7/23/2026	
	Sarah Reimer	Summer School	62.09/hour	7/1/2026-7/23/2026	

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	187656	X	64.00
AMAZON.COM	187657	X	773.02
AMERICINN BY WYNDHAM MITCHELL	187658	X	379.44
ASPI SOLUTIONS, INC	187659	X	3,857.00
BEST WESTERN PLUS RAMKOTA HOTEL	187660	X	1,734.00
BOX ELDER HARDWARE	187662	X	338.61
BZT WRAPS	187663	X	846.00
CENTURYLINK	187665	X	522.35
CITY OF BOX ELDER	187667	X	3,025.00
CITY OF RAPID CITY	187668	X	25.00
COMMERCIAL DOOR & SPECIALTIES INC.	187669	X	888.00
CONSOLIDATED ELECTRICAL DISTRIBUTERS,	187670	X	665.24
FIDUCIARY ACCOUNT	187674	X	705.00
HAGGERTYS MUSICWORKS	187675	X	85.00
INNOVATIVE OFFICE SOLUTIONS	187677	X	4,354.66
LODGE AT DEADWOOD, THE	187680	X	900.00
LYNN JACKSON SHULTZ & LEBRUN PC INC	187681	X	351.00
MATH LEARNING CENTER, THE	187682	X	1,210.00
McPherson, Jackie	187683	X	24.76
MIDWEST BUS PARTS, INC.	187684	X	186.82
NORTH CENTRAL SUPPLY, INC.	187685	X	2,522.94
POWER HOUSE	187686	X	36.93
PRECISION REPORTING	187687	X	126.40
RAPID FIRE PROTECTION, INC.	187688	X	596.89
RIVERSIDE TECHNOLOGIES INC	187690	X	300.00
SANFORD HEALTH OCCMED	187691	X	300.00
SASD	187692	X	180.00
SDHSAA	187694	X	736.00
SOUTH DAKOTA ONE CALL	187697	X	49.35
TEMPERATURE TECHNOLOGY INC	187698	X	170.00
TERRYBERRY	187699	X	2,225.89
VANWAY TROPHY & AWARD, INC.	187700	X	248.65
VERIZON WIRELESS	187701	X	267.34
VOYAGER FLEET SYSTEMS, INC.	187702	X	594.41
WARNE CHEMICAL & EQUIPMENT, INC.	187703	X	445.00

WESTERN DAKOTA TECHNICAL INST.	187704	X	800.00
WINNSUPPLY	187705	X	395.55
GENERAL FUND			30,930.25
BLACK HILLS ROOFING, INC.	187661	X	126,603.54
CANFIELD	187664	X	12,843.01
INNOVATIVE OFFICE SOLUTIONS	187677	X	165,921.61
KLJ ENGINEERING LLC	187678	X	2,000.00
SECO CONSTRUCTION INC	187695	X	14,023.00
TEMPERATURE TECHNOLOGY INC	187698	X	80,000.00
CAPITAL OUTLAY			401,391.16
AMAZON.COM	187657	X	44.56
CHILDREN'S CARE HOSPITAL & SCHOOL	187666	X	5,712.00
Crooks, Teresa	187672	X	174.20
Kowaleski, Laurie	187679	X	180.54
LODGE AT DEADWOOD, THE	187680	X	300.00
RATWIK, ROSZAK & MALONEY, P.A	187689	X	1,071.00
SD DEPARTMENT OF HUMAN SERVICES	187693	X	13,883.41
SHINING PATHWAY ABA, LLS	187696	X	44,830.00
SPECIAL ED			66,195.71
CO-OP ARCHITECTURE	187671	X	7,500.00
DAKOTA TESTING & ENGINEERING, LLC	187673	X	4,173.00
HEAVY CONSTRUCTORS, INC	187676	X	330,903.75
CAPITAL PROJECTS FUND			342,576.75
			841,093.87
BEST WESTERN RAMKOTA- PIERRE	13118	X	547.80
CASH-WA DISTRIBUTING COMPANY, INC.	13119	X	5,437.12
Garner, Jennifer	13120	X	379.44
PAN-O-GOLD BAKING COMPANY, INC.	13121	X	272.36
REINHART FOOD SERVICE LLC	13122	X	7,037.25
SERVALL TOWEL & LINEN SUPPLY, INC.	13123	X	166.20
SYSCO MONTANA	13124	X	34,907.56
FOOD SERVICE			48,747.73
Grand Total:			889,841.60

PAYROLL EXPENDITURES

JUNE 5 2026

JUNE 19 2026

TOTALS

\$1,272,510.32

\$1,187,264.37

MINUTES
DOUGLAS SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

Monday, July 13, 2026

The Douglas School District No. 51-1 Board of Education held its Annual Meeting on Monday, July 13, 2026 After the Regular Meeting in the library conference room at Vandenberg Elementary School, Box Elder, South Dakota. President Tanya Gray presided. Those present were:

Ben Frerichs: Present, Tanya Gray: Present, Amy McGovern: Present, Chris Misselt: Present, Tonya Welch: Present.

All actions in these minutes were by unanimous vote unless otherwise stated.

Business Manager Trista Olney called the meeting to order at 5:43 p.m.

Business Manager Trista Olney administered the Oath of Office to incumbent board member, Ben Frerichs.

Business Manager Trista Olney began the nominations for the election of officers for the 2026-27 term as follows:

Motion to approve the nomination of Tanya Gray for Board President. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

President Tanya Gray continued the nominations. Motion to approve the nomination of Amy McGovern for First Vice-President. This motion, made by Ben Frerichs and seconded by Chris Misselt, Carried.

Motion to approve the nomination of Ben Frerichs for Second Vice-President. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Motion to approve agenda. This motion, made by Ben Frerichs and seconded by Tonya Welch, Carried.

The 2026–27 suggested meeting dates for Regular BOE meetings are the 2nd and 4th Monday of each month at 5:00 p.m. at Vandenberg Elementary School Library Conference Room with the following exceptions: In July and December when only the first meeting of the month will be held and should a board meeting fall on a school holiday, the meeting will be held on the following day or as follows: Monday, October 12, 2026 change to Tuesday, October 13, 2026 (holiday).

Motion to approve BOE Regular Meeting Schedule for 2026-27 school year. This motion, made by Amy McGovern and seconded by Tonya Welch, Carried.

Motion to approve the appointments of BOE representation on district committees. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Motion to approve using Parliamentary procedure guidelines for board meetings. This motion, made by Amy McGovern and seconded by Chris Misselt, Carried.

Motion to set BOE compensation at \$100 per allowable meeting. (Maximum set by law is \$166). This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Motion to approve Items 9-11 as one item. This motion, made by Chris Misselt and seconded by Amy McGovern, Carried.

Approved the resolution as follows:

BE IT RESOLVED that in order to comply with SDCL 1-25-1, as amended by HB 1172 (2018 Legislative Session), which states "The chair of the public body shall reserve at every official meeting by the public body a period for public comment, limited at the chair's discretion, but not so limited as to provide for no public comment," and also provide for a known procedure by which there may be public participation at school board meetings, the President of the Douglas School District Board of Education shall apply and follow School Board Policy BDDH with respect to public participation at all school board meetings.

Approved the Adoption of All Previous Board Policies in Effect as of June 30, 2026.

Reviewed "Conducting the Public's Business in Public" from the South Dakota Attorney General's Office and any other material related to SDCL 1-25 and acknowledgment that the review was completed.

Board members reviewed the Working Agreements: We ask - We learn - We lead.

Motion to acknowledge review of the BOE Code of Conduct for Board Members and sign the document for the 2026-27 school year. This motion, made by Amy McGovern and seconded by Ben Frerichs, Carried.

Superintendent Kevin Case stated we continue to use the Strategic Direction to make informed decisions. It gives us good information as we move forward.

Motion to approve Items #15-20 (inclusive) on the consent agenda. Exceptions to the one motion may be necessary if a board member wishes to discuss or review any item in more detail. This motion, made by Chris Misselt and seconded by Ben Frerichs, Carried.

Approved the Purchases and Issuing of Accounts Payable for Fiscal Year 2027.
(Attachment)

Financial Authorizations

Approved the depositories for funds and investments of the Douglas School District 51-1 for the 2026-27 school year.

Authorized an Imprest Cash Revolving Fund in the amount of \$2,000 for the 2026-27 school year and authorized the business manager to make advance payments for meals and miscellaneous expenditures as deemed necessary.

Authorized the business manager to establish a petty cash fund in the amount of \$75.00 for various functions of the school district as deemed necessary, and further authorized the business manager to establish an imprest fund in the amount of \$420 for the School Food Services Program.

Authorized the superintendent or business manager to sign all state vouchers entering claims on behalf of the school district for the 2026-27 school year.

Approved the submission of the 2026 Annual Report and authorized the superintendent and business manager to sign on behalf of the district.

Authorized the business manager and/or her representative as the school district purchasing agent for the 2026-27 school year.

Authorized the business manager to advertise for bids on necessary items during the 2026-27 school year.

Approved use of Black Hills Special Services Cooperative for services under a noncompetitive proposal as it is determined that BHSSC is the only vendor (single source) within the region that can provide all necessary services needed by the district.

Annual Appointments:

Approved naming the Rapid City Journal as the official newspaper for the 2026-27 school year; and, the district newsletter and district website will also be used for providing district information to the public.

Approved contracting with the firm of Ketel Thorstenson, LLP to conduct the annual audit for the period ending June 30, 2026.

Approved retaining the law firm of Lynn, Jackson, Shultz & LeBrun and Attorney Rodney Freeman to represent the district for legal matters during the 2026-27 school year.

Appointed Business Manager, Trista Olney as Administrator of Fiduciary Funds.

Authorized the Superintendent of Schools to close schools because of weather or emergency and, in the event of the superintendent's absence, follow the set chain of command.

Authorized the appointment of the Superintendent as the Age Discrimination Act Compliance officer.

Authorized the appointment of the Executive Director of Operational Support Services

as the Asbestos Compliance officer.

Authorized the appointment of the Executive Director of Operational Support Services and the Network Coordinator to maintain access to the district's electronic network.

Authorized the appointment of all building principals as Truancy officers.

Authorized the appointment of the Executive Director of Operational Support Services as the Title IX Compliance officer.

Authorized the appointment of the Special Services Director as the Rehabilitation Action Section 504 Compliance officer.

Authorized the appointment of the Special Services Director as the Americans with Disabilities Act Compliance officer.

Approved the following Resolutions for the 2026-27 school year:

BE IT RESOLVED that the Business Manager be authorized to make application for all local, state, and federal funds for which the school district may qualify during the 2026-27 school year;

BE IT FURTHER RESOLVED that the Superintendent or Executive Director of Academics be authorized to sign as the authorized District representative for all categorical or block grant State or Federal program applications;

BE IT FURTHER RESOLVED that the Superintendent or Executive Director of Academics be authorized to sign fiscal reports for the Title Programs;

BE IT FURTHER RESOLVED that the Superintendent of Schools and the Business Manager are authorized to purchase and/or receive State Surplus Property.

BE IT RESOLVED that the Business Manager be fully authorized to make proper application and to sign all papers required for funds available to the District from the Federal Government under Public Law 7003 Impact Aid for the 2026-27 school term.

BE IT RESOLVED that the Business Manager be fully authorized to make proper application and to sign all papers required for funds available to the District from the Federal Government under Public Law 7002 Impact Aid for the 2026-27 school year.

WHEREAS, the nature of tax collections, federal deposits, and other revenue is such that cash on deposit in the District's Depositories at times exceeds the requirement for current expenditures.

NOW THEREFORE, BE IT RESOLVED that the Business Manager is hereby directed to invest such cash balances which may exist in interest-bearing certificates,

time deposits and government issues and the investments be determined in accordance with expenditure requirements and that such interest as is earned on said deposits be credited to the General Fund.

Authorized participation in the following Associations:

Associated School Boards of South Dakota (ASBSD)

Impacted Schools of South Dakota (ISSD)

Military Impacted Schools Association (MISA)

Military Interstate Children's Compact Commission (MIC3)

National Association of Federally Impacted Schools (NAFIS)

Large School Group of South Dakota

Approved the use of electronic signatures for all accounts payable and payroll checks for the 2026-27 school year.

Elementary and Secondary Curriculum and Instruction Items:

Approved the certified stipend rate of \$60.00 for half day; and \$120.00 for a full day.

Approved the 2027-27 Douglas School District Comprehensive Plan for Special Education.

Approved the K-12 Lau (English Learner) Plan for 2026-27.

Approved the Memorandum of Understanding and Addendum with Western Dakota Technical College and Douglas High School for dual enrollment courses.

Approved the Memorandum of Understanding between Lifeways, Inc. and the Douglas School District to provide substance-use prevention and addiction counseling services to Douglas Middle School and High School.

Approved the Memorandum of Understanding between West River Mental Health and Douglas School District for the 2026-27 school year.

Acknowledged the Indirect Cost Rates for the 2026-27 school term as computed by the Office of Elementary and Secondary Education noting that the Douglas School District Restricted Rate will be 2.06% and the Unrestricted Rate will be 17.30%.

Superintendent Items:

Authorized the Superintendent and/or his designee to travel to locations that are necessary for the operation of the school district.

Approved the following Resolution for the 2026-27 school year:

WHEREAS, the Superintendent of Schools is required to attend meetings and events necessary for the operations of the school district, both in-district and in the local area;

THEREFORE BE IT RESOLVED that the Douglas Board of Education will provide the Superintendent with a \$100 per month allowance for in-district and local travel, paid quarterly; in addition, travel outside of Rapid City will be reimbursed at the GSA POV mileage rate and processed quarterly.

Operational Support Services Items:

Authorized the Superintendent of Schools or his designee to hire contractual and non-contractual personnel for the school district during the 2026-27 school year subject to the concurrence of the Board of Education at its next regular meeting after the date of hiring; all contracts shall not be effective or binding until approved by the Board of Education; and approve the use of the automatic signature for all professional contracts to be issued during the 2026-27 school year.

Approved the Publication of Employee Salary Amounts for the 2026-27 School Term.
(Attachment)

Approved the following Rates for Substitute Teachers in the Douglas School District for the 2026-27 School Term:

Certified substitute teacher rate \$175 per day.

Non-certified substitute teacher rate \$145 per day.

Authorized the Executive Direction of Operational Support Services to submit an Intent to Renew Agreement and the 2026-27 Policy for Hot Lunch Program and further to provide a hot lunch program at all levels and a milk program for kindergarten with a schedule of charges as follows:

Student Breakfast (PK-12)	\$2.50
Student Lunch (PK-5)	\$3.00
Student Lunch (Gr 6-12)	\$3.25
Milk	\$0.75
Adult Breakfast	\$3.25
Adult Lunch	\$5.50

Approved Participation in Delta Dental for Student Dental Accident Insurance Program and the South Dakota High School Activities Association (SDHSAA) Student Accident Insurance Program for the 2026-27 School Term.

Approved the following High School Co-Curricular Admission Rates for the 2026-27 School Year:

Adults (out-of-district or family member) \$6.00 per event
Students (out-of-district, Gr 1-12 with ID) \$4.00 per event
Annual Douglas School District Family Pass \$25.00
Douglas Student No Charge

Authorized the Issuance of Complimentary Activity Passes for all Douglas School District Employees for the 2026-27 school year and Lifetime Complimentary Activity Passes for all

Retired Employees and Senior Citizens (age 65 and over).

Approved the District Participation in the Emergency School Bus Mutual Assistance Pact for the 2026-27 School Term.

The District will continue to provide bus transportation for students living more than 2.5 miles from school, in accordance with Board Policy EEA. Per policy, two high-needs areas have also been identified. An official bus route report will be presented at a future board meeting once enrollment data is finalized at the start of the school year.

Hear First Reading of the following new or revised Board Policies:

New Board Policy HJ(N) - Housing of Negotiable Items

Revised Board Policy Regulation GBM-R(N) - Staff Grievances Procedures

Revised Board Policy Regulation KL-R(N) - Complaint Procedure

Revised Board Policy Exhibit KL-E(1) (N) - Complaint Report Form

Revised Board Policy GCI(N) - Professional Staff Assignments and Transfers

Motion to adjourn the meeting at 5:57 p.m. This motion, made by Chris Misselt and seconded by Tonya Welch, Carried.

Tanya Gray, President

Trista Olney, Business Manager

_____ Initials

_____ Date

Published once at the total approximate cost of _____.

Administrators Salaries 2026-2027

Batteen	Nathan	\$114,345.00	Principal
Case	Kevin	\$185,532.00	Superintendent
Clark	Jeannie	\$123,952.50	Principal
Crosswait	Courtney	\$127,088.00	Executive Director
Gholson	Sean	\$118,800.00	Principal
Haaland	Joshua	\$109,515.00	Director
Kosters	Timothy	\$129,630.00	Executive Director
Nielsen	Tori	\$106,155.00	Asst. Principal/AD
Olney	Trista	\$146,500.00	Business Manager
Olson	Jimi	\$105,315.00	Asst. Principal
Pettit	Ann	\$149,049.00	Executive Director
Sandal	Shanna	\$116,760.00	Principal
Thompson	Julie	\$107,835.00	Asst. Principal
Voegeli	Beau	\$119,900.00	Principal
Waltman	Monica	\$128,436.00	Director

Certified Staff Salaries 2026-2027

Aberle	Taryn	\$56,250.00	FC 3rd Grade Teacher
Alfson	Erin	\$75,000.00	MS 6th Math Teacher
Anderson	Kayla	\$62,750.00	FC 3rd Grade Teacher
Anderson	Keeley	\$54,000.00	MS 7th Science Teacher
Anderson	Kjerstin	\$68,000.00	BC Speech Pathologist Sped
Anderson	Tara	\$57,000.00	BC Kindergarten Teacher
Anderson	Zelda	\$65,000.00	FC Instructional Leader
Apland	Christie	\$67,000.00	FC 3rd Grade Teacher
Arnold	Shelby	\$59,250.00	FC Kindergarten Teacher
Ashley	Lori	\$78,750.00	BC 2nd Grade Teacher
Awe	Amanda	\$72,750.00	HS Language Arts Teacher
Back	Joe	\$60,000.00	MS Sped TOSA Case Manager
Badura	Judith	\$78,750.00	FC 2nd Grade Teacher
Baragar	Cathy	\$78,750.00	MS 8th Social Studies Teacher
Baragar	Tricia	\$75,000.00	VES 4th Grade Teacher
Bell	Katie	\$73,750.00	BC Instructional Leader
Bennett	Meggie	\$58,500.00	BC 2nd Grade Teacher
Blair	Aarika	\$62,000.00	FC Kindergarten Teacher
Blair	Leighona	\$70,000.00	MS 6th Grade Language Arts Teacher
Blank	Hayley	\$57,000.00	FC 1st Grade Teacher
Boadway	Bianca	\$76,500.00	MS 8th Science Teacher
Boeding	Jason	\$74,250.00	HS Industrial Technology Teacher
Bok	Cayla	\$55,500.00	BC Kindergarten Teacher
Bolinger	Bridget	\$75,000.00	VES 5th Grade Teacher

Brewer	Samantha	\$71,250.00	VES 5th Grade Teacher
Bunkowske	Alyssa	\$59,250.00	FC Kindergarten Teacher
Burbach	Jenna	\$75,000.00	VES Instructional Leader
Burriss	Kirsten	\$63,500.00	BC Pre-K Teacher
Byrd	Andrea	\$78,750.00	FC Special Education Teacher
Caldwell	Isabelle	\$56,250.00	BC Kindergarten Teacher
Caldwell	Jace	\$72,750.00	MS Physical Education Teacher
Caron	Amy	\$39,000.00	HS Sped TOSA Case Manager
Clark	Brook	\$62,000.00	MS Special Education Teacher
Clark	Karline	\$77,250.00	HS Work Based Learning
Clark	Kolter	\$54,000.00	HS Social Studies Teacher
Clauson	Brenda	\$78,750.00	HS Math Teacher
Coates	Kelly	\$73,500.00	HS Math Teacher
Cole	Sadie	\$54,750.00	BC Special Education Teacher
Colichieski	Karley	\$71,250.00	CA Sped TOSA Case Manager
Colpitts	Kourtney	\$70,250.00	VES Speech Pathologist
Conard	Rebecca	\$56,250.00	HS Family & Consumer Science
Corbin	Allyson	\$33,250.00	FC 1st Grade Teacher
Cordell	Hope	\$56,250.00	BC Kindergarten Teacher
Crofut	Sheryl	\$75,000.00	HS Computer Teacher
Crooks	Teresa	\$78,750.00	CA Special Education Teacher
Crow	Hannah	\$56,250.00	BC Kindergarten Teacher
Cundall	Marcy	\$68,750.00	BC 1st Grade Teacher
Curran	Michael	\$60,750.00	HS Computer Teacher
Daugherty	Dale	\$63,750.00	MS Industrial Technology Teacher
Daum	Lynette	\$67,250.00	BC Music Teacher
Denekamp	Cathleen	\$78,750.00	VES 4th Grade Teacher
Deruyter	Jonathan	\$55,500.00	VES 4th Grade Teacher
Dettman	James	\$76,500.00	MS 7th Math Teacher
DeVelder	Kate	\$56,250.00	FC 2nd Grade Teacher
Dewey	Susan	\$78,750.00	MS Family & Consumer Science
Deyo	Lyndsay	\$74,250.00	BC 3rd Grade Teacher
Dietrich	Madison	\$66,500.00	CA Speech Pathologist
Distel	Brett	\$61,500.00	MS 6th Math Teacher
Doyle	Michaela	\$60,750.00	VES Music Teacher
Elder	Eric	\$76,500.00	MS 7th Social Studies Teacher
Enright	Holly	\$65,750.00	HS Science Teacher
Erlandson	Amy	\$63,750.00	HS Social Studies Teacher
Ferdinand	Jacob	\$75,750.00	FC Physical Education Teacher
Ferguson	Nicholas	\$74,250.00	HS Industrial Technology Teacher
Finney	Laressa	\$73,500.00	FC 2nd Grade Teacher
Floyd	Dane	\$66,500.00	BC 2nd Grade Teacher
Fox-Guillory	Krystle	\$59,250.00	BC Administrative Intern

Gilbert	Bridget	\$60,000.00	HS Special Education Teacher
Glandt	Margery	\$78,750.00	BC 2nd Grade Teacher
Good	Holly	\$78,750.00	CA Special Education Teacher
Gotta	Olivia	\$38,625.00	FC 1st Grade Teacher
Grindle	Arianna	\$67,000.00	HS Language Arts Teacher
Hagen	Austin	\$57,000.00	VES Physical Education Teacher
Hager	Summer	\$68,000.00	MS 7th Science Teacher
Hamer	Cassie	\$57,000.00	MS Special Education Teacher
Hamer	Jesse	\$72,750.00	HS Student Success Coach
Hamil	Richard	\$77,250.00	MS/VES Band Teacher
Harrington	Robert	\$78,000.00	HS Math Teacher
Hartley	Melissa	\$77,250.00	VES 4th Grade Teacher
Hayes	Michelle	\$58,500.00	BC 3rd Grade Teacher
Heier	Kaitlin	\$72,250.00	HS Math Teacher
Heinrich	Shannon	\$78,750.00	HS Art Teacher
Hencke	Tammy	\$78,750.00	BC Instructional Leader
Henriksen	Sherri	\$71,500.00	HS Math Teacher
Herder	Leon	\$57,000.00	HS Science Teacher
Herren	Michael	\$75,000.00	HS Science Teacher
Hill	Hanna	\$55,500.00	VES 4th Grade Teacher
Hilzer	Parker	\$54,750.00	VES 5th Grade Teacher
Hoeke	Katherine	\$54,750.00	MS Special Education Teacher
Hoellein	Cassidy	\$62,750.00	FC 1st Grade Teacher
Holt	Zoey	\$54,000.00	BC 1st Grade Teacher
Horan	Sherri	\$78,000.00	HS Counselor
Howard	Matthew	\$67,000.00	MS 8th Science Teacher
Humke	John	\$78,750.00	HS Physical Education Teacher
Hunter-Baker	Sarah	\$76,500.00	MS 8th Math Teacher
Jastorff	Hillary	\$70,750.00	CA Special Education Teacher
Johnson	Emma	\$54,750.00	FC Kindergarten Teacher
Johnson	George	\$57,000.00	BC/FC Physical Education Teacher
Johnson	Jade	\$58,500.00	FC Pre-K Teacher
Johnson	Maranda	\$67,250.00	VES 5th Grade Teacher
Kearns	Kimberly	\$67,250.00	FC Sped TOSA Case Manager
Keel	Natasha	\$60,000.00	VES Special Education Teacher
Keen	John	\$78,000.00	HS Social Studies Teacher
Keller	Shannon	\$72,000.00	HS Special Education Teacher
Kennedy	Cari	\$75,750.00	MS Computer Teacher
Kielhold	Nancy	\$50,400.00	CA Speech Pathologist
Kingi	Marlin	\$64,250.00	MS Title VI Teacher
Knottnerus	Kristine	\$72,750.00	BC Special Education Teacher
Knutson	Nicholas	\$78,750.00	MS Physical Education Teacher
Koch	Matthew	\$61,500.00	HS Science Teacher

Kowaleski	Aaron	\$73,500.00	MS 8th Social Studies Teacher
Labine	Kristyn	\$70,500.00	MS 7th Math Teacher
Ladwig	Amanda	\$65,750.00	MS Special Education Teacher
Langer	Kayla	\$64,250.00	VES Special Education Teacher
Leigh	Janee	\$73,500.00	MS 8th Language Arts Teacher
Lewis	Sarah	\$61,500.00	FC Pre-K Teacher
Lipp	Tara	\$78,000.00	CA Behavior Interventionist
Loescher	Kristen	\$65,750.00	CA Special Education Teacher
Lytle	Courtney	\$65,000.00	FC Instructional Leader
Mamula	Shalee	\$57,000.00	BC 2nd Grade Teacher
Marler	Brandi	\$76,500.00	VES 5th Grade Teacher
Martenson	Cherrie	\$78,750.00	HS Science Teacher
McCormick	Denise	\$78,750.00	VES STEAM Teacher
McFarland	Susanne	\$75,000.00	FC 1st Grade Teacher
McIntire	Daniel	\$66,500.00	HS World Language
McKernan	Darla	\$76,500.00	VES Special Education Teacher
Meade	Lorie	\$78,750.00	VES 5th Grade Teacher
Meisman	Shawna	\$60,000.00	MS Reading Teacher
Melton	Jody	\$85,500.00	FC Speech Pathologist
Militello	Kevin	\$72,750.00	MS STEAM Teacher
Miller	Travis	\$78,750.00	HS Physical Education Teacher
Mills	Jodi	\$67,250.00	BC 1st Grade Teacher
Mitchell	Rani	\$65,000.00	HS Counselor
Monahan	Taesha	\$54,000.00	FC 2nd Grade Teacher
Monize	Ainsley	\$85,000.00	HS/MS Speech Pathologist
Mraz	Kathy	\$65,000.00	HS Language Arts Teacher
Mraz	Tony	\$78,750.00	HS Language Arts Teacher
Munoz	Michael	\$72,750.00	MS 6th Science Teacher
Murray	Caitlin	\$57,750.00	HS Language Arts Teacher
Murray-Vernon	Lisa	\$78,750.00	BC Special Education Teacher
Nelson	Betsy	\$76,500.00	MS Instructional Leader
Nelson	Shireen	\$78,750.00	VES 5th Grade Teacher
O'Connell	Theresa	\$78,750.00	FC Art Teacher
O'Connor	Kathy	\$70,000.00	HS Special Education Teacher
O'Daniel	Megan	\$77,250.00	BC Instructional Leader
Olson	Jaiden	\$56,250.00	BC 3rd Grade Teacher
Olson-Canaan	Chandra	\$78,750.00	BC Counselor
Owen	Melissa	\$78,000.00	CA Behavior Interventionist
Paget	Stephanie	\$59,250.00	VES 5th Grade Teacher
Palmer	Brian	\$72,750.00	MS Art Teacher
Paris	Monica	\$54,000.00	MS Special Education Teacher
Parker-Greer	Beverly	\$78,750.00	CA Title III EL Teacher
Pataky	Anthony	\$65,000.00	BC 3rd Grade Teacher

Perkins	Brandy	\$78,000.00	FC 2nd Grade Teacher
Pilgrim	Adam	\$75,000.00	HS Language Arts Teacher
Quimby	Rachel	\$78,000.00	MS Student Success Coach
Randall	Jennifer	\$54,750.00	BC Pre-K Teacher
Reimer	Sarah	\$84,750.00	FC Speech Pathologist
Reinert	Kaylee	\$61,250.00	MS Counselor
Reinke	Alison	\$65,000.00	FC Kindergarten Teacher
Reitz	Nicole	\$85,500.00	BC Speech Pathologist Sped
Richter	Sherry	\$78,750.00	FC 2nd Grade Teacher
Riisanaies	Catherine	\$66,500.00	VES Special Education Teacher
Rivera	Kayla	\$69,250.00	FC 1st Grade Teacher
Roberts	Heidi	\$76,500.00	VES Counselor
Rosetter	Luann	\$78,750.00	MS Band Teacher
Rossow	Angela	\$78,750.00	VES Sped TOSA Case Manager
Rowe	Amy	\$77,250.00	HS Science Teacher
Rudebusch	Emily	\$71,250.00	MS 6th Science Teacher
Ryan	Tessa	\$57,000.00	MS 7th Language Arts Teacher
Sackmann	Joshua	\$57,750.00	FC K-3 Social Studies/Science Teacher
San Miguel	Isabella	\$55,500.00	VES 5th Grade Teacher
Satter	Lanette	\$57,750.00	BC K-3 Social Studies/Science Teacher
Schmidt	Zion	\$72,750.00	VES 4th Grade Teacher
Schmidt	Loretta	\$78,000.00	HS Social Studies Teacher
Schultz	Rochelle	\$60,750.00	HS Art Teacher
Schwiesow	Melissa	\$77,250.00	VES Instructional Leader
Scott	Lindsay	\$78,000.00	MS Music Teacher
Sever	Sarah	\$74,250.00	BC Instructional Leader
Shields	McKenzie	\$58,500.00	BC 2nd Grade Teacher
Sieveke	Shelby	\$60,000.00	FC Administrative Intern
Simmons	Nicole	\$72,750.00	MS 6th Grade Language Arts Teacher
Sisk	Melissa	\$65,000.00	FC Special Education Teacher
Sivertsen	Sheila	\$77,250.00	VES 4th Grade Teacher
Sloan	Kyler	\$69,000.00	MS 7th Science Teacher
Smith	Mary	\$74,250.00	VES 4th Grade Teacher
Smith	Michele	\$64,250.00	HS Special Education Teacher
Smith	Rachel	\$77,250.00	VES 4th Grade Teacher
Smith	Robert	\$57,750.00	HS Personal Finance/Alt. Education
Sotelo	Tasa	\$57,000.00	BC Kindergarten Teacher
Stanford	Angela	\$78,750.00	MS 7th Language Arts Teacher
Steffens	Tanya	\$60,000.00	HS Special Education Teacher
Steffy	Theresa	\$68,750.00	FC Music Teacher
Steiger	Megan	\$76,500.00	HS Instructional Leader
Stelzig	Jennifer	\$78,750.00	HS Music/Band Teacher
Stiles	Denise	\$78,000.00	CA Special Education Teacher 18-21 Transition

Sullivan	Mary	\$64,250.00	VES 5th Grade Teacher
Summers	Kaitlin	\$62,000.00	BC 3rd Grade Teacher
Taylor	Amber	\$75,000.00	MS 7th Social Studies Teacher
Taylor	Brooklyn	\$59,750.00	MS Reading Teacher
Thomas	Tiffany	\$67,250.00	FC 1st Grade Teacher
Tribby	Courtney	\$77,250.00	HS Physical Education Teacher
Truitt	Allie	\$34,750.00	CA Speech Pathologist
Vahlberg	Tonia	\$73,500.00	HS Special Education Teacher
Vaillancourt	Heather	\$75,750.00	FC Instructional Leader
Vandermeer	Amy	\$62,750.00	BC 1st Grade Teacher
Vandersnick	Tessa	\$54,750.00	MS 8th Language Arts Teacher
Varilek	Rebekah	\$60,000.00	BC Physical Education Teacher
Vaughn	Anna	\$74,250.00	HS Language Arts Teacher
Wagner	Jada	\$57,000.00	FC 3rd Grade Teacher
Walton	Jesse	\$62,000.00	BC Art Teacher
Warren	Charlotte	\$60,500.00	MS Counselor
Waterson	Kerry	\$63,500.00	FC 3rd Grade Teacher
Weber	Shae	\$72,750.00	MS 6th Social Studies Teacher
Wieman	Christopher	\$73,750.00	HS Social Studies Teacher
Wieman	Marlee	\$68,750.00	FC Kindergarten Teacher
Williams	Jamie	\$77,250.00	VES Administrative Intern
Williams	Sarah	\$65,000.00	BC 1st Grade Teacher
Wren	Catherine	\$62,000.00	BC 1st Grade Teacher
Wright	Hayden	\$54,000.00	MS 6th Social Studies Teacher
Yanez	Sarah	\$64,250.00	FC Special Education Teacher

Classified Staff Salaries 2026-2027

Aageson	Brandi	\$19.00	VES Instructional Aide Sped
Acosta	Taylor	\$17.50	FC Instructional Aide Sped
Ader	Jessica	\$17.50	MS Food Services
Alfson	Douglas	\$23.00	Groundskeeper
Alfson	Douglas	\$23.00	Bus Driver
Altman	Heather	\$18.25	MS Instructional Aide Sped
Ames	Theresa	\$18.25	Bus Aide Sped
Ashley	Isabella	\$18.25	BC/FC Instructional Aide Library
Aukerman	Brandy	\$24.25	VES Administrative Assistant 2
Auriemma	Kathleen	\$23.50	HS Instructional Aide Library
Bates	John	\$23.00	Bus Driver
Baughman	Catherine	\$19.00	FC Food Services
Biberdorf	Stacey	\$22.75	CA Instructional Aide EC Sped
Bierle	Lori	\$18.25	FC Instructional Aide Sped
Black Bear	Rosemary	\$25.25	Bus Driver Sped
Bowman	Jerry	\$45.31	Transportation Coordinator

Bradstream	George	\$28.25	Support
Brown	Karina	\$19.00	VES Food Services
Brown	Kristi	\$22.75	Administrative Assistant
Brown	Michelle	\$23.50	VES Instructional Aide Sped
Brown	Samual	\$30.50	Head Mechanic
Brown	Sara	\$23.50	FC Instructional Aide Sped
Bruce	Terry	\$19.75	FC Custodian Nights
Buchholz	Sarah	\$22.00	FC Instructional Aide Sped
Burgerhout	Johanna	\$19.00	MS Food Services
Callan	Craig	\$18.25	CA Instructional Aide EC Sped
Campos	Mayra	\$18.25	CA Instructional Aide Title III EL
Canaan	Randal	\$19.00	BC Instructional Aide Sped
Carlson	Corinna	\$33.75	Data SIS Technology
Clark	Ashley	\$18.25	BC Instructional Aide Pre-K
Clark	Michael	\$22.00	HS Administrative Assistant 1
Cole	Susan	\$17.50	VES Instructional Aide Library/Specials
Collins	Jennifer	\$23.50	BC Instructional Aide ISS
Compton	Shawn	\$44.86	Technology Coordinator
Connor	Shawn	\$22.75	MS Custodian Nights
Converse	Alexandra	\$17.50	HS Instructional Aide Sped
Corbett	Larry	\$27.50	Bus Driver
Cox	Aaron	\$22.25	Groundskeeper
Cox	Aaron	\$22.25	Bus Driver
Crow	Darling	\$38.00	VES Nurse
Crowther	Pamela	\$18.25	BC Instructional Aide Sped
Davis	Elizabeth	\$20.50	FC Instructional Aide ISS
Derflinger	Calie	\$22.00	MS Instructional Aide Sped
Dierkhising	Jill	\$22.00	FC Instructional Aide Title
Donovan	Jessica	\$18.25	BC Lunchroom Aide
Dreier	Jennifer	\$19.75	VES Instructional Aide Sped
Emeline	Kayse	\$19.75	HS Instructional Aide Sped
Favinger	Dana	\$27.50	Bus Driver
Fox	Rebecca	\$19.75	MS Administrative Assistant 1
Frerichs	Barbara	\$22.00	BC Lunchroom Aide/Breakfast
Gabriel	Beverly	\$26.00	Bus Driver
Garner	Jennifer	\$43.81	Food Services Coordinator
Gaudino	Jessica	\$38.75	FC Registered Nurse
Giesey	Gina	\$22.75	MS Food Services Cook
Giesey	Kevin	\$22.75	HS Custodian Nights
Gullage	Ashley	\$18.25	FC Instructional Aide Sped
Hardy	Merissa	\$17.50	HS Food Services
Harris	Shanna	\$20.50	FC Lunchroom Aide
Hayes	Dominique	\$18.25	CA Instructional Aide EC Sped

Heisler	Jacqueline	\$21.25	VES Instructional Aide Title
Hellman	Shawnee	\$19.00	MS Administrative Assistant 1
Hinzman	Denea	\$20.50	BC Food Services
Hite	Aaron	\$22.25	Bus Driver
Hodo	Lydiette	\$19.00	VES Instructional Aide Sped
Hollan	Debra	\$29.75	Personnel Manager
Holsworth	Kara	\$38.00	MS Nurse
Horan	Billie	\$19.00	BC Instructional Aide Library
Huebner	Tammy	\$25.00	CA Administrative Assistant 5
James	Debra	\$20.50	HS Instructional Aide Sped
Johnson	Amanda	\$27.50	Bookkeeper
Johnson	April	\$36.50	BC Nurse
Johnson	Brenda	\$27.50	Bus Driver
Johnson	James	\$22.75	HS Custodian Nights
Johnson	Jennifer	\$20.50	MS Instructional Aide Sped
Johnson	Mason	\$19.75	Custodian Floater
Johnson	Patrick	\$19.75	MS Custodian Nights
Johnson	Peter	\$18.25	CA Instructional Aide 18 to 21 Transition
Keester	Amy	\$24.25	BC Administrative Assistant 2
Kenoyer	Rebecca	\$23.50	FC Administrative Assistant 1
Keyser	Teresa	\$23.50	VES Instructional Aide ISS
Kight	Daniel	\$17.50	HS Instructional Aide ISS
Kight	Jennifer	\$18.25	BC Instructional Aide Sped
Knapp	Monica	\$22.75	MS Instructional Aide ISS
Knight	Traci	\$22.75	FS Administrative Assistant 3
Knodel	Marilyn	\$23.50	Administrative Assistant 4
Knudson	Kaylee	\$20.50	HS Instructional Aide Sped
Koch	Jerrold	\$24.25	HS Custodian Nights
Koch	Tammi	\$27.50	Bus Driver Sped
Kochutin	Anita	\$23.50	FC Instructional Aide Library
Koehler	Briget	\$24.25	HS Administrative Assistant 2
Kowaleski	Laurie	\$19.75	FC Instructional Aide Pre-K
Krebsbach	Robert	\$23.00	Bus Driver
Kuenkel	Tara	\$22.75	CA Instructional Aide EC Sped
Lawler	Caydean	\$23.50	FC Custodian Nights
Lee	Tina	\$19.00	VES Lunchroom Aide/Breakfast
Long	Floyd	\$24.25	HS Custodian Days
Long	Theresa	\$22.00	HS Food Services
Luke	Shanice	\$17.50	HS Food Services
Lurz	Sherry	\$32.00	Bookkeeper
Mackaben	Annette	\$19.75	MS Instructional Aide Sped
Manning	Susan	\$23.50	Warehouse Assistant
Maramag	Fern	\$19.00	VES Instructional Aide Title

Markert	Ann-Louise	\$20.50	BC Instructional Aide Sped
Mcauliffe	Jamie	\$19.00	FC Food Services
McConnehey	Austin	\$19.75	MS Custodian Nights
McDole	Elizabeth	\$20.50	Administrative Assistant 3
McDonald	Diane	\$23.75	Bus Driver
McPherson	Jackie	\$32.00	Administrative Assistant 6
Medina	Christie	\$21.25	BC Food Services
Messmer	Angela	\$19.75	FC Food Services
Meverden	Kayla	\$28.25	IT Support
Miller	Amanda	\$22.75	FC Administrative Assistant 1
Miller	Helen	\$19.75	MS Food Services Cook
Milliken	Angela	\$21.25	BC Custodian Nights
Milliken	Theresa	\$19.00	BC Custodian Nights
Morgan	Tabatha	\$17.50	BC Lunchroom Aide
Morrow	Michael	\$59.51	HS ROTC Instructor
Murphy	Andrea	\$22.75	BC Instructional Aide Title
Musfelt	Trent	\$21.25	BC Custodian Days
Nelson	Caitlin	\$18.25	VES Instructional Aide Sped
Nelson	Tammy	\$26.75	Bus Driver
Neuschwander	Kayla	\$17.50	VES Food Services
Oakley	Stephanie	\$19.75	FC Instructional Aide Title
Oberlander	Leona	\$23.50	HS Administrative Assistant 1
Oberlander	Sheryll	\$22.00	HS Food Services
Olson	Lisa	\$23.50	CA Instructional Aide 18 to 21 Transition
Page	Jessica	\$19.00	VES Instructional Aide Sped
Panik	Madison	\$17.50	FC Instructional Aide Pre-K
Pennepacker	Alydia	\$16.75	FC Lunchroom Aide
Peterson	Jarred	\$32.50	Maintenance Electrician
Pettit	Hunter	\$45.14	Buildings & Grounds Coordinator
Petrovich	Karie	\$25.25	Bus Driver
Phillips	Nathan	\$29.50	Maintenance HVAC
Pitts	Gered	\$19.00	MS Food Services
Pitts	Loghan	\$18.25	HS Instructional Aide Sped
Porubensky	Brandon	\$22.75	MS Custodian Days
Prange	Lexi	\$29.00	CA Speech Assistant
Prentice	Chonda	\$20.50	MS Food Services
Prestjohn	Jessica	\$20.50	HS Administrative Assistant 1
Priest	Thomas	\$27.50	Maintenance Carpenter
Prprich	Laurie	\$23.50	VES Administrative Assistant 1
Rencountre	Laura	\$19.00	HS Food Services
Roberts	Ethan	\$21.25	VES Custodian Nights
Rontti	Kacie	\$18.25	MS Instructional Aide Library
Ross	Wendy	\$29.00	Bookkeeper

Savage	Laura	\$26.00	Bus Driver
Schroeder	Patti	\$17.50	Bus Aide Sped
Sedano	Marissa	\$19.75	VES Custodian Days
Short	Kacey	\$17.50	VES Food Services
Sinclair	Mary	\$20.50	HS Security Aide
Sires	Larae	\$19.75	VES Instructional Aide Library
Small	Rena	\$21.25	VES Administrative Assistant 1
Smith	Kaylin	\$19.75	HS Administrative Assistant 1
Smith	Terri	\$27.50	Bus Driver
Smith	Timothy	\$22.75	HS Custodian Nights
Smithwick	Jody	\$17.50	FC Lunchroom Aide
Snarski	Edwin	\$26.00	Bus Driver Sped
Soelzer	Megan	\$18.25	BC Instructional Aide Sped
Stearns	Halie	\$23.75	IT Support
Stein	Jackie	\$19.00	MS Administrative Assistant 2
Stewart	Chester	\$41.10	HS ROTC Instructor
Stewart	Monica	\$18.25	FC Lunchroom Aide/Breakfast
Stinson	Carrie	\$16.75	VES Lunchroom Aide
Stolicker	Gina	\$22.00	HS Instructional Aide Sped
Stuart	Rae	\$18.25	BC Instructional Aide Sped
Stukerjurgan	Luann	\$22.75	Administrative Assistant 3
Sturgis	Lorelie	\$19.75	MS Instructional Aide Sped
Sukut	Greta	\$20.50	MS Instructional Aide Sped
Thompson	Lisa	\$23.50	BC Administrative Assistant 1
Triplet	Melissa	\$21.25	MS Administrative Assistant 1
Twietmeyer	Jenna	\$18.25	BC Instructional Aide Sped
Ulrich	Marla	\$19.75	VES Instructional Aide Sped
Ulrich	Timothy	\$23.50	VES Custodian Nights
Usera	Nichole	\$21.25	BC Food Services
Vaughn	Pamela	\$24.25	FC Administrative Assistant 2
Vetch	Eric	\$19.75	HS Instructional Aide Sped
Vinson	Angela	\$17.50	MS Instructional Aide Sped
Violet	Leslie	\$23.50	BC Instructional Aide Title
Vollmer	Natascha	\$17.50	FC Instructional Aide Sped
Walker	James	\$26.75	IT Support
Warren	Barbara	\$22.00	VES Lunchroom Aide
White	Kimberly	\$19.00	FC Lunchroom Aide/Breakfast
Wright	Matthew	\$19.00	FC Custodian Days
Wylie	Rebecca	\$22.00	Administrative Assistant 5
Ysidro	Janine	\$20.50	BC Instructional Aide Pre-K
White	Alexa	\$43.21	Communications Coordinator

DOUGLAS SCHOOL DISTRICT**PERSONNEL ACTION 08/10/2026****Certified Resignations/Terminations**

Name	Position	Location	Effective Date
Parker Hilzer	4th Grade Teacher	VES	7/13/2026

Classified Resignations/Terminations

Name	Position	Location	Effective Date
Jody Smithwick	LRA	FC	7/18/2026
Mayra Campos	Instructional Aide	CA	7/29/2026
Tabatha Morgan	LRA	BC	05/22/2026

Certified Staff Hiring

Name	Location / Position	Wage	Effective Date
Jamie Kayl	Carr / TOSA-IEP Case Mgr	\$56,250.00	2026-2027
Solomo Smith	Carr / EI Teacher	\$62,750.00	2026-2027
Taren Saunders	Carr / TOSA-IEP Case Mgr	TBD	TBD
Kaia Sheets Carlson	Carr / Family Services Worker	\$58,500.00	2026-2027

Classified Staff Hiring

Name	Location / Position	Wage	Effective Date
Jeanette Daily	Transportation / Bus Driver	\$23.00	2026-2027
Angela Vinson	MS / Instructional Aide	\$17.50	2026-2027
Cassandra Dunsmore	CA / Instructional Aide	\$17.50	2026-2027
Keisha Wilson	Transportation / Bus Aide	\$16.00	2026-2027
Thomas Mills	HS / Instructional Aide	\$17.50	2026-2027
Kelly Anderson	BC / Lunchroom Aide	\$16.00	2026-2027
Colleen Bard	BC / Lunchroom Aide	\$16.00	2026-2027

Temporary Hires

Name	Position	Salary	Effective Date
Emily Rudebush	6th Intramural Volleyball Coach	\$1,277.00	2026-2027
Olivia Harris	7th Asst. Volleyball Coach	\$2,457.00	2026-2027
Makiah Chadwick	7th Head Football Coach	\$3,213.00	2026-2027
Janee Leigh	MS Newspaper	\$1,824.00	2026-2027
Cari Kennedy	MS Student Council	\$1,776.00	2026-2027
Matt Howard	MS Knowledge Bowl	\$1,800.00	2026-2027
Lindsay Scott	MS Chorus	\$2,081.00	2026-2027
Luann Rosetter	MS Band	\$2,272.00	2026-2027
Richard Hamil	MS Band	\$2,272.00	2026-2027
Brian Palmer	MS Annual (Yearbook)	\$1,800.00	2026-2027
Kevin Militello	MS Robotics	\$1,848.00	2026-2027
Makiah Chadwick	MS Head 7th Football Coach	\$3,456.00	2026-2027
Hayden Wright	MS Asst. 7th Football Coach	\$2,457.00	2026-2027
Dale Daugherty	MS Head 8th Football Coach	\$3,840.00	2026-2027
Nathan Roberts	MS Asst. 8th Football Coach	\$2,525.00	2026-2027
Travis Miller	MS Head Cross Country Coach	\$3,936.00	2026-2027
Eric Elder	MS Asst. Cross Country Coach	\$2,730.00	2026-2027
Nicole Simmons	MS 6th Volleyball Co-Coach	\$1,242.00	2026-2027
Emily Rudebusch	MS 6th Volleyball Co-Coach	\$1,277.00	2026-2027
Brook Clark	MS 7th Head Volleyball Coach	\$3,744.00	2026-2027
Olivia Harris	MS 7th Asst. Volleyball Coach	\$2,457.00	2026-2027

	Megan Steiger	MS 8th Head Volleyball Coach	\$3,792.00	2026-2027
	Logan Phelps	MS Head Wrestling Coach	\$3,600.00	2026-2027
	Tyler Carver	MS Asst. Wrestling Coach	\$2,525.00	2026-2027
	Brook Clark	MS 6th Girls BB Co-Coach	\$1,346.00	2026-2027
	John Barnes	MS 7th Head Girls BB Coach	\$3,504.00	2026-2027
	Marlin Kingi	MS 7th Asst. Girls BB Coach	\$2,491.00	2026-2027
	Lindsay Scott	MS Fall Drama Head Coach	\$3,392.00	2026-2027
	Cari Kennedy	MS Fall Drama Asst. Coach	\$2,081.00	2026-2027
	Jacob Ferdinand	MS 6th Boys BB Co-Coach	\$1,259.00	2026-2027
	Abraham Wheeler	MS 6th Boys BB Co-Coach	\$1,294.00	2026-2027
	Marlin Kingi	MS 7th Head Boys BB Coach	\$3,552.00	2026-2027
	Aaron Kowaleski	MS 7th Asst. Boys BB Coach	\$2,867.00	2026-2027
	George Johnson	MS 8th Asst. Boys BB Coach	\$2,491.00	2026-2027
	Loghan Pitts	7th/8th Cheerleading Co-Coach	\$3,258.00	2026-2027
	Lindsay Scott	MS Head Spring Drama Coach	\$3,392.00	2026-2027
	Cari Kennedy	MS Asst. Spring Drama Coach	\$2,081.00	2026-2027
	Melissa Poley	MS 7/8 Asst. Track Coach	\$2,594.00	2026-2027
	Kaylee Knudson	MS 7/8 Asst. Track Coach	\$2,594.00	2026-2027
	Aaron Kowaleski	MS 7/8 Asst. Track Coach	\$2,696.00	2026-2027
	Nicole Simmons	MS 6th Track Co-Coach	\$1,277.00	2026-2027
	George Johnson	MS 6th Track Co-Coach	\$1,277.00	2026-2027
	Emily Rudebusch	MS 6th Track Co-Coach	\$1,259.00	2026-2027
	Jennifer Stelzig	HS Head Band Coach	\$7,011.00	2026-2027
	Jennifer Stelzig	HS Head Chorus Coach	\$3,615.00	2026-2027
	Arianna Grindle	HS Head Student Coach	\$3,347.00	2026-2027
	Cortney LeFors	HS Asst. Student Council Coach	\$1,752.00	2026-2027
	Amy Rowe	HS Head National Honor Society	\$1,968.00	2026-2027
	Michael Curran	HS Head Industrial Tech/Robotics	\$1,752.00	2026-2027
	Sheryl Crofut	HS Head Yearbook Coach	\$3,504.00	2026-2027
	Kevin Militello	HS Head E-Sports Coach	\$1,776.00	2026-2027
	Karline Clark	HS Head Educators Rising	\$1,259.00	2026-2027
	LuAnn Stukerjorgen	HS Head Competitive Cheer	\$6,584.00	2026-2027
	Ashley Von Eye	HS Asst. Competitive Cheer	\$2,053.00	2026-2027
	Chris Wieman	HS Head Cross Country Coach	\$6,498.00	2026-2027
	Marlee Wieman	HS Asst. Cross Country Coach	\$4,674.00	2026-2027
	Jesse Hamer	HS Head Fall Drama Coach	\$6,242.00	2026-2027
	Anna Vaughn	HS Asst. Fall Drama Coach	\$3,392.00	2026-2027
	Cassie Hamer	HS Asst. Fall Drama Coach	\$3,258.00	2026-2027
	George Johnson	HS Head Football Coach	\$7,227.00	2026-2027
	Garrett Jamison	HS Asst. Football Coach	\$4,490.00	2026-2027
	Tony Keen	HS Asst. Football Coach	\$5,105.00	2026-2027
	Jacob Thibodeaux	HS Asst. Football Coach	\$4,674.00	2026-2027
	Randy Thibeau	HS Asst. Football Coach	\$4,674.00	2026-2027
	Paul Ferdinand	HS Asst. Football Coach	\$4,736.00	2026-2027
	Amy Rowe	HS Head Boys Golf Coach	\$6,926.00	2026-2027
	Matthew Koch	HS Head Knowledge Bowl Coach	\$1,776.00	2026-2027
	Nick Mayer	HS Head Boys Soccer Coach	\$6,327.00	2026-2027
	Zachary Perrigo	HS Asst. Boys Soccer Coach	\$4,551.00	2026-2027
	Heather Altman	HS Head Girls Soccer Coach	\$6,242.00	2026-2027
	Andrea Murphy	HS Asst. Girls Soccer Coach	\$4,674.00	2026-2027
	Keeley Anderson	HS Head Volleyball Coach	\$7,227.00	2026-2027
	Mike Clark	HS Asst. Volleyball Coach	\$4,736.00	2026-2027
	Rachel Quimby	HS Asst. Volleyball Coach	\$5,043.00	2026-2027

	Rebekah Varilek	HS Asst. Volleyball Coach	\$4,920.00	2026-2027
	Travis Miller	HS Head Boys BB Coach	\$8,217.00	2026-2027
	Mack Vinson	HS Asst. Boys BB Coach	\$4,490.00	2026-2027
	Matt Heck	HS Asst. Boys BB Coach	\$4,674.00	2026-2027
	Mike Clark	HS Head Girls BB Coach	\$7,722.00	2026-2027
	Brook Clark	HS Asst. Girls BB Coach	\$4,797.00	2026-2027
	Tony Keen	HS Asst. Girls BB Coach	\$5,105.00	2026-2027
	Kaitlin Heier	HS Asst. Girls BB Coach	\$4,490.00	2026-2027
	LuAnn Stukerjorgen	HS Head Sideline BB Cheer	\$3,436.00	2026-2027
	Tony Mraz	HS Head Debate Coach	\$6,498.00	2026-2027
	Amanda Awe	HS Asst. Debate Coach	\$3,347.00	2026-2027
	Jesse Hamer	HS Head Drama (One Act)	\$6,242.00	2026-2027
	Anna Vaughn	HS Asst. Drama (One Act)	\$3,392.00	2026-2027
	Cassie Hamer	HS Asst. Drama (One Act)	\$3,258.00	2026-2027
	Dale Daugherty	HS Head Boys Wrestling Coach	\$7,821.00	2026-2027
	Makiah Chadwick	HS Asst. Boys Wrestling Coach	\$4,674.00	2026-2027
	Nick Ferguson	HS Head Girls Wrestling Coach	\$8,118.00	2026-2027
	Darien Malone	HS Asst. Girls Wrestling Coach	\$4,490.00	2026-2027
	Jesse Hamer	HS Head Spring Drama Coach	\$6,242.00	2026-2027
	Anna Vaughn	HS Asst. Spring Drama Coach	\$3,392.00	2026-2027
	Cassie Hamer	HS Asst. Spring Drama Coach	\$3,258.00	2026-2027
	Amy Rowe	HS Head Girls Golf Coach	\$6,926.00	2026-2027
	Courtney Tribby	HS Head Track Coach	\$8,118.00	2026-2027
	Brook Clark	HS Asst. Track Coach	\$4,674.00	2026-2027
	Mike Clark	HS Asst. Track Coach	\$4,490.00	2026-2027
	Kaitlin Heier	HS Asst. Track Coach	\$5,105.00	2026-2027
	Chris Wieman	HS Asst. Track Coach	\$4,674.00	2026-2027
	Travis Miller	HS Asst. Track Coach	\$2,521.50	2026-2027
	Timothy Simonich	HS Asst. Track Coach	\$2,306.50	2026-2027
	Makenzi Hill	Activity Worker	\$15.00/hr	2026-2027
	Alexia Dachtler	Activity Worker	\$15.00/hr	2026-2027

Substitute Hires

	Name	Substitute Teacher	Substitute Classified	Effective Date
	Molly Adams	Substitute Teacher	Per Substitute Pay Rate	8/10/2026
	Colin Gholson	Substitute Teacher	Per Substitute Pay Rate	8/3/2026
	Mayra Campos	Substitute Teacher	Per Substitute Pay Rate	8/10/2026
	Kyla Cote	Substitute Teacher	Per Substitute Pay Rate	8/10/2026
	Dominique Flaschberger	Substitute Teacher	Per Substitute Pay Rate	8/10/2026
	Makenzi Hill	Substitute Teacher	Per Substitute Pay Rate	8/3/2026
	Monica Hoagland	Substitute Teacher	Per Substitute Pay Rate	8/10/2026
	Trenyce Hutson	Substitute Teacher	Per Substitute Pay Rate	8/10/2026
	Olivia Maltos-Daynes	Substitute Teacher	Per Substitute Pay Rate	8/3/2026
	Hope McCarty	Substitute Teacher	Per Substitute Pay Rate	8/3/2026
	Sarah Olson	Substitute Teacher	Per Substitute Pay Rate	8/3/2026
	Elsie Redig	Substitute Teacher	Per Substitute Pay Rate	8/3/2026
	Kimberly Roberts	Substitute Teacher	Per Substitute Pay Rate	8/3/2026
	Kelly Whitaker	Substitute Teacher	Per Substitute Pay Rate	8/10/2026

** Personnel Action additions and updates made after initial publication and before scheduled school board meeting.

June 1, 2026 FINANCIAL	GENERAL FUND	CAPITAL OUTLAY	SPECIAL EDUCATION
BALANCE 05/31/26	(1,053,298.45)	2,130,859.82	1,919,362.76
RECEIPTS:			
TAXES	86,222.15	69,269.29	33,948.69
INTEREST	1,637.26	0.00	0.00
ADMISSIONS	0.00	0.00	0.00
LOCAL	5,039.28	0.00	0.00
COUNTY	13,901.43	0.00	0.00
STATE	1,439,219.75	0.00	320,259.00
FEDERAL	275.29	0.00	19,211.19
OTHER	3,158.69	0.00	0.00
INTERFUND TRAN.	12,227.33	0.00	0.00
TOTAL RECEIPTS:	1,561,681.18	69,269.29	373,418.88
DISBURSEMENTS:			
VERIFIED CLAIMS	441,082.72	204,534.24	4,205.40
SALARIES	1,840,300.58	0.00	413,871.28
TRANSFERS OUT	0.00		
BALANCE 06/30/26	(1,773,000.57)	1,995,594.87	1,874,704.96
BALANCE 06/30/25	(1,047,961.60)	1,932,325.01	2,280,225.47

June 1, 2026 FINANCIAL	FEDERAL PROJECTS	CAPITOL PROJECTS	UNEMPLOY- MENT FUND
BALANCE 05/31/26	(224,997.42)	0.00	43,420.62
RECEIPTS:			
LOCAL			
STATE			
FEDERAL	245,487.00	0.00	0.00
REIMBURSEMENTS	0.00		
OTHER (LOCAL) -AFROTC	0.00	0.00	0.00
INTERFUND TRAN.			
TRANSFER IN			
TOTAL RECEIPTS:	245,487.00	0.00	0.00
DISBURSEMENTS:			
VERIFIED CLAIMS	(2,293.20)	202,744.50	0.00
SALARIES	82,547.63		0.00
TRANSFERS OUT			
BALANCE 06/30/26	(59,764.85)		43,420.62
BALANCE 06/30/25	(103,233.04)		48,686.70

June 1, 2026 FINANCIAL	DEP CARE	MEDICAL REIMB	IMPACT AID
BALANCE 05/31/26	2,990.72	4,123.72	34,838,699.54
RECEIPTS:			
INTEREST	0.00	0.00	12,227.33
FEDERAL	0.00	0.00	0.00
LOCAL	1,395.98	3,477.74	0.00
OTHER			
INTERFUND TRAN.			
LOANS			
TOTAL RECEIPTS:	1,395.98	3,477.74	12,227.33
DISBURSEMENTS:			
VERIFIED CLAIMS	1,226.52	2,335.61	0.00
EXPENDITURES/TRANSFERS OUT	0.00	0.00	12,227.33
BALANCE 06/30/26	3,160.18	5,265.85	34,838,699.54
BALANCE 06/30/25	2,198.34	2,852.26	33,595,952.54

June 1, 2026 FINANCIAL	FOOD SERVICE	FIDUCIARY FUNDS
BALANCE 05/31/26	118,384.78	268,721.38
RECEIPTS:		
INTEREST		
SALES	798.10	0.00
STATE	4,577.28	0.00
FEDERAL	56,105.12	0.00
LOCAL	1,913.73	25,117.18
OTHER	0.00	0.00
INTERFUND TRAN.		
LOANS		
TOTAL RECEIPTS:	63,394.23	25,117.18
DISBURSEMENTS:		
VERIFIED CLAIMS	149,178.91	32,039.11
SALARIES	24,636.95	0.00
BALANCE 06/30/26	7,963.15	261,799.45
BALANCE 06/30/25	12,032.50	275,373.44

<u>Vendor Name</u>	<u>Check #</u>	<u>Expensed</u>	<u>Amount</u>
A & B WELDING SUPPLY COMPANY INC.	187789		1,200.95
ACTION MECHANICAL INC	187790		15,367.00
AMAZON.COM	187791		32,385.80
AMICK SOUND INC	187792		343.38
ASBSD	187794		4,730.61
ASPI SOLUTIONS, INC	187795		2,362.00
BECKER'S	187796		3,241.98
BLACK HILLS CHEMICAL CO	187797		644.88
BLACK HILLS OVERHEAD DOORS	187798		1,133.37
BLICK ART MATERIALS	187799		2,963.29
BOX ELDER HARDWARE	187800		385.17
BRANDON VALLEY SCHOOL DISTRICT 49-2	187801		2,352.80
CARAHSOFT	187802		12,074.73
CARNEGIE LEARNING	187803		400.00
CAROLINA BIOLOGICAL SUPPLY COMPANY	187804		1,014.15
Case, Kevin	187774	X	370.33
CCASD	187805		110.00
CDW EDUCATION	187806		241.78
CENTURYLINK	187808		523.65
CITY OF BOX ELDER	336		5,733.43
CMC NEPTUNE LLC	187809		1,800.00
COLUMN SOFTWARE PBC	187776	X	418.04
CONVERGINT TECHNOLOGIES LLC	187811		1,254.79
CRESCENT ELECTRIC	187813		418.81
CURB ENVISION LLC	187814		165.00
D AND D PAINTING LLC	187815		2,502.02
DEMCO, INC	187818		123.20
DISCOUNT SCHOOL SUPPLY	187819		1,526.54
E-RATE EDUCATIONAL SERVICES LLC	187823		5,000.00
EDU20/20	187821		27,950.00
EVERGREEN OFFICE PRODUCTS	187824		997.69
EXPLORE LEARNING	187825		3,731.95
FIDUCIARY ACCOUNT	187827		904.58
FLINN SCIENTIFIC INC	187828		1,237.03
FREESTONE PEACH-ACCOUNTS RECEIVABLE	187829		105.94

Frerichs, Benjamin	187778	X	23.66
GEO-COMM, INC	187830		11,734.00
GEYER INSTRUCTIONAL AIDS INC	187831		429.00
Gholson , Sean	187832		179.00
Gray, Tanya	187779	X	95.34
GREAT WESTERN TIRE COMPANY	187833		2,015.14
HARVEYS LOCK SHOP, INC.	187834		135.46
HIGH POINT NETWORKS, LLC	187836		11,902.10
HILLYARD INC	187837		14,004.84
IASCO	187839		263.90
INNOVATIVE OFFICE SOLUTIONS	187840		8,235.70
INSTITUTE FOR MULTISENORY EDUCATION	187841		1,125.00
ISTE + ASCD	187842		158.00
JW PEPPER & SONS, INC.	187844		211.59
KOCH FILTER	187846		2,061.60
Kosters, Timothy	187847		786.87
MARSH & MCLENNAN AGENCY LLC	187849		3,277.00
MCGOVERN, AMY	187783	X	73.92
MENARDS	187852		759.99
MG OIL COMPANY, INC.	187853		2,480.10
MIDWEST BUS PARTS, INC.	187854		150.11
MILITARY IMPACTED SCHOOLS ASSOCIATION	187855		6,000.00
MONTANA DAKOTA UTILITIES COMPANY, INC.	337		1,145.52
MOSYLE CORPORATION	187856		1,650.00
MRG HAUFF	187857		2,928.40
MYSTERY SCIENCE IN.C	187858		4,998.00
NAESP	187859		259.00
NASCO EDUCATION LLC	187860		918.48
NORTH CENTRAL SUPPLY, INC.	187862		1,998.26
NORTHERN TRUCK EQUIPMENT CORP.	187863		188.49
NOVUS GLASS REPAIR & REPLACEMENT	187864		505.00
O'REILLY AUTO PARTS BOX ELDER	187866		2,035.81
Olney , Trista	187865		160.65
PARTS TOWN	187867		964.08
PLANBOOK	187868		2,112.00

PLANK ROAD PUBLISHING	187869		258.40
POWER HOUSE	187870		377.48
PROGRESS PUBLICATIONS	187872		660.00
PROPHET CORPORATION DBA GOPHER, THE	187873		2,566.40
RAMKOTA HOTEL	187874		224.00
REAL DEAL ACTIVEWEAR, LLC	187875		1,203.90
RISK ADMINISTRATION SERVICES INC	187877		8,036.37
RIVERSIDE TECHNOLOGIES INC	187879		7,714.00
SANFORD HEALTH OCCMED	187880		328.00
SASD	187881		4,143.00
SCHOLARBUYS	187882		2,500.00
SCHOOL DATE BOOKS INC	187883		356.27
SCHOOL NURSE SUPPLY	187884		1,581.84
SCHOOL SPECIALTY INC.	187886		1,467.29
SHERWIN WILLIAMS	187887		1,480.68
SIMPSON'S PRINTING	187888		139.00
SUMMIT FIRE PROTECTION	187786	X	399.45
TEMPERATURE TECHNOLOGY INC	187891		380.00
TERRYBERRY	187787	X	967.89
THEMES AND VARIATIONS	187893		200.00
TYLER TECHNOLOGIES	187895		1,845.00
ULINE SHIPPING SUPPLY SPEC.	187896		201.60
UTJ HOLDCO, INC DBA TEACHING STRATEGIES,	187897		7,557.91
VALLEY SWEEPING, INC.	187898		5,511.78
VERIZON WIRELESS	187899		298.69
WARNE CHEMICAL & EQUIPMENT, INC.	187901		1,692.75
Welch, Tonya	187788	X	19.74
WESTERN COMMUNICATIONS, INC.	187902		768.00
WINNER SCHOOL DISTRICT	187903		5,250.00
YOU SCIENCE	187904		7,450.00
GENERAL FUND			287,260.34
APPLE INC	187793		8,737.50
CDW EDUCATION	187806		12,640.50
CENTURY BUSINESS	187807		5,174.63
COMBINED BUILDING SPECIALTIES, INC.	187810		79,940.00

CONVERGINT TECHNOLOGIES LLC	187811		14,345.92
CURB ENVISION LLC	187814		4,147.80
DAKOTA LETTERING	187816		12,621.80
DUE DILIGENCE, DOMINION	187820		10,575.00
FLINN SCIENTIFIC INC	187828		9,312.36
HILLYARD INC	187837		3,793.25
HOUGHTON MIFFLIN HARCOURT PUBLISHING	187838		37,650.00
INNOVATIVE OFFICE SOLUTIONS	187840		10,274.06
JOLLY LANE	187843		5,981.88
KILOWATT ELECTRIC INC.	187845		11,138.00
MATH LEARNING CENTER, THE	187850		36,300.00
MCGRAW HILL SCHOOL EDUCATION	187851		210,523.98
RIDDELL / ALL AMERICAN SPORTS CORP	187876		7,552.50
RIVERSIDE TECHNOLOGIES INC	187879		83,865.00
SCHOOL OUTFITTERS	187885		10,147.13
TODAY'S CLASSROOM	187894		6,178.42
TYLER TECHNOLOGIES	187895		19,170.00
VEX ROBOTICS INC	187900		1,860.73
CAPITAL OUTLAY			601,930.46
AMAZON.COM	187791		3,548.53
CHILDREN'S CARE HOSPITAL & SCHOOL	187775	X	7,140.00
ENOME INC	187822		20,000.00
FIDUCIARY ACCOUNT	187826		360.36
INNOVATIVE OFFICE SOLUTIONS	187840		3,640.88
LAKESHORE LEARNING MATERIALS	187848		229.41
MACKIE, BRENDA	187782	X	451.36
NCS PEARSON, INC.	187861		1,183.04
PRO-ED, INC.	187871		261.80
RATWIK, ROSZAK & MALONEY, P.A	187784	X	228.00
RISK ADMINISTRATION SERVICES INC	187877		1,950.15
RIVERSIDE INSIGHTS	187878		1,486.19
SASD	187881		965.00
SD DEPARTMENT OF HUMAN SERVICES	187785	X	12,261.31
SpEd FORMS	187889		5,155.50
STAGES LEARNING	187890		24,601.50

SPECIAL ED			83,463.03
CO-OP ARCHITECTURE	187812		10,000.00
DAKOTA TESTING & ENGINEERING, LLC	187817		2,872.00
HEAVY CONSTRUCTORS, INC	187835		299,728.93
CAPITAL PROJECTS FUND			312,600.93
FIDUCIARY ACCOUNT	187826		2,643.00
UNEMPLOYMENT			2,643.00
AMAZON.COM	187791		177.28
GRANTS			177.28
			1,288,075.04
CAMPBELL, STACY	13142		62.65
CASH-WA DISTRIBUTING COMPANY, INC.	13143		245.51
Garner, Jennifer	13144		341.06
NATIONAL FOOD GROUP INC	13141	X	6,992.95
REINHART FOOD SERVICE LLC	13145		5,498.17
RISK ADMINISTRATION SERVICES INC	13148		312.48
SERVALL TOWEL & LINEN SUPPLY, INC.	13146		250.14
SYSCO MONTANA	13147		6,619.09
FOOD SERVICE			20,322.05
Grand Total:			1,308,397.09

PAYROLL EXPENDITURES

JULY 7 2026

JULY 21 2026

TOTALS

\$986,715.80

\$1,031,192.26

Douglas School District 51-1
CONFLICT OF INTEREST DISCLOSURE
 This is a Public Document

Name of the school official requesting the waiver: Tanya Gray

The disclosure is for the purpose of notifying the School Board of Douglas School District of:

- ☒ an interest in a contract
☐ a direct benefit from a contract

Identify the following:

- a) all parties to the contract: Michael Clark
- b) the person's role in the contract: Activities Clerk, Coaching, + Activities worker
- c) the purpose(s)/objective(s) of the contract: per job description for each
- d) the consideration or benefit conferred or agreed to be conferred upon each party: per DSD contract general application
- e) the length of the contract: 2026-2027 School Year
- f) any other relevant information: Ø

If the disclosure relates to the school official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official

Date

8/3/26

Douglas School District 51-1
SCHOOL BOARD ACTION ON CONFLICT OF INTEREST DISCLOSURE
OF A DIRECT BENEFIT
THIS IS A PUBLIC DOCUMENT

Conflict of Interest Disclosure of a Direct Benefit, dated August 3, 2026

was received from Tanya Gray, BOE Member.

The Disclosure was considered by the Douglas School District School Board during a meeting held on August 10, 2026.

_____ The request for authorization was denied because the terms of the contract were determined to not be fair and reasonable, and/or were contrary to the public interest.

_____ The direct benefit from the contract was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest.

_____ The direct benefit was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted, subject to the following conditions:

8/10/2026
Date

School Board 1st Vice President Signature

Amy McGovern
Printed Name

Upon School Board approval of the official minutes of the meeting when the School Board acted upon the above Conflict of Interest Disclosure, a copy of the official minutes will be emailed to the Auditor General and mailed to the Attorney General.

Douglas School District 51-1
CONFLICT OF INTEREST DISCLOSURE
 This is a Public Document

Name of the school official requesting the waiver: Tanya Gray

The disclosure is for the purpose of notifying the School Board of Douglas School District of:

- X an interest in a contract
 a direct benefit from a contract

Identify the following:

- a) all parties to the contract: Brook Clark
- b) the person's role in the contract: MS - Special Education
- c) the purpose(s)/objective(s) of the contract: Coaching, Patriot Power & Activities
worker
- per job description and/or
contract
- d) the consideration or benefit conferred or agreed to be conferred upon each party:
- per DSD general application
- e) the length of the contract: 2026 - 2027 School year
- f) any other relevant information: Ø

If the disclosure relates to the school official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official

Date

Douglas School District 51-1
SCHOOL BOARD ACTION ON CONFLICT OF INTEREST DISCLOSURE
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Date

School Board 1st Vice President Signature

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Printed Name

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Douglas School District 51-1
CONFLICT OF INTEREST DISCLOSURE

This is a Public Document

Name of the school official requesting the waiver: Tanya Gray

The disclosure is for the purpose of notifying the School Board of Douglas School District of:

X an interest in a contract
 _____ a direct benefit from a contract

Identify the following:

- a) all parties to the contract: Bailey Clark
- b) the person's role in the contract: Sub Teacher, Patriot Power, Activities Worker
- c) the purpose(s)/objective(s) of the contract: per job description and/or contract
- d) the consideration or benefit conferred or agreed to be conferred upon each party: per DSD general application
- e) the length of the contract: 2026 - 2027 School year
- f) any other relevant information: Ø

If the disclosure relates to the school official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.


 Signature of School Official

8/3/26
 Date

Douglas School District 51-1
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8/10/2026
Date

School Board 1st Vice President Signature

Amy McGovern
Printed Name

Upon School Board approval of the official minutes of the meeting when the School Board acted upon the above Conflict of Interest Disclosure, a copy of the official minutes will be emailed to the Auditor General and mailed to the Attorney General.

SECTION	H	TITLE	NEGOTIATIONS	FILE	HJ(N)
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HOUSING OF NEGOTIABLE ITEMS

Starting with the 2026-2027 school year, the following mandatorily negotiable items will be officially housed in BOE Policy with the following “reference or acknowledgement/link” in the negotiated agreement:

The negotiated agreement will include a "reference or acknowledgement/link" for the following items:

- **Article V: Grievance Procedure** – Refer to Board Policy [GBM-R \(N\)](#);
- **Article VI: Complaints/Request for Review** – Refer to Board Policy [KL-R \(N\)](#) and [KL-E\(1\) \(N\)](#)
- **Article X: Assignment and Transfer** – Refer to Board Policy [GCL\(N\)](#)

This policy also pertains to any additional policies agreed to and referenced with an **(N) notation**.

PROCESS FOR CHANGE

The process to change this policy or any of the referenced items above, will require a positive vote from the board of education in conjunction with written agreement from the Douglas Education Association (DEA) or through the negotiations process. Any changes would be required to follow the current practice of an informational reading, a first reading, and a second reading prior to being changed. This policy will also pertain to any additional policies agreed to and referenced with an (N) notation.

RATIONALE

The rationale for this change is to eliminate confusion caused by having language in multiple locations that may not align. NOTE: BOE Policy HJ is Negotiations Procedures

PRECEDENCE

Provisions resulting from an **impasse** take precedence over this policy.

REFERENCES

State Reference:

SDCL 3-18 [Public Employees' Unions](#)

Federal Reference:

Adoption History

ENTIRELY NEW POLICY

First Reading			
Approved			
First Reading-Revision			
Approved			

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	G	TITLE	PERSONNEL	FILE	GBM-R (N)
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STAFF GRIEVANCES PROCEDURES

DEFINITIONS:

- A “grievance” is a complaint by a person or group of persons employed by the Douglas School District 51-1, made either individually or by a duly authorized and recognized employee association through its representative, that there have been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the School Board. Negotiations for, or a disagreement over, a nonexisting agreement, contract, policy, rule, or regulation is not a “grievance”.
- An “aggrieved person” is the person or group of persons filing the grievance.
- “Board” means the Douglas School Board.
- “Days” shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

PURPOSE:

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

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

PROCEDURE:

- It is important that grievances be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process.
- If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the regulation.

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	G	TITLE	PERSONNEL	FILE	GBM-R (N)
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STAFF GRIEVANCES PROCEDURES

- If an employee does not file a grievance in writing with the principal or other supervisor within thirty (30) calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- A supply of grievance forms shall be on file with the building principal, and/or the immediate supervisor.

Informal Procedures:

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

Formal Procedures:

Level 1 – School Principal, Immediate Supervisor or Other Administrator

- If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he/she shall submit his/her grievance in writing.
- Signed copies of the written grievance shall be delivered by the employee to the supervisor, principal or other administrator.
- An employee who is not directly responsible to a building principal may submit his/her formal written grievance to the administrator or supervisor to whom he/she is directly responsible.
- The administrator within ten (10) days of the filing of the grievance shall render his/her decision in writing to the aggrieved person.

Level 2 – Superintendent

- If an aggrieved person or the Board is not satisfied with the decision concerning his/her grievance at Level 1, or if no written decision has been rendered within ten (10) days, he/she shall, within ten (10) days after the decision is rendered, or within twenty (20) days after the grievance was presented at Level 1 whichever is sooner, resubmit his/her grievance in writing to the Superintendent.
- The Superintendent shall within ten (10) days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The Superintendent shall, within ten (10) days after this meeting render his/her decision in writing to the

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	G	TITLE	PERSONNEL	FILE	GBM-R (N)
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STAFF GRIEVANCES PROCEDURES

aggrieved person.

Level 3 – Board of Education

- If the aggrieved person or the Board is not satisfied with the disposition of the grievance at Level 2, or if no written decision has been rendered within ten (10) days, he/she shall within ten (10) days or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner thereafter resubmit the grievance to the business manager and the president of the School Board.
- At its next meeting or within twenty (20) days, whichever is sooner, the Board or its designated agent shall hold a hearing on the grievances. The decision of the Board shall be rendered in writing within ten (10) days after the hearing.

Level 4 – Arbitration

- If the aggrieved person is not satisfied with the disposition of the grievance at Level 3 or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within ten (10) days after receipt of the written decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to statute.
- The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

Miscellaneous

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

Box Elder

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

South Dakota

SECTION	G	TITLE	PERSONNEL	FILE	GBM-R (N)
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STAFF GRIEVANCES PROCEDURES

Level Three a maximum of three representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.

- If, in the judgment of the employee organization, a grievance affects a group or class of employees, the organization may submit such grievance in writing to the Superintendent directly and the processing of such a grievance shall be commenced at Level Two. The employee organization shall designate not more than two spokespersons for the organization in processing such a grievance through the remaining levels of the grievance procedure. Provided, however, that the employee organization shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.
- Meetings and hearings under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this grievance procedure. The vote on the Board's decision on Level Three grievances shall be made in open session but the name of the aggrieved party shall not be disclosed.
- When it is necessary for a party or parties in interest to attend a board meeting or a hearing called during the working day, the Superintendent's office shall so notify the party or parties in interest, principals or immediate supervisor, and the party or parties in interest shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- At all hearings conducted under this procedure, the aggrieved person and the administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

Adoption History

Revised	03/26/2018	Revision	5/8/2023
Revision	10/28/2024	Revised Title	

Box Elder

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

South Dakota

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R (N)
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COMPLAINT PROCEDURE

STEP 1: Initial Complaint

- A. The person having a complaint (“Complainant”) must initiate the complaint procedure within twenty (20) calendar 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 regarding 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 Supervisor .
- a. 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 Supervisor within ten (10) calendar days of the meeting with the Employee. The Complainant shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
- b. If the Complainant initiates the complaint by meeting the Supervisor, the Complainant 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 Supervisor shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Supervisor present. At the meeting, the Supervisor 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 Supervisor on the merits of the complaint by making the request on the Complaint Form.
- C. If the Supervisor is asked to make a decision on the merits of the complaint, the Supervisor has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Supervisor. The Supervisor shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Supervisor may be extended by the Supervisor 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

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R (N)
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COMPLAINT PROCEDURE

rendered. The Complainant and the Employee shall receive written notification of the Supervisor's determination/ resolution.

- D. The Supervisor's decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Supervisor's written decision pursuant to Step 2. If the Supervisor does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

Should the complaint be against a Supervisor, 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, 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 Supervisor's decision made in Step 1, or if the Supervisor 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 Supervisor'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 five (5) calendar 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 Supervisor, or (c) meet and discuss the matter with the Supervisor.
- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R (N)
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COMPLAINT PROCEDURE

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 Supervisor shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Supervisor's decision. The Superintendent may also refer the matter back to the Supervisor for further investigation. The Supervisor may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Supervisor, and the Supervisor 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 (10) ten calendar 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 (14 calendar 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) days of the deadline for the Superintendent's written decision, whichever comes first.

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R (N)
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COMPLAINT PROCEDURE

- 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:
 - a. 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.
 - b. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
 - c. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. 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 of the other's witnesses. The hearing officer and school board members may ask questions of any witness.
 - h. 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.
 - i. 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

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R (N)
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COMPLAINT PROCEDURE

- Officer or other person authorized by law to take oaths and affirmations.
- j. 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.”).
 - k. 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.
 - l. 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.
 - m. Within twenty (20) 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.
 - n. 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.
 - o. 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.

Box Elder

**DOUGLAS SCHOOL DISTRICT
Administrative Regulation**

South Dakota

SECTION	K	TITLE	SCHOOL/COMMUNITY/ HOME RELATIONS	FILE	KL-R (N)
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COMPLAINT PROCEDURE

Adoption History			
BOE Approved	4/11/2016	Revised	3/11/2024
Revised	10/28/2024	Revised Title	

Page 1 of 2

Was a meeting held between the person having the complaint and the employee?

Yes _____ No _____

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: _____

If a meeting was not held, explain why not: _____

Resolution requested/sought by complainant: _____

_____ Date
Complainant

_____ Date
School Official

Step 1 mutually agreeable resolution was reached: Yes _____ No _____

If resolution, manner in which the complaint was resolved:

Complainant (initial/date) _____ Employee (initial/date) _____

If no mutually agreed upon resolution was reached, I request a decision by the Principal on the merits of the complaint:

Yes ____ No ____ Complainant (initial _____) Date _____ Yes ____ No

____ Employee (initial _____) Date _____

SECTION	G	TITLE	PERSONNEL	FILE	GCI (N)
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PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Assignment:

Professional personnel will be assigned by the Superintendent or designee on the basis of their qualifications and the best interest of the school district

The assignment of professional staff to positions in other schools of the District or within the professional staff member's assigned school will be made by the Superintendent or designee giving consideration, but not limited to the following criteria:

1. The best interest of the district.
2. The contribution that the teacher would make to students in the new assignment.
3. The qualifications of the teacher as compared to those of other candidates for the position to be filled
4. The opportunity for professional growth.
5. The desire of the teacher regarding the new assignment.
6. The length of service in the school district.
7. The availability of a qualified replacement for the position vacated by the transferring teacher

Transfers:

Any professional staff member who desires a transfer in assignment should request such a transfer in writing to their direct supervisor with a copy to Human Resources.

If a transfer request is deemed in the best interests of the district by the Superintendent or designee, then the transfer will be approved and the professional staff member's contract will be edited to reflect the position for which the member is approved.

REFERENCES

State Reference:

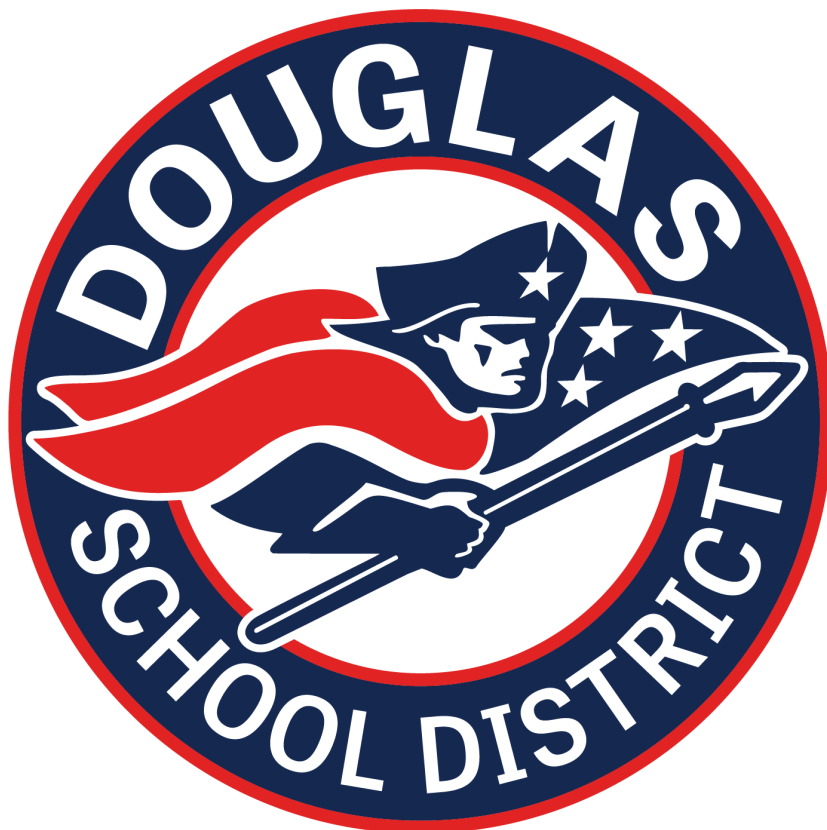
Policy Reference:

2022-23 Negotiated Agreement, Article X

Revised File Title Only

Adoption History			
First Reading	6/8/2015	Approved	6/22/2015
First Reading-Revision	5/9/2022	Approved-Revision	5/23/2022
First Reading-Title			

2026-27



AGREEMENT BETWEEN
DOUGLAS SCHOOL DISTRICT 51-1
and
DOUGLAS EDUCATION ASSOCIATION

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93- 112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Executive Director of Operations & Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 may be referred to the Executive Director of Secondary Academics, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719. (605) 923-0000. Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to the Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder, SD 57719 (605) 923-0013.

For additional information contact the Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339; Fax: (816) 268-0599. Email OCR.KansasCity@ed.gov

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NEGOTIATIONS AGREEMENT

This Agreement made and entered into at Box Elder, South Dakota, pursuant to the provisions of [SDCL 3-18-8](#), by and between the Douglas School District 51-1, hereinafter called District, and Douglas Education Association, hereinafter referred to as Association.

WITNESSETH:

WHEREAS, both of the parties to this Agreement are desirous of reaching an amicable understanding with respect to the employer-employee relationship which exists between the District and the employees covered by this Agreement and to enter into a complete Agreement covering wages, rates of pay, hours of employment or other conditions of employment, and,

WHEREAS, the parties recognize that all the provisions of this Agreement must meet the requirements and procedures required by law and the provisions of the statutes of the State of South Dakota, and,

WHEREAS, the parties do hereby acknowledge that this Agreement is the result of the unlimited right and opportunity afforded each of the parties to make any and all demands and proposals with respect to the wages, rates of pay, hours of employment or other conditions of employment with respect to the unit of employees covered hereby,

NOW, THEREFORE, in consideration of the execution of this Agreement and the covenants and Agreements mutually expressed herein and arrived at by the parties hereto, it is hereby agreed as follows:

ARTICLE I RECOGNITION

Pursuant to the provisions of [SDCL 3-18](#), the Douglas School District 51-1 recognizes the Douglas Education Association as the exclusive formal representative for purposes of negotiations under SDCL 3-18 for all certified teachers who are regularly employed by the Board of Education, excluding those persons designated as administrative personnel. Notwithstanding this recognition, the parties hereto understand and agree that any individual teacher, or group of teachers, shall have the right at any time to present grievances to the District and to have such grievances adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement, and provided the Association has been given the opportunity to be present at such adjustment. Where used herein, the terms "teacher" or "employee" shall mean those individuals identified above unless otherwise indicated.

ARTICLE II DISTRICT RIGHTS

In recognizing the Association as the exclusive formal representative as hereinbefore provided, the Board of Education retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities imposed upon and vested in it by the laws and the

Constitution of the State of South Dakota and of the United States, including, but without limiting the generality of the foregoing, the rights and responsibilities set forth in SDCL 13-8-1, 13-8-39 and 13-10-2.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by such expressions of limitation relating to the unit as are contained in this Agreement and then only to the extent such expressed limitations are in conformance with the Constitution and the laws of the State of South Dakota and the Constitution and laws of the United States

ARTICLE III ASSOCIATION RIGHTS

A. The Association shall be furnished on request regularly and routinely prepared information concerning the financial condition of the School District, including the annual financial statement and adopted budget. Nothing herein contained, however, shall require the Central Administrative Staff to research and assemble information requested by the Association.

B. When the agenda of an official meeting of the Board of Education has been prepared and finalized, a digital copy of such agenda shall be made available online for access by the association within a reasonable time.

C. Any authorized representative of the Association and its affiliates shall be free to visit the various places of employment of all of the employees covered by this Agreement at reasonable hours and for reasonable periods of time for the purpose of carrying on his/her duties relating to the Association including those related to the administration of this Agreement, provided that:

1. He/she shall first notify the building principal or other appropriate supervisor of such building who will provide a meeting place for meetings with teachers;
2. There shall be no interference with the conduct of the operations in such buildings; and
3. No teacher shall be consulted when such teacher has direct classroom or other supervisory responsibilities.

Neither the Association, its members nor its representatives shall visit such places of employment for the purpose of collecting Association dues during working hours.

D. Representatives of the Association will be permitted to hold voluntary meetings in school buildings at times outside the school day, provided (1) such requests for meetings do not conflict with previously scheduled staff meetings, and (2) such requests have been submitted on the proper building use form and have been approved by the building principal.

E. The Board shall provide a bulletin board in the faculty lounge of each school building, which may be used by the Association for displaying Association notices and circulars.

ARTICLE IV EDUCATION COUNCIL

A. An Education Council shall be composed of teachers who shall be appointed annually by the Association: two (2) teachers from each of the elementary administrative units/schools, the middle school, and the senior high school, the Superintendent of schools or designee, and five (5) persons designated by him/her annually.

B. Unless the members of the Council otherwise agree, the Council shall meet at least once per month during the school year to discuss items not covered in the Negotiated Agreement. The first meeting shall be held in September. Meeting dates and protocol for the remainder of the year will be set at that time.

C. The clerical expenses of the Council and its subcommittees shall be paid by the Board of Education.

D. Association representatives on the Council shall be released from school duties for monthly meetings of the Council without loss of salary whenever it is jointly decided to hold such meetings during the school day.

ARTICLE V GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE - Refer to Board Policy GBM-R(N).

See BOE Policy HJN Regarding this continuing to be a negotiable item, it is simply being housed in BOE Policy.

(Board Policy Regulation GBM-R)

A. Definitions

1. A "grievance" shall mean a complaint by a teacher, or teachers, employed by the Douglas School District, that there has been a violation, misinterpretation or inequitable application of any of the terms of this Agreement, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.

2. An "aggrieved person" is a teacher or teachers asserting a grievance in writing.

3. A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.

4. The term "days", except where otherwise provided in the Negotiated Agreement, shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

B. Principles

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems.

2. The proceedings under this procedure will be kept informal, and confidentiality shall be maintained.

3. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally, at a mutually agreeable time, with the teacher's immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this Agreement.

4. The Douglas Education Association shall have the opportunity to be present and to state its views at any level of the grievance procedures.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. The time limit specified may, however, be extended by mutual Agreement.

2. If a grievance is filed which cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which, if left unresolved until the beginning of the following school year, could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.

3. No grievance shall be recognized unless it is presented at the appropriate level within thirty (30) days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it has been filed with the superintendent's office within at least forty-five (45) days after the act or condition upon which it is based occurred.

D. Informal Procedures

1. If a teacher has a complaint, he/she shall first discuss the matter with his/her immediately involved supervisor in an effort to resolve the problem informally.

E. Formal Procedures

1. Level 1: Principal

a. If the teacher is not satisfied with the disposition of the complaint through informal procedures, the teacher may submit the problem as a formal written grievance to his/her principal. ([Board Policy Exhibit CBM-E, Form S-423](#))

b. The aggrieved person shall discuss the grievance personally, and may request that a representative of the Douglas Education Association accompany him/her.

c. The principal shall within ten (10) days render a decision in writing to the aggrieved person.

d. A teacher who is not directly responsible to a building principal may submit the formal written grievance to the administrator to whom he/she is directly responsible.

2. Level 2: Superintendent

a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within ten (10) days after the presentation of the grievance, he/she may file the grievance in writing with the superintendent within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner.

b. If requested by the teacher, the Douglas Education Association may file such grievance on behalf of the teacher within the time limit set forth above.

c. The superintendent, or his/her designee or designees, will represent the administration at Level 2 of the grievance procedure.

d. The superintendent, or his/her designee or designees, shall meet with the aggrieved person and parties in interest in an effort to resolve the grievance. Such meeting shall take place within ten (10) days after the receipt of the written grievance by the superintendent, or his/her designee or designees. The superintendent, or his/her designee(s) shall render his/her decision in writing to the aggrieved person.

3. Level 3: Board of Education

If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance at the next regular Board meeting or within twenty (20) days, whichever is sooner. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party and to the Association.

4. Level 4: Arbitration

a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board has heard the grievance, he/she may within ten (10) days thereafter initiate an appeal to the Department of Labor, which shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education in accordance with the provisions of [SDCL 3-18-15.2](#).

b. The investigation and hearing conducted by the Department of Labor shall be conducted in accordance with the rules and regulations of the Department of Labor.

c. It is specifically and expressly understood and agreed that taking an appeal to the Department of Labor constitutes an election of remedies and a waiver of any and all rights by the appealing party or parties and his/her or their representatives to litigate or otherwise contest the appealed subject matter in any court under [SDCL 13-46](#), except in the form of an appeal from the decision of the Department of Labor as provided by [SDCL 1-26](#).

F. Rights to Representation

1. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.

2. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his/her own choosing.

G. Miscellaneous Provisions

1. If a grievance affects a group of teachers from more than one building, such grievance may be submitted in writing directly to the superintendent's office, and the processing of such grievance may be commenced at Level 2.

2. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent or designee and the Douglas Education Association.

3. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. The Board and the aggrieved person shall make available to one another all pertinent information, not privileged under law, in their possession or control which is relevant to the issues raised by the grievance.

5. When it is necessary for a representative or representatives of the Association, the aggrieved person or party in interest to attend a grievance hearing called during the school day, the superintendent's office shall notify the principal of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.

6. Upon completion of their contractual obligations, employees who voluntarily terminate employment will have their grievances immediately withdrawn and not benefit any later settlement of an individual or group grievance.

ARTICLE VI COMPLAINTS/REQUEST FOR REVIEW

Refer to Board Policy KL-R and Board Policy KL-E(1)(N)

A. This complaint procedure is in recognition of the need to develop an effective means for resolving differences that may arise among employees or between employees and administrators, and between the District employees and the community covering matters that are not already addressed in the Negotiated Agreement. The process will be kept informal and confidential. Complaint procedures are as follows: (Reference [Board Policy GBM—Staff Complaints and Grievances](#))

1. Complaints are only recognized after they have been put in written form. Forms are available in the building offices. ([Board Policy Exhibit GBM E, Form S-423](#)) As per [Board Policy KLA—Public Complaints](#), "Anonymous letters and phone calls will not be given serious consideration." "Hearsay" will be treated as anonymous and may not be used against a teacher within an evaluation. However, it is expected that when such is made known to an evaluator, they will immediately discuss the concern with the teacher.

2. The proper channeling of complaints will be: (1) Teacher/Coach/Advisor, (2) Principal/Activities Director, (3) Superintendent or designee, (4) Board. All effort will be taken to solve the complaint at the lowest possible level.

3. If a complaint is presented concerning a teacher, he/she will be immediately informed and given a chance to respond.

4. A teacher may be represented by the Association at any level of a complaint procedure.

ARTICLE VII MEDICAL EXAMINATION

- A. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.
- B. An employee of the Board of Education who is not able to return to duty on the day following ten (10) days of illness or injury may be required to present a certificate of ableness to the principal upon his return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.

- C. An employee who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the employee may be required to provide a medical report secured from the School District's designated physician at the expense of the School District.

ARTICLE VIII INDIVIDUAL TEACHER'S CONTRACTS

- A. All individual contracts with instructional personnel employed by the Board, and covered by this Agreement, shall be in writing and signed by the teacher and by the president of the Board of Education and the business manager.
- B. Individual teacher's contracts shall include all extra-duty assignments, which are agreed to between the teacher and the Board. Such contracts shall be signed in not less than duplicate, with one copy to be filed in the Personnel Office and one to be retained by the teacher. In the event a teacher desires to be released from an extra-duty assignment but remain in the District in a following year, reasonable efforts shall be made to find a replacement for the extra-duty assignment for the following year.
- C. The computation of a teacher's daily wage shall be determined by dividing the teacher's basic salary by the sum total of the days in session and teacher duty days.
- D. Payroll distribution will be made on a 10- or 12-month schedule. Whichever pay distribution is chosen will be irrevocable until the following year's contract.

ARTICLE IX CONTRACT RENEWAL AND CONTINUING CONTRACTS

- A. A. Individual contracts for teachers employed by the District, and the annual renewal or nonrenewal thereof, shall be governed by the provisions of [SDCL 13-43-6.1 through 13-43-6.6](#). **Delivery of any notification to the teacher will be implemented according to SDCL 13-43-6.8.**

ARTICLE X ASSIGNMENT AND TRANSFER

Refer to Board Policy GCI(N)

~~Per [Board Policy GCI PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS](#), the assignment and transfer of teachers to positions in other schools of the District or within the teacher's assigned school will be made by the Superintendent or administrative designee giving consideration, but not limited to the following criteria:~~

- ~~1. The best interest of the district.~~

2. The contribution that the teacher would make to students in the new assignment.
3. The qualifications of the teacher as compared to those of other candidates for the position to be filled.
4. The opportunity for professional growth.
5. The desire of the teacher regarding the new assignment.
6. The length of service in the school district.
7. The availability of a qualified replacement for the position vacated by the transferring teacher.

"Vacancy" is defined as an open position, identified by the District as a result of a newly created position, transfer, promotion, termination, or long-term leave that extends through the end of the school year. Position vacancies that are posted shall reflect a description of the position, qualifications, and whether the position is full or part time, and shall be advertised, for qualified in-district candidates, for a period of not less than 5 calendar days.

A. Assignments

"Assignment" is defined as a change of position, subject matter or grade level, or building, initiated by the superintendent or administrative designee, that may additionally change the teacher's building, contracted classification, or assigned administrator for evaluation.

Each employee of the Board of Education shall be assigned to a specific position at the direction of the superintendent of schools or designee and may be assigned to any other position as the superintendent or administrative designee may direct.

Assignments may be at the initiative of the Superintendent or designee for any purpose, which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the schools. An administrative assignment shall be made only after a conference between the teacher involved, and the teacher's immediate supervisor, at which time the teacher will be notified of the reason therefore.

B. Transfers

"Transfer" is defined as a requested change of duty, subject matter or grade level, initiated by the teacher, that may change the teacher's building, contracted classification, assigned administrator for evaluation, or is the result of interest in any district vacancy.

In the determination of requests for transfer, the convenience and wishes of the individual teacher will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one teacher has applied for the same position, the teacher determined to best serve the needs of the school district shall be appointed.

During the school year, the superintendent or designee shall post on the district website a notice of any vacancy which occurs during the year or will occur during the following year. Each such notice shall be posted as soon as any such vacancy becomes available. Any teacher who desires to be considered for any such vacancy may do so by submitting a Transfer Request Form to Human Resources within the period of time stated on the vacancy notice.

Any teacher desiring a transfer shall submit a Transfer Request Form to Human Resources. Such a request shall include the grade or subject to which he/she desires to be transferred, in order of preference.

Teachers having pending transfer requests may obtain information as to any such vacancies by consulting the postings on the district website.

Upon written request, teachers shall be notified in writing of the disposition of their requests for transfer, including the reasons for the disposition.

Before assignments of new teachers in the School District are made, consideration shall first be given to pending requests for transfer or assignment to available vacancies.

ARTICLE XI DISMISSAL, AND SUSPENSION, & ACCESS TO PERSONNEL FILE

- A. The Board of Education may dismiss any teacher at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. The Board of Education may non-renew a teacher who is in or beyond the fourth consecutive term of employment as a teacher for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district as stated in [SDCL 13-43-6.1](#). If a teacher is terminated for cause, they are no longer entitled to accrued benefits.
- B. Whenever the Board contemplates the dismissal of a teacher such teacher shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held **within seven (7) days thereafter at a time and place established by the Board of Education in accordance with the timelines set forth in SDCL 13-43**. At such hearing, the teacher shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his/her own behalf and shall have the right to counsel of his/her own choosing. Within five (5) days after the

hearing, the Board shall render its final decision and notify the teacher of its decision in writing. The teacher shall have the right of appeal as provided in the final step of the grievance procedure. (SDCL 13-43-6.2)

- C. No teacher shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to the grievance procedure.
- D. Access to Personnel Files

1. While employed by the Douglas School District, a teacher shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such review. Once per school year, a teacher shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the teacher and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

2. No material which is derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has received a copy. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (Signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the teacher and discussed.) A teacher also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent or designee and attached to the file copy.

3. The **employee's digital** personnel file ~~in the central office~~ shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

ARTICLE XII REDUCTION IN PROFESSIONAL STAFF WORKFORCE

It is within the discretion of the Board of Education to reduce the educational program, curriculum, and staff whenever economic necessity or enrollment dictates. A staff reduction occurs when the Board eliminates all or part of an existing position held by a staff member to whom continuing contract rights apply. In the event that the Board of Education determines that staff reduction is appropriate, the following guidelines may be considered:

- A. An effort will be made to effect reduction through normal attrition. The Douglas Education Association (DEA) will be notified of the proposed reduction in force and recommendations considered from the DEA in the event that such information is received by administration within twenty (20) days of issuance of the proposed reduction in force.

- B. It is anticipated that professional staff to whom continuing contract rights have not yet accrued will have the first eliminated positions.
- C. It is anticipated that part time professional staff to whom continuing contract rights have accrued will be eliminated next.
- D. In the event the position of a continuing contract teacher is eliminated due to a reduction in force, the Board of Education will determine which continuing contract teacher or teachers will be released, considering the following criteria, as applicable. These criteria are not in rank or order of importance.
 - 1. Seniority;
 - 2. Student and curriculum needs;
 - 3. Teacher evaluations;
 - 4. Competency;
 - 5. Qualifications;
 - 6. Certification;
 - 7. Experience in the area to be taught;
 - 8. Educational background;
 - 9. State and federal mandates;
 - 10. Administrative recommendations.
- E. For purposes of consideration of seniority as a factor in the Board's determination for a reduction in force, seniority is determined by the length of service (including approved leaves of absence) with the District and computed in years, months, and days from the date of beginning of the individual's last continued employment. Where two or more continuing contract teachers have the same credited service with the District, seniority between those two shall be determined by total number of years in teaching for which credit was allowed on the District's salary schedule. Where two or more teachers have the same total net credited service, seniority between them shall be determined by lot.
- F. Any reduction in force by the District shall comply with the dictates of [SDCL 13-43](#).
- G. For purposes of this reduction in force article only, continuing contract staff professionals who are laid off pursuant to a reduction in force, shall have reemployment preference for a period of two years following the date of layoff. The effective day for layoff pursuant to this article shall be June 30. Any such continuing contract teacher who seeks reemployment under this agreement must notify the District annually in writing such a desire to be considered for reemployment. An annual request for reemployment consideration must be filed in the District administrative office no later than February 1 of each year preceding the year in which reemployment is sought. Such notification shall include documentation of any additional qualifications obtained by the teacher following layoff.
- H. Recall privileges cease when a teacher resigns. Recall privileges will also cease in the event the individual, upon being recalled, fails to report within twenty (20) days after

mailing of the written notice of the reemployment. Reemployment privileges will not apply to teachers under contract with another school district unless the reemployment is for anticipated positions in the following school year.

- I. If more than one staff member is qualified for the position subject to reemployment, the Board shall consider, among other things, the matters identified in Reduction in Professional Staff Workforce, Article 12 (section D), for reemployment purposes.

ARTICLE XIII LENGTH OF SCHOOL TERM

The school term shall be as set forth in the 2026-2027 School Calendar approved by the Douglas School Board.

ARTICLE XIV TEACHING DAY

- A. The normal school day shall be seven and one-half (7 1/2) hours of duty in length except on Fridays when it will be seven and one-quarter (7 1/4) hours of duty in length. Normal duty hours are from 7:30 a.m. until 3:30 p.m. Duty hours are exclusive of time necessarily required to perform extra-duty assignments as well as other assigned duties. The actual period of time assigned for such duty hours shall be made by the building principal or other appropriate supervisor and shall be adjusted to meet the needs of the department, division or level (elementary, middle or high school) to which the teacher has been assigned. Reference [Board Policy GBN—Staff Flex Time](#) for any adjustments to meet the needs of the individual teacher.
- B. When an administrator calls a building meeting that exceeds the normal duty hours, the teachers of that building will be able to adjust the same amount of time on a day mutually agreed upon with the teacher's direct supervisor. This adjustment shall be handled at the building level through the principal's office and will involve only that time outside the regularly scheduled classroom day.
- C. All teachers shall be entitled to a minimum of a one-half (1/2) hour duty-free uninterrupted lunch period. However, this minimum may be waived upon a majority vote of the teachers in a particular building in order to obtain a more flexible or workable schedule.
- D. Teachers are expected to be in their assigned area or building during their established duty hours unless extra-duty or other assigned duties conflict, or unless necessary school business or an emergency personal need requires their absence for which approval of the building principal has been obtained. On the last scheduled teaching day prior to a holiday and on local, state and national election days, teachers may leave the building fifteen (15) minutes prior to the end of the normal teacher day. On such days, compensation and all leave deductions will be according to Section A

above, seven and one-half (7 1/2) hours of duty in length except on Fridays when it will be seven and one-quarter (7 1/4) hours of duty in length.

- E. Teachers are expected to attend parent-teacher conferences and open houses as well as meetings called by the building principal and general meetings called by the superintendent. In case of general meetings, a dismissal time shall be designated by the Superintendent or designee. Teachers are expected to attend faculty meetings, which are held in each building, unless they are excused, for valid reason, by the principal. [Board Policy GCK.](#)
- F. Teachers are expected to serve on committees as necessary. As much as possible, such meetings will be held within the seven and one-half (7 1/2) hour day and volunteers for such committee work will first be sought. Committee assignments will be made with consideration as to the work involved in each particular assignment, and committee assignments will be distributed among the various members of the teaching staff insofar as possible.
- G. All activities under the direction and supervision of the School District are considered to be an integral part of the curriculum. Instructional personnel shall accept an equitable share of responsibilities designed to provide a balanced program for the students of the School District. In an effort to achieve equality in the distribution of such responsibilities, assigned duties, such as described below, shall be distributed equitably among suitably qualified staff members. Assigned duties will be made by the building principal.
- H. Members of the teaching staff shall receive extra pay only for the extra-duty assignments for which a stipend is provided on the attached Appendix "B". However, additional extra-duty stipends may be developed by the Board of Education during the school year in the event that new programs or activities are implemented. If additional stipends are developed during the school year, they shall be consistent with the amounts provided in Appendix "B", considering the time and nature of the duties involved. Nothing in this Agreement or in the attached Appendix "A" shall be interpreted as applying to normal assigned duties such as hall supervision, noon duty, playground duty, unlisted club sponsorships, faculty meetings, work on professional committees, parent meetings, individual parent and teacher conferences, class sponsorship, or similar professional responsibilities, duties of a general nature assumed for school parties limited to students in the schools, banquets, baccalaureate, commencement, and community-sponsored clubs. Teachers with extra-duty assignments listed in the attached Appendix "B" will assume their proportionate share of responsibility for assigned duties.
- I. No teacher will be required to substitute for an absent teacher except under emergency conditions where a substitute teacher cannot reasonably be obtained. Administration will make an effort to preserve planning time for teachers and to ensure that such assignments shall be made equitably. If a teacher is required to substitute for an absent teacher for any amount of time, then that teacher will be paid \$25.00.

ARTICLE XV TEACHER EVALUATION

Refer to Board Policy [GCN - Professional Teaching Staff Evaluation](#)

A. Purpose

The Douglas School District shall design, implement, and periodically update a systematic process for professional staff evaluation. The purpose of the evaluation process shall be to ensure quality instruction for Douglas students. More specifically, the process and data generated by professional staff evaluation will be used to: 1) provide clear, timely, and useful feedback to teachers, 2) guide professional growth activities for teachers, and 3) assist in making renewal or non-renewal decisions. Student achievement and professional growth shall be the focus of the evaluation process. The District will follow the required processes and procedures for the South Dakota Teacher Effectiveness Model. This model uses the Danielson Framework for evaluating professional practice and also includes measures of student achievement in calculating a Summative Effectiveness rating. To the degree possible, the evaluation process should focus on strengths and professional growth and should be a positive non-threatening experience. ([Board Policy GCN](#))

Formal evaluation process includes: setting and monitoring a Student Learning Objective (SLO), goal-setting conference with building principal, walkthroughs with feedback, teacher reflection, periodic progress meetings (as set by teacher and principal), summative meeting and assignment of effectiveness rating. Formal observations may be scheduled by the principal and teacher, but are not required as part of the evaluation process.

B. Procedures

1. During the first fifteen (15) days of the school year, the building administrators will schedule meetings for the purpose of reviewing teacher evaluation procedures and forms to be used in the evaluation.

2. Probationary teachers (teachers in their first, second and third years teaching) shall be evaluated formally using the DSD process, including a state-mandated Summative Effectiveness Rating (see above) each year for three (3) years. The schedule for the formal evaluation will be set by the evaluator and teacher. Walkthroughs with feedback will occur throughout the year. The Professional Practice Rating (PPR) will be completed prior to the third Monday in March. Final Summative ratings will be completed by the end of the school year.

Experienced teachers (those with more than 3 years of teaching experience), who are new to the Douglas School District, will be evaluated formally during their first year in the District. At the end of the first year, the evaluator will determine whether or not the teacher will require formal evaluation the second year of employment, or if s/he is to be placed on the continuing contract schedule of evaluation.

3. Continuing contract teachers (teachers who have completed three (3) consecutive years of service in the Douglas School District) shall be formally evaluated every other year as required by the state, or more frequently as determined by their supervising principal. If a teacher is on a Plan of Assistance, the Professional Practice Rating will be completed before the third Monday in March.

4. If the teacher and principal include a formal observation in the evaluation process, the teacher shall be notified at least five (5) days in advance if a formal observation is to be scheduled. The five (5) day timeline may be waived by the teacher.

5. All required documentation (as determined by the evaluator and teacher) shall be completed by the teacher, and discussed with the evaluator prior to all formal observations.

6. Teachers will receive feedback within five (5) days of a walkthrough, and, if a formal observation is done, a post-observation conference will be held within ten (10) days after the formal observation.

7. A final evaluation conference shall be conducted following the appropriate timelines. The final evaluation shall be based on a variety of performance, behavior and conduct factors, including but not limited to, classroom observations, SLO's, goals and conferences with the evaluator. Signing of the written evaluation by the teacher shall not imply agreement with the evaluation; it merely indicates that the evaluation was discussed. A copy of the final evaluation shall be given to the teacher.

8. A teacher or administrator may request another person to accompany them at any step within the evaluation procedure.

9. When "unsatisfactory" is noted on the professional practices rubric and/or student growth is "low" (based on the SLO), the evaluator shall work with the teacher to develop a mutually agreed upon a Plan of Assistance. An evaluator may also place a teacher on a Plan of Assistance if the overall Summative Effectiveness rating is "below expectation." The Superintendent or designee shall assist in the development of the Plan of Assistance. A Plan of Assistance may extend into the following year. It is very important for the teacher to successfully complete the Plan of Assistance as failure to do so may result in dismissal.

10. Professional Practice Ratings (PPR) are to be completed before the third Monday in March. The recommendation portion of the PPR need only be completed for the final evaluation and shall be checked in one of three categories:

... Recommended for Employment

... Recommended with Qualifications

... Not Recommended for Employment

When the evaluation "Recommended with Qualifications" is contemplated, the teacher involved shall be apprised of the evaluation in a conference to be held before the third

Monday in March. The teacher shall be advised in writing relative to areas in which improvement is necessary. Before a teacher is given the evaluation "Not Recommended", the principal and/or supervisor conducting the evaluation shall have a minimum of two conferences with the teacher relative to the areas of weakness. The first of these conferences shall be held by the end of the first semester of employment. The basis and reason for the evaluation shall be discussed and a Plan of Assistance developed. If a teacher receives the evaluation "Recommended with Qualifications" or "Not Recommended", he/she may file a request with the Superintendent or designee for a conference regarding the evaluation. Within seven (7) days after receiving such a request, the Superintendent or designee shall meet with the teacher to discuss the evaluation.

All provisional teachers will be subject only to [SDCL 13-43-6.1 through 13-43-6.6](#) as it relates to contract renewal.

11. The evaluation of extra-duty positions (Appendix B) shall take place during and/or after the activity occurs. A conference will be held in conjunction with the evaluation.

12. An honest effort will be made to conduct the evaluation process openly and with the full knowledge of both parties involved.

G. Access to Personnel Files

1. While employed by the Douglas School District, a teacher shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such review. Once per school year, a teacher shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the teacher and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

2. No material which is derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has received a copy. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (Signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the teacher and discussed.) A teacher also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent or designee and attached to the file copy.

3. The personnel file in the central office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

ARTICLE XVI LEAVES OF ABSENCE

A. Extended Leave of Absence

A leave of absence without compensation may be granted to certified employees for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education no later than March 1 during the school year preceding the year in which the leave of absence is desired. Requests received after March 1 may be granted provided, in the judgment of the Board, a suitable replacement can be found. Except in cases of emergency, the request for leave of absence must be submitted at least forty-five (45) days prior to the date upon which the requested leave is requested to begin and must contain the purpose and length of the proposed absence. Request shall be acted upon within a reasonable time, not exceeding forty-five (45) days. A copy of this leave provision shall be given to the employee when a leave is granted.

While on leave a teacher shall have the option to remain an active participant in the state retirement system and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such teacher and the School District.

An employee desiring to return from such leave shall give written notice of a desire to return to employment no later than February 1 of the year in which he/she is on leave. If the leave extends for a period of less than one year, the employee shall give ninety (90) days written notice of a desire to return from such leave at the end of the term thereof. Upon return to work, the district shall place the employee in his/her same position or an equivalent position for which they are qualified. (Equivalent position as it relates to step, lane, and salary with equivalent pay, corresponding benefits and other terms and conditions of employment.)

Scheduled increments, salary adjustment, and other credits are not allowed for leaves of absence.

B. Short Leave Without Pay

The Superintendent of schools or designee may grant leaves of absence without pay to certified teachers for personal reasons. Requests for leave without pay must be approved by the building administrator and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; i.e. all sick leave must be used before leave without pay is granted when sick.

C. Professional Leave

The Superintendent of schools or designee may approve a limited amount of professional leave, with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

a. The leave is in the best interest of the Douglas School District and relates to the teacher's professional interests or leadership position in local, state or national educational organizations.

b. The request for leave must be directly associated with educational activities.

c. Applications must be submitted a minimum of seven (7) days in advance and must be approved by the building principal and the Superintendent or designee.

d. Approval for professional leave will be contingent on the availability of sufficient funds. Priority will be given to professional leave applications of faculty members who:

(1) Submit them first;

(2) Hold local, state, and/or national offices in educational professional organizations;

(3) Have not been granted professional leave in excess of five (5) days during the preceding three years.

Upon request of the Superintendent or designee, the employee shall file a report on the activities of the conference with any recommendations.

If a teacher holds a leadership position in a major state educational organization, he/she may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

D. Association Leave

The Douglas Education Association will be granted five (5) days of association leave for each school year to allow its members to attend South Dakota Education Association or National Education Association conferences and workshops.

a. Members attending conferences and workshops will be chosen by the local association with written approval from the DEA President.

b. The leave is in the best interest of the teacher's professional interests or leadership position in local, state or national education.

c. The request for leave is directly associated with educational activities.

d. Applications must be submitted a minimum of seven (7) days in advance of the conference or workshop.

e. Days will not accrue from year to year.

f. Board sponsored professional leave for association members will not subtract from association leave days.

g. There will be no expense to the District, except for the cost of the substitute, if needed.

h. Seven (7) additional days each school year will be granted to the Association to use for conducting additional Association business at the discretion of the Association. Written notification must be submitted to the Superintendent 5 days prior to the date of leave. Any substitute cost for these additional 7 days will be paid by the Association.

E. Sick Leave

Sick leave is provided to all full-time and half-time certified teachers of the Douglas School District. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness or death in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

Teachers are required to immediately notify the personnel secretary when sick leave is needed. Whenever possible, they should also notify their immediate supervisor or building principal.

Upon returning from sick leave, the employee shall complete a sick leave application indicating the reason for the absence. The principal or Superintendent or designee may require a physician's statement concerning such absence.

All teachers under contract shall receive on the first day of service each year a total of twelve (12) days sick leave unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. These twelve (12) days or less shall represent all the teacher's sick leave for that year, subject to the accumulation provisions hereof.

If a teacher is released or leaves before the termination of the school year, the teacher shall be credited with only that portion of the twelve days determined by the fractional portion of completed service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.

All unused days earned shall be added to the employee's sick leave reserve at the end of the fiscal year. An unlimited number of such sick days may be accumulated.

An employee who returns to the School District within three years after an absence, and who has not previously qualified for severance pay, shall have all of their previously earned and unused sick leave reinstated.

An employee who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition of the policy shall forfeit all accumulated sick leave and any further right under the policy until reinstated in good standing by the Board of Education.

Upon approval of the Superintendent or designee, a teachers may use up to a one work day of accumulated sick leave to attend the funeral of someone close a person with whom the teacher has a close personal relationship, when the individual does not meet the definition of immediate family under this policy. Such leave shall be granted per occurrence.

F. Bereavement Leave

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above in "E. Sick Leave"), and will not be deducted from the employee's sick leave allocation. An employee who has exhausted all of their sick leave may request consideration from the Superintendent or designee for two (2) additional days of bereavement leave, for a maximum of five (5) days. This request may be made for up to two (2) occurrences in a school year. Bereavement leave will be granted per occurrence, and will not be accumulated. Sick leave may be taken for extended bereavement leave.

G. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act. Reference [Board Policy GCBDE—Family and Medical Leave](#) and [Administrative Regulation GCBDE-R - Family and Medical Leave Procedures \(FMLA\)](#)

H. Worker's Compensation

An employee injured in an accident during duty hours must report the incident in writing to the immediate supervisor upon the occurrence of an injury or as soon thereafter as practicable.

1. An employee injured in the line of duty shall receive such compensation and expenses as prescribed by the Worker's Compensation Act of South Dakota.
2. All workers' compensation payments shall be retained by the employee. An employee who has elected to use sick leave and has sufficient leave to cover the time absent from work shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the employee up to, but not in excess of the amount of the compensation payment.

I. Additional Use of Sick Leave (Court Appearance)

Each employee, upon the approval of the Superintendent or designee, may be granted the privilege of using a maximum of five days sick leave to cover absences due to a required appearance in a court of law, involving no moral turpitude on the part of the employee, in a case in which the employee is a party.

J. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year, if approved a minimum of two days in advance. One (1) additional day of personal leave shall be granted each year to an employee in their 4th, 5th, 6th and 7th year of employment. No more than seven (7) personal leave days may be used in any one year with the exception of an employee taking an oral or written comprehensive examination to complete a degree.

- a. One day of personal leave may be used to extend a scheduled school holiday one time per year, with approval of the building principal.
- b. A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.
- c. Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Hours.
- d. Use of Personal leave is strongly discouraged during In-service Days.
- e. Leave may not be requested more than 180 days in advance.

The Superintendent or designee may grant personal leave in emergency situations and the decision to do so is non-precedent setting nor grievable under the terms of this contract.

One (1) additional day of personal leave shall be granted to an employee who is on a professional growth plan with the District to take oral or written comprehensive examinations to complete a degree.

Personal leave cannot be accumulated.

K. Court Witness and Jury Duty Leave - Reference [Board Policy GCBDC](#)

L. Military Leave - Reference [Board Policy GCBDD](#)

M. Parental Leave

1. Upon written application to the Board, a parental leave of absence shall be granted to a teacher for the birth or adoption of a child. Notice must be given to HR at least forty-five (45) days prior to the date leave is to begin. Current FMLA guidelines will be followed (See ARTICLE XVI, G)
2. If a teacher wishes to extend parental leave beyond FMLA guidelines, they may apply for an Extended Leave of Absence (see ARTICLE XVI, A).
3. A teacher may use up to a maximum of 12 calendar weeks of sick leave (concurrent with FMLA). Available leave must be used for the time out on parental leave.

4. Parental leave is available for both parents.
5. Reemployment rights will follow FMLA guidelines.
6. If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave a teacher shall have the option to remain an active participant in: (a) the state teacher retirement system by paying the entire amount which would have been otherwise paid by such teacher and the School District; (b) the health and dental insurance program by continuing cost sharing for the first twelve weeks and thereafter by paying the entire amount. The administration of parental leaves shall comply with FMLA guidelines.

N. Sabbatical Leave

1. The Board of Education, upon the recommendation of the Superintendent of schools or designee, may grant a sabbatical leave to qualified personnel for the purposes of study, travel, and for such other purposes as may be approved by the Board of Education.
2. Upon the recommendation of the Superintendent of schools or designee, the Board of Education may grant a sabbatical leave to a contract employee who has been employed at least six (6) consecutive years, and who has not had a sabbatical leave during the six (6) years immediately preceding. The leave granted shall not exceed two semesters.
3. An employee on sabbatical leave shall receive as compensation during the period of absence one-half (1/2) of his/her regular scheduled salary, not to exceed one-half (1/2) of the master's degree maximum.
4. Compensation shall be paid at the same time as the other employees of his/her professional rank. An employee on sabbatical leave shall receive the scheduled increment and/or adjustments in salary the same as he/she would have received were he/she occupying his/her regular assignment.
5. While on leave a teacher shall have the option to remain an active participant of the state retirement system, and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such teacher and the School District.
6. The number of persons given sabbatical leave in any year shall not exceed two percent of the total number of the teaching staff; provided, however, that the actual number of persons given such leave in any year shall depend upon the financial condition of the School District and the amount of funds available to finance the program. The number of leaves granted shall be distributed throughout the District. If the number requesting

sabbatical leave exceeds the number of leaves available as determined by the Board, the selection shall be based upon:

- (a) The estimated value of the plan to the individual and to the District.
 - (b) The amount of seniority.
 - (c) The length of time since the last sabbatical leave.
7. An employee who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of two (2) years. The employee who fails to return to the District upon completion of his /her sabbatical leave shall refund compensation paid to him/her during the leave.
8. The employee, upon returning from sabbatical leave, shall be restored to his/her former position or to one of at least comparable status.
9. The employee, upon return from sabbatical leave, shall make such reports as may be designated by the Superintendent or designee.

ARTICLE XVII SICK LEAVE BANK

Eligible certified personnel (including administrators and directors) employed in a certified position working a minimum of half time and at least 6 months a year who are in their second consecutive contracted year of employment by the District will be given the opportunity to enroll in a voluntary sick leave bank under the following conditions and provisions:

- A. Each participating certified employee shall contribute one day of his/her sick leave per year for the first three years of participation and one-half day per year for each successive year to the bank. The deadline for sick leave bank enrollment shall be on September 15 of the employee's year of eligibility. Eligible certified employees declining to become participants in the bank shall be ineligible for participation until the next open enrollment date. Once enrolled in the sick leave bank, the employee will remain an active member with automatic deductions made from their sick leave account each year unless requested in writing to the Personnel Office to be dropped from the bank.
- B. When the total balance of days in the bank exceeds 600 days, members will not be deducted the one-half day per year after the first three years.
- C. This pool is for the protection of individual participating certified employees whose personal long-term extended illness or disability causes an absence from regularly assigned duties. Participants may request the use of the sick leave bank once per (a) (school year) or (b) (illness/disability). Once a participating certified employee has exhausted their accumulated sick leave and met the sick leave bank eligibility criteria,

they may immediately begin drawing up to 25 days of sick leave from the bank. Use of pool days by participants shall not be limited to the school year in which the long-term extended illness or disability began. If additional sick leave days are earned at the start of a new school year, those must be exhausted prior to using remaining sick leave bank days.

- D. The dates of personal physical disability as defined in Article XVI, Section E, for which payment under the sick leave bank is claimed shall be verified by a doctor.
- E. Administration of the bank will be handled by the District Personnel Office. All requests for use of the sick leave bank must be submitted in writing to the Personnel Manager and must be approved by the Superintendent of Schools or designee. The request must be supported by a written statement from the certified employee's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.
- F. Employees withdrawing days from the bank are not required to replace these days except as a regular contributing member in the bank. An employee resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required shall not be able to withdraw previously contributed days.
- G. Days in the bank shall be withdrawn on a first-come, first-served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
- H. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable school year as computed under Article VIII, Section C of this Agreement.
- I. Open Enrollment will occur in September every 5th year (i.e. September 2025; September 2030; September 2035, etc.)
- J. Upon requests of the Association (not more often than quarterly), the Personnel Office shall report the status of the bank, including the balance of days in the bank. The Business Manager shall conduct an annual audit of the sick leave bank.
- K. A classified employee who is a qualified member of the classified employee sick leave bank and moves to a certified position, may join the certified sick leave bank at the same standing as when he/she left the classified sick leave bank.
- L. Donations outside of the sick leave bank (building or department) are not allowed.

ARTICLE XVIII INSURANCE PROGRAM

A. Health and Life Insurance

The Board of Education shall provide a group hospitalization and surgical insurance plan for all eligible teachers electing to be covered by such insurance, the coverages and terms of such insurance plan to be mutually agreed upon by the Association and the Board of Education.

For those employees electing to be covered, such plan shall include: \$10,000 term life insurance coverage for employees, \$6,000 for employee's spouse, and \$2,000 for each dependent child; or the employee may elect to increase such coverage to \$30,000 term life insurance coverage for employees. However, the cost of such increased coverage will be at the employee's expense.

The contribution of the Board to such insurance plan shall be ~~\$599~~ **\$624** per month for a family (employee and qualified dependents) plan, ~~\$599~~ **\$624** per month for a single (employee only) plan, ~~\$599~~ **\$624** for an employee + dependent(s) plan, and ~~\$599~~ **\$624** for an employee + spouse plan. If any plan costs less than the ~~\$599~~ **\$624** the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA), if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than ~~\$599~~ **\$624** per month. All employees shall be free to elect the family plan, employee + dependent(s) plan, employee + spouse plan, the single plan, or may elect to have no coverage under the plan.

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time employee (single coverage). Individual employees shall have the option of adding dependent coverage at their own expense, by completing in writing an authorization for payroll deduction.

The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

ARTICLE XIX SEPARATION PROGRAM

SEVERANCE PLAN

- A. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such teachers will be paid for one-half of their accumulated sick leave.

- B. Any teacher (as designated above) having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years shall be paid one-half of his or her accumulated sick leave upon terminating his or her employment in the Douglas Schools. If resignation occurs during the school year, such resignation must be appropriately approved.
- C. The amount of sick leave pay under this policy will be determined by the average of the employee's daily rate of pay over the five-year period immediately preceding retirement. Such payment will be made with the final check following the effective date of retirement.

VOLUNTARY SEPARATION PLAN

- A. Full-time certified employees, upon written application and approval by the Superintendent of schools or designee, may participate in a voluntary separation program. In case of death, where the individual qualifies and has been approved by the Board for voluntary separation, all benefits will be paid according to Board Policy and/or Negotiated Agreement in one lump sum.
 - 1. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 2% of the budget for certified instructional salaries in that year.
 - 2. In the event applications exceed funds available under the 2% limitations, consideration for voluntary separation benefits will be based upon (1) years of service at Douglas School District, (2) Authorization to Hire date, (3) highest level of education, and finally (4) the date the application is received by the board secretary or his/her designee.
 - 3. Should there be undistributed funds available, but not in excess of 2% of the budget for certified instructional salaries in that year, the sum may be offered as a Voluntary Separation benefit to the next qualified applicant, as per B1 and B2 below. The teacher may accept these remaining funds or may apply for consideration the next school year.
 - 4. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.
- B. Program Eligibility and Provisions
 - 1. Eligible employees must have at least thirty (30) years of service in the District. The calendar year applicable to this policy shall be from July 1 through June 30.
 - 2. Applications must be submitted in writing by September 1 of the elected school year of separation and the Board will approve voluntary separation applications at the next Board meeting. Approval of an employee's application for the voluntary separation program will be considered a voluntary resignation and termination of the employee's continuing contract. If an applicant is not approved for voluntary

separation, they may, in writing to the Board, recall the application, no later than January 1.

3. Program benefits will be paid as follows:

After applying a, one of the following options (b, c, or d) is to be selected by the employee:

- a. If deemed eligible for the SDRS Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 - i. An employee is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
 - ii. An employee is receiving special pay of \$600 or more.
 - b. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a. and b. above) will be paid in a single payment included in the final payment of the elected year of separation; OR
 - c. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the school year following the elected year of separation; OR
 - d. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the three (3) school years following the elected year of separation.
4. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
 5. Only certified staff reimbursed on the salary schedule contained in this Agreement (Appendix "A") are eligible.
 6. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.
 7. Employees must notify the Business Office of choice b, c, or d by April 1.

C. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in the District. "Current Salary" shall be defined as the annual salary for certified full-time positions as defined by the salary schedule (Appendix "A"). "Current Salary" does not include extra-duty pay, contract extensions, or other payments above the amounts specified by the salary schedule. The maximum amount of payment eligible in this program is limited to \$60,000 per employee.

ARTICLE XX SALARY AND TEACHER CLASSIFICATION

A. Salary Schedule - General Provisions

1. The salary schedule shall be in accordance with the attached Appendix A. All teachers shall be paid in accordance with the provisions of Appendix A. New base is **\$54,000**.
2. Individuals will be placed on the schedule at the levels warranted by their training, experience, position, and classification, which may include area of specialization pay. Changes in assignment during the school year shall result in corresponding salary adjustments appropriate to the new position.
3. With respect to the annual automatic incremental increases as set forth in the salary schedule a teacher must teach for at least eighty-five (85) work days in the Douglas Schools to be entitled to the incremental increase for the following year.
4. The deadline for submitting transcripts for lane changes is June 30 effective the following school year. The documents must be in the Personnel Office by June 30th so that payroll adjustment can be made.

B. Experience Increments

1. Professional employees new to Douglas School District may receive up to seven (7) years of credit on the salary schedule for approved teaching experience outside the school district. Partial years of experience may be combined to qualify for a full year of experience. In addition a single partial year, consisting of at least eighty-five (85) worked days may be counted as a full year of experience. Additional credit will be granted for any previous experience acquired in the Douglas School District not to exceed a total of seven (7) years experience credit. Individuals pursuing new career paths in teaching may receive up to 3 years of work related experience in their desired teaching area. Applicable education experience in their teaching area may also be considered. Retire/rehire teachers begin at Step 0.
2. Previous teaching experience for which credit is given from districts other than Douglas must be verified by the teacher.
3. New employees receiving extra-duty allowances identified in Appendix B may be granted a maximum of 7 years credit on the schedule for comparable prior experience. Verification of experience is the responsibility of the employee.

C. Master's Degree Requirements

To qualify for the master's degree allowance, a teacher must have his/her graduate training in areas applicable to the areas of his/her professional responsibility. If a master's degree is in an educationally related field such as guidance or administration, a teacher may receive the master's degree allowance upon approval of the Superintendent or designee of schools.

D. Master's Plus Thirty / Master's Plus Forty-Five Requirements

1. To qualify for the Master's Plus Thirty / Forty-Five semester hours allowance, one half of all hours taken after July 1, 1989, must be graduate. All hours must be taken subsequent to receiving the Master's Degree and must be approved by the Superintendent of schools or designee in terms either of the candidate's assignment and major responsibility or in terms of anticipated staffing needs of the School District.
2. Programs proposed by individuals currently employed by the Douglas School District must be reviewed and approved in advance by the Superintendent or designee to be sure they can be recognized.
3. Credit earned through participation in in-service programs financed by the School District do not count toward the Master's Plus Thirty or Master's Plus Forty-Five status on the salary schedule.
4. Credit earned after July 1, 2001, for MA+45 employees in the Ed. Spec Degree or Masters +45 column will be reimbursed up to MA+60 hours as per Article XX, Section F.

E. Areas of Specialization Pay (PROFESSIONAL GROWTH PLANS)

1. To receive any area of specialization pay, an employee must have a previously approved Professional Growth Plan. This plan should be submitted on Form S-196 and include:
 - a. The overall objectives.
 - b. How the above objectives relate to his or her employment in the Douglas School District.
 - c. The courses and credit hours proposed to be taken.
 - d. The majors or minors obtained or affected by the additional credits.
 - e. The institution to be attended to obtain this training and/or the next higher degree.
2. Staff members who have received area of specialization pay in previous years must include all previously approved courses for area of specialization pay in their plan.
3. In previously approved areas of specialization, professional employees may earn \$50.00 per semester hour. Payment will be made only when ten (10) semester hours have been accumulated beyond the Bachelors or Masters degree. Payment for hours acquired beyond the initial ten (10) will be accumulated and paid annually.
4. Staff members who have received previously approved area of specialization pay and have attained the next highest degree, may continue their plan without interruption of payment as long as courses to be taken were previously approved.
5. Within the first forty-five (45) days of employment, new staff may submit a Professional Growth Plan including previously earned credits beyond the date of their degree.

Acceptance of such credits will be at the discretion of the Superintendent of schools or designee.

6. The accumulated amount will be added to the employee's contract each year until qualifying for the next higher degree. The employee's total calculated salary, including area of specialization pay shall never exceed the total salary amount of the next highest degree on the district salary schedule Appendix A.
7. Payment for area of specialization pay will be made in lump sum payments. Payments will be made on the 7th of October for those courses taken and submitted on official transcript to the Personnel Office by August 31st. Payment will be made on the 21st of June for those courses submitted on official transcript to the Personnel Office by the last day of school. (Such courses must be approved by the Superintendent or designee of schools.)
8. When the School District expends funds for in-service programs and credit is earned by participants, such hours will not qualify for area of specialization pay.

F. AOS Phase Out Process

1. Effective July 1, 2024, Douglas School District will begin phasing out the Area of Specialization (AOS) program.
 - a. Employees who have already been approved for AOS payments will continue to receive their payments as per the existing policy for a period not to exceed 4 years (2027-2028 School Year).
 - b. Employees currently enrolled in qualifying courses and who have already included these courses on an existing Professional Growth Plan will receive AOS payments as per the existing policy for a period not to exceed 4 years (2027-2028 School Year).
 - c. Only NEW coursework will be added to EXISTING Professional Growth Plans for a period of not longer than 4 years. The deadline to submit transcripts is June 30, 2028.
 - d. No NEW Professional Growth Plans for AOS payments will be accepted after June 30, 2024.
 - e. Employees hired for the 2024-2025 School Year and thereafter are not eligible for the AOS Program.
 - f. ALL employees enrolled in an active Professional Growth Plan must submit an AOS Finalization Plan before June 30, 2025 that details the employee's intended progression to the next lane (if applicable). Employees on the Bachelor's lane who do not intend to progress to the Master's Lane or further may request an exemption on the AOS Finalization Plan. Employees already on M45 +15 are not required to submit any additional information.

- g. Acceptance of any credits will be at the discretion of the Superintendent of Schools or designee.
 - h. A new AOS M45 Step 13 will be created. Only current participants in the AOS Program (as of June 30, 2024) will be considered for eligibility on AOS M45 Step 13 under the circumstances outlined below. As per the Salary Schedule, each step is \$750. Any employee moving as described below will have current AOS pay removed from their contract:
2. Employees on M45, Step 12 who have earned 15 additional AOS credits will be placed on AOS M45 Step 13.
 3. Employees on M45, Step 12 who are NOT yet on Step 12 but who have earned 15 additional AOS credits will be given TWO steps for the 2024-2025 School Year (one step for AOS Pay and one step for movement) and will be eligible for AOS M45 Step 13 when they reach that benchmark.
 4. Employees on M45, Step 12 who have NOT yet earned 15 additional AOS credits will be given a period, not to exceed 4 years (2027-2028 School Year) to complete all credits necessary to qualify for AOS M45 Step 13 movement. At the time all necessary credits are earned, individuals will be placed on AOS M45 Step 13.
 5. Employees on M45 who are NOT yet on Step 12 and who have NOT yet earned 15 additional AOS credits will be given a period, not to exceed 4 years (2027-2028 School Year) to complete all credits necessary to qualify for AOS M45 Step 13 movement. At the time all necessary credits are earned, individuals will be given TWO steps the following contract year (one step for AOS Pay and one step for movement) and will be eligible for AOS M45 Step 13 when they reach that benchmark.
 5. Employees on M45 who have not completed all 15 AOS credits prior to the end of the 4-year period (2027-2028 School Year) will have current AOS pay removed from their 2028-2029 contract and will not be eligible for AOS M45 Step 13.
 6. Employees not yet on the M45 Lane will be given a period, not to exceed 4 years (2027-2028 School Year) to complete all credits necessary to qualify for AOS M45 Step 13 movement, including lane movement. At each lane change, previous AOS payment will be removed from the contract, and the employee will start accumulating credits again at each new lane. Employees who have not completed all credits necessary prior to the end of the 4-year period (2027-2028 School Year) will have any AOS pay removed from their 2028-2029 contract and will be eligible for AOS M45 Step 13 if/when they reach that benchmark.

Employees are encouraged to consult with the Personnel Office for further clarification or assistance regarding the phasing out of the AOS program.

G. Academic Study/Tuition Reimbursement Program

Using a portion of the savings from the AOS Program, the District will set up a new account and process to encourage Employees to advance their education toward a new lane/degree. Employees may only be enrolled in one program (current AOS Program OR new Academic Study/Tuition Reimbursement Program) at a time.

1. A pool of \$5,000 will be allotted to academic study/tuition reimbursement for the **2026-27** school year.
2. **2026-27** classes eligible for reimbursement will be Summer 2026, Fall 2026 and Spring 2027.
3. Classes must be part of an advanced degree program (Masters, Specialist, or Ed. D) or part of an approved program toward obtaining additional certification (mutually agreed upon as beneficial to staff member and the district).
4. A copy of the teacher's program or plan of study will be filed with the Superintendent.
5. The teacher will complete an "Academic Study/Tuition Reimbursement" form prior to enrolling in the course.
6. Copies of the transcripts or grade cards will serve as proof that classes were successfully completed.
7. Reimbursement requests will meet the following criteria:
 - a. Transcripts must be submitted by May 31st for reimbursement on June 30th.
 - b. Reimbursements will be based upon the number of hours taken by all staff. (i.e. Cumulative staff hours taken = 50; \$5,000 pool / 50 hours = \$100/credit hour reimbursement.)
 - c. Reimbursement will not exceed \$150/credit hour.
 - d. Each credit hour will only be reimbursed one time.

H. Payment of Salary

Payroll distribution will be made on a 10- or 12-month schedule. Whichever pay distribution is chosen will be irrevocable until the following year's contract. All payroll distributions will be deposited automatically into the employee's designated account.

If the 7th or 21st of the month falls on Saturday or Sunday, salary payment should be made on the Friday before. If the 7th or 21st falls on a holiday, salary payment should be made on the day before.

I. Extra- Duty Contract Payments

Extra-duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount unless requested as a lump sum payment. Lump Sum payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator, and will be included in the employee's payment following this verification.

ARTICLE XXI MILEAGE

Teachers who may be assigned to more than one building and are required to use their own vehicles for such travel, and teachers on approved professional leave allowed for travel, shall be paid mileage for such travel at the rate established in Board of Education [Policy GCLA](#).

ARTICLE XXII PROFESSIONAL DUES AND PAYROLL DEDUCTIONS

- A. The District shall deduct dues from the salaries of teachers for continuing membership in the United Teaching Profession Association, South Dakota Education Association, and the National Education Association, provided that at the time of such deduction the District has in its possession a current, unrevoked written assignment executed by the teacher in the form and according to the terms of the authorization form. Such authorizations may be revoked by the teacher at any time by giving written notice to the District and the Association by letter. In the event of a revocation submitted after October 1 of any year, the remainder of that year's dues and contributions shall be deducted from the teacher's next paycheck and transmitted to the Association.
- B. At least forty-five (45) days prior to the beginning of the school year, the Association shall certify to the Board, in writing, the current rate of membership dues of each UTP organization named above. If an organization changes the amount of its membership dues, the Association will give the Board forty-five (45) days written notice prior to the effective date of such change, and such change shall be effective only upon written assurance by the Association to the District that such additional amounts are regular dues duly approved in accordance with the constitution and bylaws of the appropriate organization.
- C. Semi-monthly deductions will be made in twenty (20) equal consecutive installments commencing with the first payroll period in October so that all dues will have been deducted by the end of the twentieth semi-monthly pay period thereafter. As for authorizations which are received by the District's Payroll Office after the first payroll period in October, deductions will be prorated over the remaining deduction period referred to above. The Board shall not be required to honor for a current semi-monthly deduction, any authorizations that are delivered to the District's Payroll Office later than the last working day prior to the distribution of the payroll for which the deductions are to be made. Such deductions shall commence with the next following payroll disbursement.
- D. In accordance with the provisions of the Dues Authorization form and provided that such authorization is unrevoked at the time, all remaining unpaid dues shall be

deducted from the final paycheck of a teacher leaving the employment of the District before the end of the school year.

- E. Authorized deductions shall be remitted to the Association no later than the first day of each month following such deductions.
- F. Previously signed and unrevoked written authorizations shall continue to be effective as to teachers reinstated following an unpaid absence not exceeding ninety (90) days. Previous authorizations of other teachers reinstated shall not be considered to be effective.
- G. The District shall not be liable for the remittance of any sums other than those constituting actual deductions made; and if for any reason it fails to make a deduction for any teacher as above provided, it shall make that deduction from the teacher's next pay period in which Association dues are normally deducted after written notification to the District of the error. If the District makes an overpayment to the Association, the District will deduct that amount from the next remittance to the Association. The Association agrees to indemnify and hold the District harmless against any and all claims, suits, orders or judgments brought or issued against the District as a result of any action taken or not taken by the District under the provisions of this article.

ARTICLE XXIII STUDENT DISCIPLINE AND TEACHER PROTECTION

A. Assault Upon Teachers

- 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor. Such report shall be reduced to writing by the teacher as soon as reasonably possible.
- 2. Such notification shall be immediately forwarded to the Superintendent or designee, and following the incident, the Superintendent or designee and the teacher shall comply with any reasonable request from the other for information in their possession relating to the incident or the persons involved.

B. Disruptive Students

- 1. When, in the judgment of a teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may send the student from the classroom and refer him/her to the principal, or his/her designee, together with a statement of the reason for such referral. In such cases, the teacher shall confer on the same day with the principal or his/her designee who, if necessary, shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following day, a conference between himself/herself and the teacher and any other appropriate persons to discuss the problem and to decide upon appropriate steps for its resolution.

ARTICLE XXIV MATTERS NOT COVERED

With regard to matters and Board policies not covered by this Agreement, it is understood that such matters and policies are management prerogatives which may be continued, discontinued or changed by the sole discretion of the Board.

ARTICLE XXV MISCELLANEOUS PROVISIONS

A. Copies and Posting of Agreement

On or before the commencement of the 2026-27 school year, each teacher will be provided with an electronic copy of this Agreement via the District website.

B. Savings Clause

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In that event the parties to this Agreement shall meet immediately and negotiate a substitute provision.

ARTICLE XXVI

EFFECTIVE DATE; DURATION OF AGREEMENT; AND NEGOTIATION PROCEDURES

This Agreement shall be effective as of the 10th day of August 2026, and shall continue in full force and effect until the beginning of the school term in 2027, and shall continue in effect from year to year thereafter, provided, however, that if either party desires to amend or terminate this Agreement, such party shall give written notice to the other party of such desire, which notice shall be served by either the Board or the Association upon the other no sooner than February 1, 2027, and no later than February 15, 2027. In the event such notice is given, all amendments to the Negotiated Agreement proposed by either party will be brought forward through the negotiations procedure and timelines as agreed upon by both parties. All other provisions of this Agreement shall automatically continue in full force and effect for the next succeeding year, subject, however, to the provisions of Article XXV B, hereof. Negotiations shall then commence and proceed as mutually agreed to by the parties. Negotiations shall be governed by the provisions of [SDCL 3-18](#) as they now exist or as they may be amended from time to time by legislative process.

Dated at Box Elder, South Dakota, this 10th day of August 2026.

DOUGLAS EDUCATION ASSOCIATION DOUGLAS SCHOOL DISTRICT 51-1

BY: _____	BY: _____
Co-President: Amy Rowe	President, Board of Education Tanya Gray

Co-President: Jennifer Stelzig

APPENDIX A

**DOUGLAS SCHOOL DISTRICT
2026-27 APPROVED CERTIFIED SALARY SCHEDULE**

Experience Step	Bachelors Degree	Masters Degree	Masters +30	Ed Spec Degree or Masters + 45
0	\$54,000	\$59,000	\$64,000	\$69,000
1	\$54,750	\$59,750	\$64,750	\$69,750
2	\$55,500	\$60,500	\$65,500	\$70,500
3	\$56,250	\$61,250	\$66,250	\$71,250
4	\$57,000	\$62,000	\$67,000	\$72,000
5	\$57,750	\$62,750	\$67,750	\$72,750
6	\$58,500	\$63,500	\$68,500	\$73,500
7	\$59,250	\$64,250	\$69,250	\$74,250
8	\$60,000	\$65,000	\$70,000	\$75,000
9	\$60,750	\$65,750	\$70,750	\$75,750
10	\$61,500	\$66,500	\$71,500	\$76,500
11	\$62,250	\$67,250	\$72,250	\$77,250
12	\$63,000	\$68,000	\$73,000	\$78,000
13	\$63,750	\$68,750	\$73,750	\$78,750
AOS14				\$79,500

EXTRA-DUTY AND OTHER ALLOWANCES

The following conditions govern the extra-duty allowances identified below:

1. Extra-duty allowance shall be considered negotiated through the 2026-27 school year.
2. A maximum of seven (7) years out-of-district experience may be granted to new employees for comparable experience. Verification of experience is the responsibility of the employee.
3. All supervising personnel are expected to properly identify and distribute materials and equipment to student participants and to keep an accurate accounting of who has such materials and equipment. At the termination of that activity, the supervising personnel are to collect materials and equipment within two (2) weeks after the termination of the activity. At that time, they shall also submit an inventory of materials and equipment with a purchase order request for additional or replacement materials for the ensuing year.
4. Extra-duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum payment. Such payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator.
5. *Competitive Dance and *Competitive Cheer contracts will stipulate they have separate practices or a different coach than Football and Basketball Cheer.

COMPENSATION FOR ATHLETIC/ACTIVITY FUNCTIONS

Certified staff who assist at athletic/activity functions shall be paid at the following rates:

- Middle School - \$15.00 per hour
- High School - \$15.00 per hour
- Intramurals - Moved to Category 8 (minimum of 35 hours)

All certified staff shall be given an opportunity to assist at these functions before assignments are made.

CATEGORY 8 – INTRAMURALS

The following are considered “Intramurals” and will be reimbursed on Appendix B – Category 8:

1. 1. Elementary Basketball (Girls)
2. 2. Elementary Basketball (Boys)
3. 3. Elementary Volleyball (Girls)
4. 4. 6th Grade Basketball (Girls)
5. 5. 6th Grade Basketball (Boys)
6. 6. 6th Grade Volleyball (Girls)

To be reimbursed as an intramural coach, the coach must spend at least 35 hours with students during the “season”.

APPENDIX "B"
2026-27

High School, Middle School, Elementary

Exp	CAT 0	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
	13.20%	11.40%	8.20%	6.40%	5.95%	4.55%	3.65%	3.20%	2.30%
0	\$54,000	\$6,128	\$4,428	\$3,456	\$3,213	\$2,457	\$1,971	\$1,728	\$1,242
1	\$54,750	\$6,227	\$4,490	\$3,504	\$3,258	\$2,491	\$1,998	\$1,752	\$1,259
2	\$55,500	\$6,327	\$4,551	\$3,552	\$3,302	\$2,525	\$2,026	\$1,776	\$1,277
3	\$56,250	\$6,425	\$4,613	\$3,600	\$3,347	\$2,559	\$2,053	\$1,800	\$1,294
4	\$57,000	\$6,524	\$4,674	\$3,648	\$3,392	\$2,594	\$2,081	\$1,824	\$1,311
5	\$57,750	\$6,623	\$4,736	\$3,696	\$3,436	\$2,628	\$2,108	\$1,848	\$1,328
6	\$58,500	\$6,722	\$4,797	\$3,744	\$3,481	\$2,662	\$2,135	\$1,872	\$1,346
7	\$59,250	\$6,821	\$4,859	\$3,792	\$3,525	\$2,696	\$2,163	\$1,896	\$1,363
8	\$60,000	\$6,920	\$4,920	\$3,840	\$3,570	\$2,730	\$2,190	\$1,920	\$1,380
9	\$60,750	\$7,019	\$4,982	\$3,888	\$3,615	\$2,764	\$2,217	\$1,944	\$1,397
10	\$61,500	\$7,118	\$5,043	\$3,936	\$3,659	\$2,798	\$2,245	\$1,968	\$1,415
11	\$62,250	\$7,217	\$5,105	\$3,984	\$3,704	\$2,832	\$2,272	\$1,992	\$1,432
12	\$63,000	\$7,316	\$5,166	\$4,032	\$3,749	\$2,867	\$2,300	\$2,016	\$1,449
13	\$63,750	\$7,415	\$5,228	\$4,080	\$3,793	\$2,901	\$2,327	\$2,040	\$1,466

Extra-duty salary will be based on the same step of the Bachelor column of the adopted salary schedule as years of experience in coaching, i.e.

If a teacher has no experience in that activity he/she will be placed on Step 0; one year of experience will be placed on Step 1; etc.

Category 0

A - HS Hd Football
B - HS Hd Track
C - HS Hd Wrestling
D - HS Hd Basketball
E - HS Hd Volleyball

Category 4

A - MS Drill Team
B - HS Chorus
C - HS Hd FB Cheerleading
D - HS Hd BB Cheerleading
E - Oral Interpretation
F - HS Student Council
G - MS Drama Fall Play
H - MS Drama Spring Play
I - HS Asst Drama Fall Play
J - HS Asst Drama Spring Play
K - Asst One Act Play
L - HS Asst Debate

Category 1

A - HS Hd Golf Fall
B - HS Hd Golf Spring
C - HS Band
D - HS Hd Cross Country
E - Competitive Dance
F - Competitive Cheer
G - HS Head Soccer
H - AFJROTC
I - HS Drama Fall Play
J - HS Drama Spring Play
K - One Act Play
L - HS Hd Debate

Category 5

A - MS Asst Football
B - MS Asst Wrestling
C - MS Asst Track
D - HS Newspaper
E - MS Asst Volleyball
F - MS Asst Basketball
G - MS Asst Cross Country
H - HS Summer Weights

Category 2

A - HS Asst Football
B - HS Asst Basketball
C - HS Asst Cross Country
D - HS Asst Wrestling
E - HS Asst Track
F - HS Asst Volleyball
G - HS Asst Soccer

Category 6

A - ES Chorus
B - MS Chorus
C - MS Band
D - MS Asst Drama Fall Play
E - MS Asst Drama Spring Play
F - HS Asst Fall Cheerleading
G - HS Asst BB Cheerleading
H - MS Asst Cheerleading
I - HS Asst Dance

Category 8

A - ES Asst Chorus
B - MS Asst Chorus
C - Intramurals (35 Hrs Min.)
D - Educators Rising

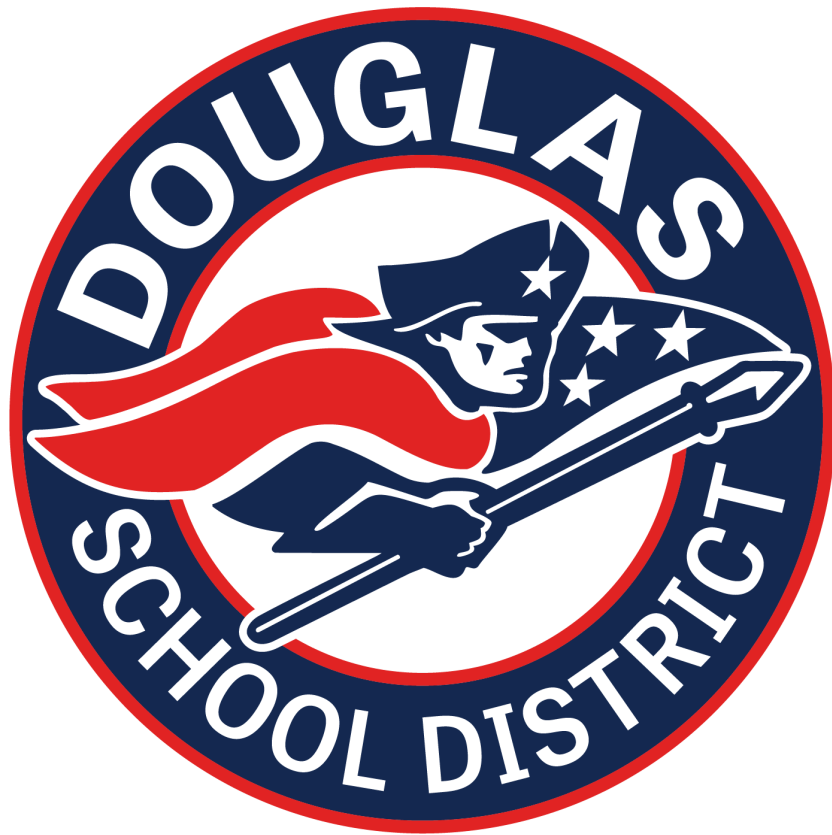
Category 3

A - MS Hd Football
B - MS Hd Basketball
C - MS Hd Wrestling
D - MS Hd Track
E - MS Hd Volleyball
F - MS Hd Cross Country
G - HS Hd Drill Team
H - HS Annual Advisor

Category 7

A - HS Knowledge Bowl
B - MS Knowledge Bowl
C - MS Student Council
D - MS Newspaper
E - MS Annual
F - National Honor Society
G - Youth 2 Youth
H - HS/MS Robotics Advisor
I - HS Asst Student Council
J - MS Math Counts
K - E-Sports

Speech-Language Pathologist Handbook



2026-27

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93- 112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Executive Director of Operational Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 may be referred to Executive Director of Secondary Academics, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719, (605)923-0000. Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to the Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder SD 57719, (605) 923-0013.

For additional information contact the Office for Civil Rights, U.S. Department of

Education, Office for Civil Rights, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339; Fax: (816) 268-0599. Email OCR.KansasCity@ed.gov

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INTRODUCTION

The Speech-Language Pathologist Handbook contains general working benefits for the Speech-Language Pathologists in the Douglas School District as determined by the Board of Education. Any additional terms, conditions, or benefits will be specified in the Speech-Language Pathologist's individual contract. This handbook is effective for the 2025-26 school year only.

Definition of a Speech-Language Pathologist

A Speech-Language Pathologist is an individual who is licensed through the South Dakota Department of Health and holds a South Dakota Speech-Language Pathologist's license through the South Dakota Board for Examiners for Speech-Language Pathology. Reference [SDCL 36-37-3](#).

ARTICLE I GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE - Refer to Board Policy GBM-R(N)

See BOE Policy HJN - Housing of Negotiable Items regarding this continuing to be a negotiable item. It is simply being housed in Board Policy.

(Board Policy Regulation GBM-R)

A. Definitions

1. A "grievance" shall mean a complaint by a Speech-Language Pathologist, or Speech-Language Pathologists, employed by the Douglas School District, that there has been a violation, misinterpretation or inequitable application of any of the terms of this Agreement, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.
2. An "aggrieved person" is a Speech-Language Pathologist or Speech-Language Pathologists asserting a grievance in writing.
3. A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.
4. The term "days", except where otherwise provided in the Speech-Language Pathologist Handbook, shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

B. Principles

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems.
2. The proceedings under this procedure will be kept informal, and confidentiality shall be maintained.
3. Nothing contained herein will be construed as limiting the right of any Speech-Language Pathologist having a grievance to discuss the matter informally, at a mutually agreeable time, with the Speech-Language Pathologist's immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this Agreement.
4. A Speech-Language Pathologist chosen advocate shall have the opportunity to be present and to state its views at any level of the grievance procedures.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.
2. If a grievance is filed which cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which, if left unresolved until the beginning of the following school year, could result in irreparable harm to an aggrieved person or a party in interest, the

time limits set forth herein will be reduced so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.

3. No grievance shall be recognized unless it is presented at the appropriate level within thirty (30) days after the aggrieved person knew, or should have known, of the act or condition on which the
4. grievance is based, and if not so presented, the grievance will be considered as waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it has been filed with the Superintendent's office within at least forty five (45) days after the act or condition upon which it is based occurred.

D. Informal Procedures

1. If a Speech Language Pathologist has a complaint, he/she shall first discuss the matter with his/her immediately involved supervisor in an effort to resolve the problem informally.

E. Formal Procedures

1. Level 1: Principal

- a. If the Speech Language Pathologist is not satisfied with the disposition of the complaint through informal procedures, the Speech Language Pathologist may submit the problem as a formal written grievance to his/her principal. ([Board Policy Exhibit GBM-E, Form S-423](#))
- b. The aggrieved person shall discuss the grievance personally, and may request that a Speech Language Pathologist chosen advocate accompany him/her.
- c. The principal shall within ten (10) days render a decision in writing to the aggrieved person.
- d. A Speech Language Pathologist who is not directly responsible to a building principal may submit the formal written grievance to the administrator to whom he/she is directly responsible.

2. Level 2: Superintendent

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within ten (10) days after the presentation of the grievance, he/she may file the grievance in writing with the Superintendent within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner.
- b. If requested by the Speech Language Pathologist, a Speech Language Pathologist chosen advocate may file such grievance on behalf of the Speech Language Pathologist within the time limit set forth above.
- c. The Superintendent, or his/her designee or designees, will represent the administration at Level 2 of the grievance procedure.
- d. The Superintendent, or his/her designee or designees, shall meet with the aggrieved person and parties in interest in an effort to resolve the grievance. Such meeting shall take place within ten (10) days after the receipt of the written grievance by the Superintendent, or his/her designee or designees. The Superintendent, or his/her designee(s) shall render his/her decision in writing to the aggrieved person.

3. Level 3: Board of Education

- a. If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance at the next regular Board meeting or within twenty (20) days, whichever is sooner. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party and to the Association.

4. Level 4: Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board has heard the grievance, he/she may within ten (10) days thereafter initiate an appeal to the Department of Labor, which shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education in accordance with the provisions of [SDCL 3-18-15-2](#).
- b. The investigation and hearing conducted by the Department of Labor shall be conducted in accordance with the rules and regulations of the Department of Labor.
- c. It is specifically and expressly understood and agreed that taking an appeal to the Department of Labor constitutes an election of remedies and a waiver of any and all rights by the appealing party or parties and his/her or their representatives to litigate or otherwise contest the appealed subject matter in any court under [SDCL 13-46](#), except in the form of an appeal from the decision of the Department of Labor as provided by [SDCL 1-26](#).

F. Rights to Representation

1. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.
2. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his/her own choosing.

G. Miscellaneous Provisions

1. If a grievance affects a group of Speech Language Pathologists from more than one building, such grievance may be submitted in writing directly to the Superintendent's office, and the processing of such grievance may be commenced at Level 2.
2. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent and Speech Language Pathologist chosen advocate.
3. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. The Board and the aggrieved person shall make available to one another all pertinent information, not privileged under law, in their possession or control which is relevant to the issues raised by the grievance.

5. When it is necessary for a Speech Language Pathologist chosen advocate, the aggrieved person or party in interest to attend a grievance hearing called during the school day, the Superintendent's office shall notify the principal of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
6. Upon completion of their contractual obligations, employees who voluntarily terminate employment will have their grievances immediately withdrawn and not benefit by any later settlement of an individual or group grievance.

ARTICLE II COMPLAINTS/REQUEST FOR REVIEW

Refer to Board Policy KL-R and Board Policy KL-E(1)(N)

1. This complaint procedure is in recognition of the need to develop an effective means for resolving differences that may arise among employees or between employees and administrators, and between the District employees and the community covering matters that are not already addressed in the handbook. The process will be kept informal and confidential. Complaint procedures are as follows: (Reference [Board Policy GBM—Staff Complaints and Grievances](#))
 - a. Complaints are only recognized after they have been put in written form. Forms are available in the building offices. ([Board Policy Exhibit GBM E. Form S 423](#)) As per [Board Policy KLA—Public Complaints](#), "Anonymous letters and phone calls will not be given serious consideration." "Hearsay" will be treated as anonymous and may not be used against a Speech Language Pathologist within an evaluation. However, it is expected that when such is made known to an evaluator, they will immediately discuss the concern with the Speech Language Pathologist.
 - b. The proper channeling of complaints will be: (1) Speech Language Pathologist/Coach/Advisor, (2) Principal/Activities Director, (3) Superintendent, (4) Board. All effort will be taken to solve the complaint at the lowest possible level.
 - c. If a complaint is presented concerning a Speech Language Pathologist, he/she will be immediately informed and given a chance to respond.
 - d. A Speech Language Pathologist may be represented by a Speech Language Pathologist chosen advocate at any level of a complaint procedure.

ARTICLE III MEDICAL EXAMINATION

1. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.
2. An employee of the Board of Education who is not able to return to duty on the day following two weeks of illness or injury may be required to present a certificate of ableness to the principal

upon his return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.

3. An employee who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the employee may be required to provide a medical report secured from the School District's designated physician at the expense of the School District.

ARTICLE IV INDIVIDUAL SPEECH-LANGUAGE PATHOLOGIST'S CONTRACTS

1. All individual contracts with Speech-Language Pathologists employed by the Board, and covered by this agreement, shall be in writing and signed by the Speech-Language Pathologist and by the president of the Board of Education and the business manager.
2. Individual Speech-Language Pathologist's contracts shall include all extra-duty assignments, which are agreed to between the Speech-Language Pathologist and the Board. Such contracts shall be signed in not less than duplicate, with one copy to be filed in the Personnel Office and one to be retained by the Speech-Language Pathologist. In the event a Speech-Language Pathologist desires to be released from an extra-duty assignment but remain in the District in a following year, reasonable efforts shall be made to find a replacement for the extra-duty assignment for the following year.
3. The computation of a Speech-Language Pathologist's daily wage shall be determined by dividing the Speech-Language Pathologist's basic salary by the sum total of the days in session and Speech-Language Pathologist duty days (excluding the new Speech-Language Pathologist orientation day).
4. Payroll distribution will be made on a 10- or 12-month schedule. Whichever pay distribution is chosen will be irrevocable until the following year's contract.

ARTICLE V CONTRACT RENEWAL AND CONTINUING CONTRACTS

Individual contracts for Speech-Language Pathologists employed by the District, and the annual renewal or nonrenewal thereof, shall be governed by the provisions of SDCL 13-43-6.1 through 13-43-6.6. **Delivery of any notification to the Speech-Language Pathologist will be implemented according to SDCL 13-43-6.8.**

ARTICLE VI ASSIGNMENT AND TRANSFER

Refer to Board Policy GCI(N) - Professional Staff Assignments and Transfers.

~~Per [Board Policy GCI-Professional Staff Assignments and Transfers](#), the assignment and transfer of staff to positions in other schools of the District or within the staff's assigned school will be made by the Superintendent or administrative designee giving considerations, but not limited to the following criteria:~~

- ~~1. The best interest of the district.~~

2. The contribution that the staff member would make to students in the new assignment.
3. The qualifications of the staff member as compared to those of other candidates for the position to be filled.
4. The opportunity for professional growth.
5. The desire of the staff member regarding the new assignment.
6. The length of service in the school district.
7. The availability of a qualified replacement for the position vacated by the transferring staff member.

"Vacancy" is defined as an open position, identified by the District as a result of a newly created position, transfer, promotion, termination, or long-term leave that extends through the end of the school year. Position vacancies that are posted shall reflect a description of the position, qualifications, and whether the position is full or part time, and shall be advertised, for qualified in-district candidates, for a period of not less than 5 calendar days.

A. Assignments

"Assignment" is defined as a change of position, subject matter or grade level, or building, initiated by the superintendent or administrative designee, that may additionally change the speech-language pathologist's building, contracted classification, or assigned administrator for evaluation.

Each employee of the Board of Education shall be assigned to a specific position at the direction of the Superintendent of schools or designee and may be assigned to any other position as the Superintendent or administrative designee may direct.

Assignments may be at the initiative of the Superintendent or designee for any purpose, which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the schools. An administrative assignment shall be made only after a conference between the Speech-Language Pathologist involved, and the Speech-Language Pathologist's immediate supervisor, at which time the Speech-Language Pathologist will be notified of the reason therefore.

B. Transfers

"Transfer" is defined as a requested change of duty, subject matter or grade level, initiated by the speech-language pathologist, that may change the speech-language pathologist's building, contracted classification, assigned administrator for evaluation, or is the result of interest in any district vacancy.

In the determination of requests for transfer, the convenience and wishes of the individual Speech-Language Pathologist will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one Speech-Language Pathologist has applied for the same position, the Speech-Language Pathologist determined to best serve the needs of the school district shall be appointed.

During the school year, the Superintendent or designee shall post on the district website a notice of any vacancy which occurs during the year or will occur during the following year. Each such notice shall be posted as soon as any such vacancy becomes available. Any Speech-Language Pathologist who

desires to apply for any such vacancy may do so by submitting a Transfer Request Form to Human Resources within the period of time stated on the vacancy notice.

Any Speech-Language Pathologist desiring a transfer shall submit a Transfer Request Form to Human Resources. Such a request shall include the grade or subject to which he/she desires to be transferred, in order of preference.

Speech-Language Pathologists having pending transfer requests may obtain information as to any such vacancies by consulting the postings on the district website.

Upon written request, Speech-Language Pathologists shall be notified in writing of the disposition of their requests for transfer, including the reasons for the disposition. Before assignments of new Speech-Language Pathologists in the School District are made, consideration shall first be given to pending requests for transfer or assignment to available vacancies.

ARTICLE VII DISMISSAL, AND SUSPENSION, & ACCESS TO PERSONNEL FILE

1. The Board of Education may dismiss any Speech-Language Pathologist at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. The Board of Education may non-renew a Speech-Language Pathologist who is in or beyond the fourth consecutive term of employment as a Speech-Language Pathologist for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct insubordination, neglect of duty, or the violation of any policy or regulation of the school district as stated in [SDCL 13-43-6.1](#). If a Speech-Language Pathologist is terminated for cause, they are no longer entitled to accrued benefits.
2. Whenever the Board contemplates the dismissal of a Speech-Language Pathologist such Speech-Language Pathologist shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held ~~within seven (7) days thereafter~~ **at a time and place established by the Board of Education in accordance with the timelines set forth in SDCL 13-43**. At such hearing, the Speech-Language Pathologist shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his own behalf and shall have the right to counsel of his/her own choosing. Within five (5) days after the hearing, the Board shall render its final decision and notify the Speech-Language Pathologist of its decision in writing. The Speech-Language Pathologist shall have the right of appeal as provided in the final step of the grievance procedure.
3. No Speech-Language Pathologist shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to the grievance procedure.

4. While employed by the Douglas School District, a Speech-Language Pathologist shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. A Speech-Language Pathologist shall be entitled to have a representative of a Speech-Language Pathologist chosen advocate to accompany him/her during such review. Once per school year, a Speech-Language Pathologist shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the Speech-Language Pathologist and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
5. No material which is derogatory to a Speech-Language Pathologist's conduct, service, character or personality shall be placed in his/her personnel file unless the Speech-Language Pathologist has received a copy. The Speech-Language Pathologist shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (Signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the Speech-Language Pathologist and discussed.) A Speech-Language Pathologist also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent or designee and attached to the file copy.
6. The personnel file in the central office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

ARTICLE VIII REDUCTION IN PROFESSIONAL STAFF WORKFORCE

It is within the discretion of the Board of Education to reduce the educational program, curriculum, and staff whenever economic necessity or enrollment dictates. A staff reduction occurs when the Board eliminates all or part of an existing position held by a staff member to whom continuing contract rights apply.

1. In the event that staff reductions by the district become necessary, decisions as to which positions to delete will be made at the discretion of the administration. Seniority of employees will be given first consideration for remaining positions in the event two or more employees have equal ability, skill level, and job performance. Determinations as to ability and skill level will be made at the discretion of the supervisor of the position under review. An informal conference with employees directly involved in changes due to reduction in force may precede the final determination.
2. It is anticipated that professional staff to whom continuing contract rights have not yet accrued will have the first eliminated positions.
3. It is anticipated that part time professional staff to whom continuing contract rights have accrued will be eliminated next.
4. In the event the position of a continuing contract Speech-Language Pathologist is eliminated due to a reduction in force, the Board of Education will determine which continuing contract

Speech-Language Pathologist or Speech-Language Pathologists will be released, considering the following criteria, as applicable. These criteria are not in rank or order of importance.

- a. Seniority;
 - b. Student and curriculum needs;
 - c. Speech-Language Pathologist evaluations;
 - d. Competency;
 - e. Qualifications;
 - f. Certification;
 - g. Experience in the area to be taught;
 - h. Educational background;
 - i. State and federal mandates;
 - j. Administrative recommendations.
5. For purposes of consideration of seniority as a factor in the Board's determination for a reduction in force, seniority is determined by the length of service (including approved leaves of absence) with the District and computed in years, months, and days from the date of beginning of the individual's last continued employment. Where two or more continuing contract Speech-Language Pathologists have the same credited service with the District, seniority between those two shall be determined by total number of years of service for which credit was allowed on the District's salary schedule. Where two or more Speech- Language Pathologists have the same total net credited service, seniority between them shall be determined by lot.
 6. Any reduction in force by the District shall comply with the dictates of [SDCL Ch. 13-43](#).
 7. For purposes of this reduction in force article only, continuing contract staff professionals who are laid off pursuant to a reduction in force, shall have reemployment preference for a period of two years following the date of lay off. The effective day for layoff pursuant to this article shall be June 30. Any such continuing contract Speech-Language Pathologist who seeks reemployment under this agreement must notify the District annually in writing such a desire to be considered for reemployment. An annual request for reemployment consideration must be filed in the District administrative office no later than
 8. February 1 of each year preceding the year in which reemployment is sought. Such notification shall include documentation of any additional qualifications obtained by the Speech-Language Pathologist following layoff.
 9. Recall privileges cease when a Speech-Language Pathologist resigns. Recall privileges will also cease in the event the individual, upon being recalled, fails to report within twenty (20) calendar days after mailing of the written notice of the reemployment. Reemployment privileges will not apply to Speech-Language Pathologists under contract with another school district unless the reemployment is for anticipated positions in the following school year.
 10. If more than one staff member is qualified for the position subject to reemployment, the Board shall consider, among other things, the matters identified in Reduction in Professional Staff Workforce, Article 12 (section D), for reemployment purposes.

ARTICLE IX LENGTH OF SCHOOL TERM

The school term shall be as set forth in the adopted 2026-27 School Calendar approved by the Douglas School Board.

ARTICLE X DUTY DAY

1. The normal school day shall be seven and one-half (7 1/2) hours of duty in length except on Fridays when it will be seven and one-quarter (7 1/4) hours of duty in length. Duty hours are exclusive of time necessarily required to perform extra-duty assignments as well as other assigned duties. The actual period of time assigned for such duty hours shall be made by the building principal or other appropriate supervisor and shall be adjusted to meet the needs of the department, division or level (elementary, middle or high school) to which the Speech-Language Pathologist has been assigned. Reference [Board Policy GBN—Staff Flex](#) Time for any adjustments to meet the needs of the individual Speech-Language Pathologist.
2. When an administrator calls a building meeting that exceeds the normal duty hours, the Speech Language Therapist of that building will be able to adjust the same amount of me on a day mutually agreed upon with the principal. This adjustment shall be handled at the building level through the principal's office and will involve only that me outside the regularly scheduled classroom day.
3. All Speech-Language Pathologists shall be entitled to a minimum of a one-half (1/2) hour duty-free uninterrupted lunch period. However, this minimum may be waived upon a majority vote of the Speech-Language Pathologists in a particular building in order to obtain a more flexible or workable schedule.
4. Speech-Language Pathologists are expected to be in their assigned area or building during their established duty hours unless extra-duty or other assigned duties conflict, or unless necessary school business or an emergency personal need requires their absence for which approval of the building principal has been obtained. On the last scheduled duty day prior to a holiday and on local, state and national election days, Speech-Language Pathologists may leave the building fifteen (15) minutes prior to the end of the normal Speech-Language Pathologist day.
5. Speech-Language Pathologists are expected to attend parent- teacher conferences and open houses as well as meetings called by the building principal and general meetings called by the Superintendent. In case of general meetings, a dismissal time shall be designated by the Superintendent or designee. Speech-Language Pathologists may be excused from meetings scheduled outside of the seven and one-half (7 1/2) hour day to accommodate an emergency personal need.
6. Speech-Language Pathologists are expected to serve on committees as necessary. As much as possible, such meetings will be held within the seven and one-half (7 1/2) hour day and volunteers for such committee work will first be sought. Committee assignments will be made with consideration as to the work involved in each particular assignment, and committee assignments will be distributed among the various members of the teaching staff insofar as possible.

7. All activities under the direction and supervision of the School District are considered to be an integral part of the curriculum. Speech-Language Pathologists shall accept an equitable share of responsibilities designed to provide a balanced program for the students of the School District. In an effort to achieve equality in the distribution of such responsibilities, assigned duties, such as described below, shall be distributed equitably among suitably qualified staff members. Assigned duties will be made by the building principal.
8. Members of the Speech-language pathology staff shall receive extra pay only for the extra - duty assignments for which a stipend is provided on the attached Appendix "B". However, additional extra - duty stipends may be developed by the Board of Education during the school year in the event that new programs or activities are implemented. If additional stipends are developed during the school year they shall be consistent with the amounts provided in Appendix "B", considering the time and nature of the duties involved. Nothing in this Agreement or in the attached Appendix "A" shall be interpreted as applying to normal assigned duties such as hall supervision, noon duty, playground duty, unlisted club sponsorships, faculty meetings, work on professional committees, parent meetings, individual parent and Speech-Language Pathologist conferences, class sponsorship, or similar professional responsibilities, duties of a general nature assumed for school parties limited to students in the schools, banquets, baccalaureate, commencement, and community-sponsored clubs. Speech-Language Pathologists with extra - duty assignments listed in the attached Appendix "B" will assume their proportionate share of responsibility for assigned duties.
9. No Speech-Language Pathologist will be required to substitute for an absent Speech-Language Pathologist except under emergency conditions where a substitute Speech-Language Pathologist cannot reasonably be obtained, and such assignments shall be made equitably.

ARTICLE XI SPEECH-LANGUAGE PATHOLOGIST EVALUATION

Refer to Board Policy [GCN - Professional Teaching Staff Evaluation](#)

A. Purpose

The Douglas School District shall design, implement, and periodically update a systematic process for professional staff evaluation. The purpose of the evaluation process shall be to ensure quality instruction for Douglas students. More specifically, the process and data generated by professional staff evaluation will be used to: 1) provide clear, timely, and useful feedback to Speech-Language Pathologists, 2) guide professional growth activities for Speech-Language Pathologists, and 3) assist in making renewal or non-renewal decisions. Student achievement and professional growth shall be the focus of the evaluation process. The District will follow the required processes and procedures for the South Dakota Speech-Language Pathologist Effectiveness Model. This model uses the Danielson Framework for evaluating professional practice and also includes measures of student achievement in calculating a Summative Effectiveness rating. To the degree possible, the evaluation process should focus on strengths and professional growth and should be a positive non-threatening experience. (Board Policy GCN)

Formal evaluation process includes: setting and monitoring a Student Learning Objective (SLO), goal setting conference with building principal, walkthroughs with feedback, Speech Language Pathologist reflection, periodic progress meetings (as set by Speech Language Pathologist and principal), summative meeting and assignment of effectiveness rating. Formal observations may be scheduled by the principal and Speech Language Pathologist, but are not required as part of the evaluation process.

B. Procedures

1. During the first fifteen (15) days of the school year, the building administrators will schedule meetings for the purpose of reviewing Speech Language Pathologist evaluation procedures and forms to be used in the evaluation.
2. Probationary Speech Language Pathologists (Speech Language Pathologists in their first, second and third years of service) shall be evaluated formally using the DSD process, including a state mandated Summative Effectiveness Rating (see above) each year for three (3) years. The schedule for the formal evaluation will be set by the evaluator and SLP. Walkthroughs with feedback will occur throughout the year. The Professional Practice Rating (PPR) will be completed prior to the third Monday in March. Final Summative ratings will be completed by the end of the school year. Experienced Speech Language Pathologists (those with more than 3 years of service), who are new to the Douglas School District, will be evaluated formally during their first year in the District. At the end of the first year, the evaluator will determine whether or not the Speech Language Pathologist will require formal evaluation the second year of employment, or if s/he is to be placed on the continuing contract schedule of evaluation.
3. Continuing contract Speech Language Pathologists (Speech Language Pathologists who have completed three (3) consecutive years of service in the Douglas School District) shall be formally evaluated every other year as required by the state, or more frequently as determined by their supervising principal. If a Speech Language Pathologist is on a Plan of Assistance, the Professional Practice Rating will be completed before the third Monday in March.
4. If the Speech Language Pathologist and principal include a formal observation in the evaluation process, the Speech Language Pathologists shall be notified at least five (5) days in advance if a formal observation is to be scheduled. The five (5) day timeline may be waived by the Speech Language Pathologist.
5. All required documentation (as determined by the evaluator and SLP) shall be completed by the Speech Language Pathologist, and discussed with the evaluator prior to all formal observations.
6. Speech Language Pathologists will receive feedback within five (5) days of a walkthrough, and, if a formal observation is done, a post-observation conference will be held within ten (10) days after the formal observation.
7. A final evaluation conference shall be conducted following the appropriate timelines. The final evaluation shall be based on a variety of performance, behavior and conduct factors, including but not limited to, classroom observations, SLO's, goals and conferences with principal. Signing of the written evaluation by the SLP shall not imply Agreement with the evaluation; it merely indicates that the evaluation was discussed. A copy of the final evaluation shall be given to the SLP.
8. A Speech Language Pathologist or administrator may request another person to accompany them at any step within the evaluation procedure.

9. When "unsatisfactory" is noted on the professional practices rubric and/or student growth is "low" (based on the SLO), the evaluator shall work with the SLP to develop a mutually agreed upon Plan of Assistance. An evaluator may also place an SLP on a Plan of Assistance if the overall Summative Effectiveness rating is "below expectation." The Superintendent or designee shall assist in the development of the Plan of Assistance. A Plan of Assistance may extend into the following year. It is very important for the SLP to successfully complete the Plan of Assistance as failure to do so may result in dismissal.
10. Professional Practice Ratings (PPR) are to be completed before the third Monday in March. The recommendation portion of the PPR need only be completed for the final evaluation and shall be checked in one of three categories:
- a. . . . Recommended for Employment
 - b. . . . Recommended with Qualifications for Employment
 - c. . . . Not Recommended for Employment
11. When the evaluation "Recommended with Qualifications" is contemplated, the Speech Language Pathologist involved shall be apprised of the evaluation in a conference to be held before the third Monday in March. The Speech Language Pathologist shall be advised in writing relative to areas in which improvement is necessary. Before a Speech Language Pathologist is given the evaluation "Not Recommended", the principal and/or supervisor conducting the evaluation shall have a minimum of two conferences with the Speech Language Pathologist relative to the areas of weakness. The first of these conferences shall be held by the end of the first semester. The basis and reason for the evaluation shall be discussed and a Plan of Assistance developed. If a Speech Language Pathologist receives the evaluation "Recommended with Qualifications" or "Not Recommended", he/she may file a request with the Superintendent or designee for a conference regarding the evaluation. Within seven (7) days after receiving such a request, the Superintendent or his designee shall meet with the Speech Language Pathologist to discuss the evaluation.
12. The evaluation of extra duty positions (Appendix B) shall take place during and/or after the activity occurs. A conference will be held in conjunction with the evaluation.
13. An honest effort will be made to conduct the evaluation process openly and with the full knowledge of both parties involved.

C. Access to Personnel Files Moved to Article VII Suspension and Dismissal

ARTICLE XII LEAVES OF ABSENCE

A. Extended Leave of Absence

A leave of absence without compensation may be granted Speech-Language Pathologists for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education no later than March 1 during the school year preceding the year in which the leave of absence is desired. Requests received after March 1 may be granted provided, in the judgment of the Board, a suitable replacement can be found. Except in cases of emergency, the request for leave of absence must be submitted at least forty-five (45) days prior to the date upon which the requested leave is requested to begin and must contain the purpose and length of the proposed absence.

Request shall be acted upon within a reasonable time, not exceeding forty-five (45) days. A copy of this leave provision shall be given to the employee when a leave is granted.

While on leave a Speech-Language Pathologist shall have the option to remain an active participant in the state retirement system and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such Speech-Language Pathologist and the School District.

An employee desiring to return from such leave shall give written notice of a desire to return to employment no later than February 1 of the year in which he/she is on leave. If the leave extends for a period of less than one year, the employee shall give ninety (90) days written notice of a desire to return from such leave at the end of the term thereof.

Upon return to work, the district shall place the employee in his/her position or an equivalent position for which they are qualified. (Equivalent position as it relates to step, lane, and salary with equivalent pay, corresponding benefits and other terms and conditions of employment).

Scheduled increments, salary adjustment, and other credits are not allowed for leaves of absence.

B. Short Leave Without Pay

The Superintendent of schools or designee may grant leaves of absence without pay to Speech Language Pathologists for personal reasons. Requests for leave without pay must be approved by the building administrator and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; i.e. all sick leave must be used before leave without pay is granted when sick.

C. Professional Leave

The Superintendent of schools or designee may approve a limited amount of professional leave, with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

1. The leave is in the best interest of the Douglas School District and relates to the Speech-Language Pathologist's professional interests or leadership position in local, state or national educational organizations.
2. The request for leave must be directly associated with educational activities.
3. Applications must be submitted a minimum of seven (7) days in advance and must be approved by the building principal and the Superintendent of schools or designee. Approval for professional leave will be contingent on the availability of sufficient funds. Priority will be given to professional leave applications of faculty members who:
 - a. Submit them first.
 - b. Hold local, state, and/or national offices in educational professional organizations.
 - c. Have not been granted professional leave in excess of five (5) days during the preceding three years.

Upon request of the Superintendent or designee, the employee shall file a report on the activities of the conference with any recommendations.

If a Speech-Language Pathologist holds a leadership position in a major state educational organization, he/she may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

D. Sick Leave

1. Sick leave is provided to all full-time and half-time certified Speech-Language Pathologists of the Douglas School District. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness or death in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great aunts, uncles, great uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.
2. Speech-Language Pathologists are required to immediately notify the personnel secretary when sick leave is needed. Whenever possible, they should also notify their immediate supervisor or building principal.
3. Upon returning from sick leave, the employee shall complete a sick leave application indicating the reason for the absence. The principal or Superintendent or designee may require a physician's statement concerning such absence.
4. All Speech-Language Pathologists under contract shall receive on the first day of service each year a total of twelve (12) days sick leave unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. These twelve (12) days or less shall represent all the Speech-Language Pathologist's sick leave for that year, subject to the accumulation provisions hereof.
5. If a Speech-Language Pathologist is released or leaves before the termination of the school year, the Speech-Language Pathologist shall be credited with only that portion of the twelve days determined by the fractional portion of completed service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.
6. All unused days earned shall be added to the employee's sick leave reserve at the end of the fiscal year. An unlimited number of such sick days may be accumulated.
7. An employee who returns to the School District within three years after an absence, and who has not previously qualified for severance pay, shall have all of their previously earned and unused sick leave reinstated.
8. An employee who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition of the policy shall forfeit all accumulated sick leave and any further right under the policy until reinstated in good standing by the Board of Education.
9. Upon approval of the Superintendent or designee, **a Speech-Language Pathologist may use up to a one work day of accumulated sick leave to attend the funeral of someone close a person with whom the Speech-Language Pathologist has a close personal relationship,**

when the individual does not meet the definition of immediate family under this policy. Such leave shall be granted per occurrence.

E. Bereavement Leave

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above in “E. Sick Leave”), and will not be deducted from the employee’s sick leave allocation. An employee who has exhausted all of their sick leave may request consideration from the Superintendent or designee for two (2) additional days of bereavement leave, for a maximum of five (5) days. This request may be made for up to two (2) occurrences in a school year. Bereavement leave will be granted per occurrence, and will not be accumulated. Sick leave may be taken for extended bereavement leave.

F. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act. Reference [Board Policy GCBDE—Family and Medical Leave](#) and [Administrative Regulation GCBDE-R –Family and Medical Leave Procedures \(FMLA\)](#)

G. Worker's Compensation

An employee injured in an accident during duty hours must report the incident in writing to the immediate supervisor upon the occurrence of an injury or as soon thereafter as practicable.

1. An employee injured in the line of duty shall receive such compensation and expenses as prescribed by the Worker's Compensation Act of South Dakota.
2. All workers' compensation payments shall be retained by the employee. An employee who has elected to use sick leave and has sufficient leave to cover the time absent from work shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the employee up to, but not in excess of the amount of the compensation payment.

H. Additional Use of Sick Leave (Court Appearance)

Each employee, upon the approval of the Superintendent or designee, may be granted the privilege of using a maximum of five days sick leave to cover absences due to a required appearance in a court of law, involving no moral turpitude on the part of the employee, in a case in which the employee is a party.

I. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year, if approved a minimum of two days in advance. One (1) additional day of personal leave shall be granted each year to an employee in their 4th, 5th, 6th and 7th year of employment. No more than seven (7) personal leave

days may be used in any one year with the exception of an employee taking an oral or written comprehensive examination to complete a degree.

1. One day of personal leave may be used to extend a scheduled school holiday one time per year, with approval of the building principal.
2. A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.
3. Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Hours.
4. Use of personal leave is strongly discouraged during Inservice Days.
5. Leave may not be requested more than 180 days in advance.

The Superintendent or designee may grant personal leave in emergency situations and the decision to do so is a non-precedent setting nor grievable under the terms of this contract.

One (1) additional day of personal leave shall be granted to an employee who is on a professional growth plan with the District to take oral or written comprehensive examinations to complete a degree.

Personal leave cannot be accumulated.

J. Court Witness and Jury Duty Leave - Reference [School Board Policy GCBDC- Jury Duty Leave](#)

K. Military Leave - Reference [School Board Policy GCBDD - Military Leave of Absence](#)

L. Parental Leave

1. Upon written application to the Board a parental leave of absence shall be granted to a Speech-Language Pathologist for the birth or adoption of a child. Notice must be given to HR at least forty-five (45) days prior to date leave is to begin. Current FMLA guidelines will be followed (See ARTICLE XVI, G)
2. If a Speech-Language Pathologist wishes to extend parental leave beyond FMLA guidelines, they may apply for an Extended Leave of Absence (see ARTICLE XVI, A).
3. A Speech-Language Pathologist may use up to a maximum of 12 calendar weeks of sick leave (concurrent with FMLA). Available leave must be used for the time out on parental leave.
4. Parental leave is available for both parents.
5. Reemployment rights will follow FMLA guidelines.
6. If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave a Speech-Language Pathologist shall have the option to remain an active participant in: (a) the state Speech-Language Pathologist retirement system by paying the entire amount which would have been otherwise paid by such Speech-Language Pathologist and the School District; (b) the health and dental insurance program by continuing cost sharing for the first twelve weeks and thereafter by paying the entire amount. The administration of parental leaves shall comply with FMLA guidelines.

M. Sabbatical Leave

1. The Board of Education, upon the recommendation of the Superintendent or designee, may grant a sabbatical leave to qualified personnel for the purposes of study, travel, and for such other purposes as may be approved by the Board of Education.
2. Upon the recommendation of the Superintendent or designee, the Board of Education may grant a sabbatical leave to a contract employee who has been employed at least six (6) consecutive years, and who has not had a sabbatical leave during the six (6) years immediately preceding. The leave granted shall not exceed two semesters.
3. An employee on sabbatical leave shall receive as compensation during the period of absence one-half (1/2) of his/her regular scheduled salary, not to exceed one-half (1/2) of the master's degree maximum.
4. Compensation shall be paid at the same time as the other employees of his/her professional rank. An employee on sabbatical leave shall receive the scheduled increment and/or adjustments in salary the same as he/she would have received were he/she occupying his/her regular assignment.
5. While on leave a Speech-Language Pathologist shall have the option to remain an active participant of the state retirement system, and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such Speech-Language Pathologist and the School District.
6. The number of persons given sabbatical leave in any year shall not exceed two percent of the total number of the teaching staff; provided, however, that the actual number of persons given such leave in any year shall depend upon the financial condition of the School District and the amount of funds available to finance the program. The number of leaves granted shall be distributed throughout the District. If the number requesting sabbatical leave exceeds the number of leaves available as determined by the Board, the selection shall be based upon:
 - a. The estimated value of the plan to the individual and to the District.
 - b. The amount of seniority.
 - c. The length of time since the last sabbatical leave.
7. An employee who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of two (2) years. The employee who fails to return to the District upon completion of his /her sabbatical leave shall refund compensation paid to him/her during the leave.
8. The employee, upon returning from sabbatical leave, shall be restored to his/her former position or to one of at least comparable status.
9. The employee, upon return from sabbatical leave, shall make such reports as may be designated by the Superintendent or designee.

ARTICLE XIII SICK LEAVE BANK

Eligible Speech-Language Pathologists (including administrators and directors) employed in a Speech-Language Pathologist position working a minimum of half time and at least 6 months a year who are in their second consecutive contracted year of employment by the District will be given the opportunity to enroll in a voluntary sick leave bank under the following conditions and provisions:

1. Each participating Speech-Language Pathologist shall contribute one day of his/her sick leave per year for the first three years of participation and one-half day per year for each successive year to the bank. The deadline for sick leave bank enrollment shall be on September 15 of the employee's year of eligibility. Eligible Speech-Language Pathologist declining to become participants in the bank in any given year, shall be ineligible for participation until the next open enrollment date. Once enrolled in the sick leave bank, the employee will remain an active member with automatic deductions made from their sick leave account each year unless requested in writing to the Personnel Office to be dropped from the bank.
2. When the total balance of days in the bank exceeds 600 days, members will not be deducted the one-half day per year after the first three years.
3. This pool is for the protection of individual participating Speech-Language Pathologist employees whose personal long-term extended illness or disability causes an absence from regularly assigned duties. Participants may request the use of the sick leave bank once per (a) school year or (b) illness/disability. Once a participating employee has exhausted their accumulated sick leave and met the sick leave bank eligibility criteria, they may immediately begin drawing up to 25 days of sick leave from the bank. Use of pool days by participants shall not be limited to the school year in which the long-term extended illness or disability began. If additional sick leave days are earned at the start of a new school year, those must be exhausted prior to using remaining sick leave bank days.
4. The dates of personal physical disability as defined in Article XVI, Section E, for which payment under the sick leave bank is claimed shall be verified by a doctor.
5. Administration of the bank will be handled by the District Personnel Office. All requests for use of the sick leave bank must be submitted in writing to the Personnel Manager and must be approved by the Superintendent of Schools or designee. The request must be supported by a written statement from the Speech-Language Pathologist's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.
6. Employees withdrawing days from the bank are not required to replace these days except as a regular contributing member in the bank. An employee resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required shall not be able to withdraw previously contributed days.
7. Days in the bank shall be withdrawn on a first-come, first-served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
8. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable school year as computed under Article VIII, Section C of this Agreement.
9. Open Enrollment will occur in September every 5th year (i.e. September 2025; September 2030; September 2035, etc).
10. The Business Manager shall conduct an annual audit of the sick leave bank.
11. A classified employee who is a qualified member of the classified employee sick leave bank and moves to a certified position, may join the certified sick leave bank at the same standing as when he/she left the classified sick leave bank.

12. Donations outside of the sick leave bank (building or department) are not allowed.

ARTICLE XIV INSURANCE PROGRAM

A. Health and Life Insurance

The Board of Education shall provide a group hospitalization and surgical insurance plan for all eligible Speech-Language Pathologists electing to be covered by such insurance, the coverages and terms of such insurance plan to be mutually agreed upon by the Douglas Education Association and the Board of Education.

For those employees electing to be covered, such plan shall include: \$10,000 term life insurance coverage for employees, \$6,000 for employee's spouse, and \$2,000 for each dependent child; or the employee may elect to increase such coverage to \$30,000 term life insurance coverage for employees. However, the cost of such increased coverage will be at the employee's expense.

The contribution of the Board to such insurance plan shall be **\$624** per month for a family (employee and qualified dependents) plan, **\$624** per month for a single (employee only) plan, **\$624** for an employee + dependent(s) plan, and **\$624** for an employee + spouse plan. If any plan costs less than the **\$624** the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than **\$624** per month. All employees shall be free to elect the family plan, employee + dependent(s) plan, employee + spouse plan, the single plan, or may elect to have no coverage under the plan.

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time employee (single coverage). Individual employees shall have the option of adding dependent coverage at their own expense, by completing in writing an authorization for payroll deduction.

The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

ARTICLE XV SEPARATION PROGRAM

A. SEVERANCE PLAN

1. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such Speech-Language Pathologists will be paid for one-half of their accumulated sick leave.
2. Any Speech-Language Pathologist (as designated above) having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years shall be paid one-half of his or her accumulated sick leave upon terminating his or her employment in the Douglas Schools. If resignation occurs during the school year, such resignation must be appropriately approved.

3. The amount of sick leave pay under this policy will be determined by the average of the employee's daily rate of pay over the five-year period immediately preceding retirement. Such payment will be made with the final check following the effective date of retirement.

B. VOLUNTARY SEPARATION PLAN

1. Full-time Speech-Language Pathologists, upon written application and approval by the Superintendent or designee, may participate in a voluntary separation program. In case of death, where the individual qualifies and has been approved for voluntary separation, all benefits will be paid according to Board Policy and/or Negotiated Agreement in one lump sum.
 - a. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 2% of the budget for certified instructional salaries in that year.
 - b. In the event applications exceed funds available under the 2% limitations, consideration for voluntary separation benefits will be based upon 1) years of service at Douglas School District, 2) Authorization to Hire date, 3) highest level of education, and finally 4) the date the application is received by the board secretary or his/her designee.
 - c. Should there be undistributed funds available, but not in excess of the 2% of the budget for certified instructional salaries in that year, the sum may be offered as a Voluntary Separation benefit to the next qualified applicant, as per B1 and B2 below.
 - d. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.
2. Program Eligibility and Provisions
 - a. Eligible employees must have at least thirty (30) years of service in the District. The calendar year applicable to this policy shall be from July 1 through June 30.
 - b. Applications must be submitted in writing by September 1 of the elected school year of separation and the Board will approve voluntary separation applications at the next Board Meeting. Approval of an employee's application for the voluntary separation program will be considered a voluntary resignation and termination of the employee's continuing contract. If an applicant is not approved for voluntary separation, they may, in writing to the Board, recall the application no later than January 1.
 - c. Program benefits will be paid as follows:

After applying a, one of the following options (b, c, or d) is to be selected by the employee:

- d. If deemed eligible for the SDRS Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 - i. An employee is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
 - ii. An employee is receiving special pay of \$600 or more.
- e. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a and b above) will be paid in a single payment included in the final payment of the elected year of separation; OR

- f. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the school year following the elected year of separation; OR
- g. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment on January 21 during the three (3) school years following the elected year of separation;
- h. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
- i. Only Speech-Language Pathologists reimbursed on the salary schedule contained in this agreement (Appendix "A") are eligible.
- j. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.
- k. Employees must notify the Business Office of choice b, c, or d by April 1.

3. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in the District. "Current Salary" shall be defined as the annual salary for Speech-Language Pathologist full-time positions as defined by the salary schedule (Appendix "A"). "Current Salary" does not include extra-duty pay, contract extensions,

or other payments above the amounts specified by the salary schedule. The maximum amount of payment eligible for this program is limited to \$60,000 per employee.

ARTICLE XVI SALARY AND SPEECH-LANGUAGE PATHOLOGIST CLASSIFICATION

A. Salary Schedule - General Provisions

1. The salary schedule shall be in accordance with the attached Appendix A. All Speech-Language Pathologists shall be paid in accordance with the provisions of Appendix A. New base is \$66,500.
2. Individuals will be placed on the schedule at the levels warranted by their training, experience, position, and classification, which may include area of specialization pay. Changes in assignment during the school year shall result in corresponding salary adjustments appropriate to the new position.
3. With respect to the annual automatic incremental increases as set forth in the salary schedule, a Speech-Language Pathologist must work for at least eighty-five (85) work days in the Douglas Schools to be entitled to the incremental increase for the following year.
4. The deadline for submitting transcripts for lane changes is June 30 effective the following school year. The documents must be in the Personnel Office by June 30th so that payroll adjustments can be made.
5. Speech-Language Pathologists possessing a bachelors or higher degree who do not qualify for a regular South Dakota Speech-Language Pathologist's License and are issued a "limited" license, will receive two hundred (\$200) less than the amount specified on the basic schedule.

B. Experience Increments

1. Speech-Language Pathologists new to Douglas School District may receive up to seven (7) years of credit on the salary schedule for approved experience outside the school district. Partial years of experience may be combined to qualify for a full year of experience. In addition a single partial year, consisting of at least eighty-five (85) worked days may be counted as a full year of experience. Additional credit will be granted for any previous experience acquired in the Douglas School District not to exceed a total of seven (7) years experience credit. Individuals pursuing new career paths in speech-language pathology may receive up to 3 years of work related experience in their desired teaching area. Applicable education experience in their area may also be considered. Retire/rehire Speech-Language Pathologists begin at Step 0.
2. Previous experience for which credit is given from districts other than Douglas must be verified by the Speech-Language Pathologist.
3. New employees receiving extra - duty allowances identified in Appendix B may be granted a maximum of 7 years credit on the schedule for comparable prior experience. Verification of experience is the responsibility of the employee.

C. Master's Plus Thirty / Master's Plus Forty-Five Requirements

1. To qualify for the Master's Plus Thirty / Forty-Five semester hours allowance, one half of all hours taken after July 1, 1989, must be graduate hours. All hours must be taken subsequent to receiving the Master's Degree and must be approved by the Superintendent or designee in terms either of the candidate's assignment and major responsibility or in terms of anticipated staffing needs of the School District.
2. Programs proposed by individuals currently employed by the Douglas School District must be reviewed and approved in advance by the Superintendent or his designee to be sure they can be recognized.
3. Credit earned through participation in in-service programs financed by the School District do not count toward the Master's Plus Thirty or Master's Plus Forty-Five status on the salary schedule.
4. Credit earned after July 1, 2001, for MA+45 employees in the Ed. Spec Degree or Masters +45 column will be reimbursed up to MA+60 hours as per Article XVI, Section F.
5. For Speech-Language Pathologists, 1 CEU equals 10 contact hours and 15 contact hours equals 1 credit hour; therefore 1.5 CEUs will equal 1 credit hour for advance placement on the salary schedule.

D. Areas of Specialization Pay (PROFESSIONAL GROWTH PLANS)

1. To receive any area of specialization pay, an employee must have a previously approved Professional Growth Plan. This plan should be submitted on Form S-196 and include:
 - a. The overall objectives.
 - b. How the above objectives relate to his or her employment in the Douglas School District.
 - c. The courses and credit hours proposed to be taken.
 - d. The majors or minors obtained or affected by the additional credits.
 - e. The institution to be attended to obtain this training and/or the next higher degree.

2. Staff members who have received area of specialization pay in previous years must include all previously approved courses for area of specialization pay in their plan.
3. In previously approved areas of specialization, professional employees may earn \$50.00 per semester hour. Payment will be made only when ten (10) semester hours have been accumulated beyond the Bachelors or Masters degree. Payment for hours acquired beyond the initial ten (10) will be accumulated and paid annually.
 - a. Staff members who have received previously approved area of specialization pay and have attained the next highest degree, may continue their plan without interruption of payment as long as courses to be taken were previously approved.
 - b. Within the first forty-five (45) days of employment, new staff may submit a Professional Growth Plan including previously earned credits beyond the date of their degree. Acceptance of such credits will be at the discretion of the Superintendent or designee.
4. The accumulated amount will be added to the employee's contract each year until qualifying for the next higher degree. Area of specialization pay shall never exceed the amount of the next highest degree.
5. Payment for area of specialization pay will be made in lump sum payments. Payments will be made on the 7th of October for those courses taken and submitted on official transcript to the Personnel Office by August 31st. Payment will be made on the 21st of June for those courses submitted on official transcript to the Personnel Office by the last day of school. (Such courses must be approved by the Superintendent or designee.)
6. When the School District expends funds for in-service programs and credit is earned by participants, such hours will not qualify for area of specialization pay.

E. AOS Phase Out Process

Effective July 1, 2024, Douglas School District will begin phasing out the Area of Specialization (AOS) program.

- a. Employees who have already been approved for AOS payments will continue to receive their payments as per the existing policy for a period not to exceed 4 years (2027-2028 School Year).
- b. Employees currently enrolled in qualifying courses and who have already included these courses on an existing Professional Growth Plan will receive AOS payments as per the existing policy for a period not to exceed 4 years (2027-2028 School Year).
- c. Only NEW coursework will be added to EXISTING Professional Growth Plans for a period of not longer than 4 years. The deadline to submit transcripts is June 30, 2028.
- d. No NEW Professional Growth Plans for AOS payments will be accepted after June 30, 2024.
- e. Employees hired for the 2024-2025 School Year and thereafter are not eligible for the AOS Program.
- f. ALL employees enrolled in an active Professional Growth Plan must submit an AOS Finalization Plan before June 30, 2025 that details the employee's intended

progression to the next lane (if applicable). Employees on the Bachelor's lane who do not intend to progress to the Master's Lane or further may request an exemption on the AOS Finalization Plan. Employees already on M45 +15 are not required to submit any additional information.

- g. Acceptance of any credits will be at the discretion of the Superintendent of Schools or designee.
- h. A new AOS M45 Step 13 will be created. Only current participants in the AOS Program (as of June 30, 2024) will be considered for eligibility on AOS M45 Step 13 under the circumstances outlined below. As per the Salary Schedule, each step is \$750. Any employee moving as described below will have current AOS pay removed from their contract:
 - i. Employees on M45, Step 12 who have earned 15 additional AOS credits will be placed on AOS M45 Step 13.
 - ii. Employees on M45, Step 12 who are NOT yet on Step 12 but who have earned 15 additional AOS credits will be given TWO steps for the 2024-2025 School Year (one step for AOS Pay and one step for movement) and will be eligible for AOS M45 Step 13 when they reach that benchmark.
 - iii. Employees on M45, Step 12 who have NOT yet earned 15 additional AOS credits will be given a period, not to exceed 4 years (2027-2028 School Year) to complete all credits necessary to qualify for AOS M45 Step 13 movement. At the time all necessary credits are earned, individuals will be placed on AOS M45 Step 13.
- i. Employees on M45 who are NOT yet on Step 12 and who have NOT yet earned 15 additional AOS credits will be given a period, not to exceed 4 years (2027-2028 School Year) to complete all credits necessary to qualify for AOS M45 Step 13 movement. At the time all necessary credits are earned, individuals will be given TWO steps the following contract year (one step for AOS Pay and one step for movement) and will be eligible for AOS M45 Step 13 when they reach that benchmark.
- j. Employees on M45 who have not completed all 15 AOS credits prior to the end of the 4-year period (2027-2028 School Year) will have current AOS pay removed from their 2028-2029 contract and will not be eligible for AOS M45 Step 13.
- k. Employees not yet on the M45 Lane will be given a period, not to exceed 4 years (2027-2028 School Year) to complete all credits necessary to qualify for AOS M45 Step 13 movement, including lane movement. At each lane change, previous AOS payment will be removed from the contract, and the employee will start accumulating credits again at each new lane. Employees who have not completed all credits necessary prior to the end of the 4-year period (2027-2028 School Year) will have any AOS pay removed from their 2028-2029 contract and will be eligible for AOS M45 Step 13 if/when they reach that benchmark.
- l. Employees are encouraged to consult with the Personnel Office for further clarification or assistance regarding the phasing out of the AOS program.

F. Academic Study/Tuition Reimbursement Program:

Using a portion of the savings from the AOS Program, the District will set up a new account and process to encourage Employees to advance their education toward a new lane/degree. Employees may only be enrolled in one program (current AOS Program OR new Academic Study/Tuition Reimbursement Program) at a time.

2. A pool of \$5,000 will be allotted to academic study/tuition reimbursement for the **2026-27** school year.
3. **2026-27** classes eligible for reimbursement will be Summer 2026, Fall 2026 and Spring 2027.
4. Classes must be part of an advanced degree program (Masters, Specialist, or Ed. D) or part of an approved program toward obtaining additional certification (mutually agreed upon as beneficial to staff member and the district).
5. A copy of the speech language pathologist's program or plan of study will be filed with the Superintendent.
6. The speech language pathologist will complete an "Academic Study/Tuition Reimbursement" form prior to enrolling in the course.
7. Copies of the transcripts or grade cards will serve as proof that classes were successfully completed.
8. Reimbursement requests will meet the following criteria:
 - a. Transcripts must be submitted by May 31st for reimbursement on June 30th.
 - b. Reimbursements will be based upon the number of hours taken by all staff. (i.e. Cumulative staff hours taken = 50; \$5,000 pool / 50 hours = \$100/credit hour reimbursement.)
 - c. Reimbursement will not exceed \$150/credit hour.
 - d. Each credit hour will only be reimbursed one time.

G. Payment of Salary

Payroll distribution will be made on a 10 or 12-month schedule. Whichever pay distribution is chosen will be irrevocable until the following year's contract. All payroll distributions will be deposited automatically into the employee's designated account.

If the 7th or 21st of the month falls on Saturday or Sunday, salary payment should be made on the Friday before. If the 7th or 21st falls on a holiday, salary payment should be made on the day before.

H. Extra Duty Contract Payments

Extra duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum payment. Such payment will be issued upon verification of the completion of the extra-duty assignment by the appropriate administrator.

ARTICLE XVII MILEAGE

Speech-Language Pathologists who may be assigned to more than one building and are required to use their own vehicles for such travel, and Speech-Language Pathologists on approved professional leave allowed for travel, shall be paid mileage for such travel at the rate established in Board of Education [Policy GCLA](#).

ARTICLE XVIII STUDENT DISCIPLINE AND SPEECH-LANGUAGE PATHOLOGIST PROTECTION

A. Assault Upon Speech-Language Pathologists

1. Speech-Language Pathologists shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor. Such report shall be reduced to writing by the Speech-Language Pathologist as soon as reasonably possible.
2. Such notification shall be immediately forwarded to the Superintendent or designee, and following the incident, the Superintendent or designee, and the Speech-Language Pathologist shall comply with any reasonable request from the other for information in their possession relating to the incident or the persons involved.

B. Disruptive Students

1. When, in the judgment of a Speech-Language Pathologist, a student is by his behavior seriously disrupting the instructional program to the detriment of other students, the Speech-Language Pathologist may send the student from the classroom and refer him /her to the principal, or his/her designee, together with a statement of the reason for such referral. In such cases, the Speech- Language Pathologist shall confer on the same day with the principal or his/her designee who, if necessary, shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following day, a conference between himself/herself and the Speech-Language Pathologist and any other appropriate persons to discuss the problem and to decide upon appropriate steps for its resolution.

ARTICLE XIX MATTERS NOT COVERED

With regard to matters and Board policies not covered by this agreement, it is understood that such matters and policies are management prerogatives which may be continued, discontinued or changed by the sole discretion of the Board.

ARTICLE XX MISCELLANEOUS PROVISIONS

A. Savings Clause

If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In that event the parties to this agreement shall meet immediately and negotiate a substitute provision.

**DOUGLAS SCHOOL DISTRICT
SPEECH-LANGUAGE PATHOLOGIST
2026-27 APPROVED SALARY SCHEDULE**

Exp Step	Masters Degree	Masters Plus 30	Ed Spec Degree Or Masters +45
0	\$66,500	\$71,500	\$76,500
1	\$67,250	\$72,250	\$77,250
2	\$68,000	\$73,000	\$78,000
3	\$68,750	\$73,750	\$78,750
4	\$69,500	\$74,500	\$79,500
5	\$70,250	\$75,250	\$80,250
6	\$71,000	\$76,000	\$81,000
7	\$71,750	\$76,750	\$81,750
8	\$72,500	\$77,500	82,500
9	\$73,250	\$78,250	\$83,250
10	\$74,000	\$79,000	\$84,000
11	\$74,750	\$79,750	\$84,750
12	\$75,500	\$80,500	\$85,500
13	\$76,250	\$81,250	\$86,250
AOS14			\$87,000

EXTRA - DUTY AND OTHER ALLOWANCES

The following conditions govern the extra-duty allowances identified below:

1. Extra - duty allowance shall be considered negotiated through the 2025-26 school year.
2. A maximum of seven (7) years out-of-district experience may be granted to new employees for comparable experience. Verification of experience is the responsibility of the employee.
3. All supervising personnel are expected to properly identify and distribute materials and equipment to student participants and to keep an accurate accounting of who has such materials and equipment. At the termination of that activity, the supervising personnel are to collect materials and equipment within two (2) weeks after the termination of the activity. At that time, they shall also submit an inventory of materials and equipment with a purchase order request for additional or replacement materials for the ensuing year.
4. Extra - duty contract payments will be paid as part of the employee's elected semi-monthly contractual amount. However, at the time the contract is signed, individuals may elect to receive a lump sum payment. Such payment will be issued upon verification of the completion of the extra - duty assignment by the appropriate administrator.
5. *Competitive Dance and *Competitive Cheer contracts will stipulate they have separate practices or a different coach than Football and Basketball Cheer.

COMPENSATION FOR ATHLETIC / ACTIVITY FUNCTIONS

Certified staff who assist at athletic/activity functions shall be paid at the following rates: Middle School - \$15.00 per hour

High School - \$15.00 per hour

Intramurals - Moved to Category 8 (minimum of 35 hours)

All certified staff shall be given an opportunity to assist at these functions before assignments are made.

CATEGORY 8 – INTRAMURALS

The following are considered “Intramurals” and will be reimbursed on Appendix B – Category 8:

1. Elementary Basketball (Girls)
2. Elementary Basketball (Boys)
3. Elementary Volleyball (Girls)
4. 6th Grade Basketball (Girls)
5. 6th Grade Basketball (Boys)
6. 6th Grade Volleyball (Girls)

To be reimbursed as an intramural coach, the coach must spend at least 35 hours with students during the “season”.

APPENDIX "B"

2026-27

High School, Middle School, Elementary

Exp	CAT 0	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8
	13.20%	11.40%	8.20%	6.40%	5.95%	4.55%	3.65%	3.20%	2.30%
0	\$54,000	\$6,156	\$4,428	\$3,456	\$3,213	\$2,457	\$1,971	\$1,728	\$1,242
1	\$54,750	\$6,242	\$4,490	\$3,504	\$3,258	\$2,491	\$1,998	\$1,752	\$1,259
2	\$55,500	\$6,327	\$4,551	\$3,552	\$3,302	\$2,525	\$2,026	\$1,776	\$1,277
3	\$56,250	\$6,413	\$4,613	\$3,600	\$3,347	\$2,559	\$2,053	\$1,800	\$1,294
4	\$57,000	\$6,498	\$4,674	\$3,648	\$3,392	\$2,594	\$2,081	\$1,824	\$1,311
5	\$57,750	\$6,584	\$4,736	\$3,696	\$3,436	\$2,628	\$2,108	\$1,848	\$1,328
6	\$58,500	\$6,669	\$4,797	\$3,744	\$3,481	\$2,662	\$2,135	\$1,872	\$1,346
7	\$59,250	\$6,755	\$4,859	\$3,792	\$3,525	\$2,696	\$2,163	\$1,896	\$1,363
8	\$60,000	\$6,840	\$4,920	\$3,840	\$3,570	\$2,730	\$2,190	\$1,920	\$1,380
9	\$60,750	\$6,926	\$4,982	\$3,888	\$3,615	\$2,764	\$2,217	\$1,944	\$1,397
10	\$61,500	\$7,011	\$5,043	\$3,936	\$3,659	\$2,798	\$2,245	\$1,968	\$1,415
11	\$62,250	\$7,097	\$5,105	\$3,984	\$3,704	\$2,832	\$2,272	\$1,992	\$1,432
12	\$63,000	\$7,182	\$5,166	\$4,032	\$3,749	\$2,867	\$2,300	\$2,016	\$1,449
13	\$63,750	\$7,268	\$5,228	\$4,080	\$3,793	\$2,901	\$2,327	\$2,040	\$1,466

Extra-duty salary will be based on the same step of the Bachelor column of the adopted salary schedule as years of experience in coaching, i.e.

If a teacher has no experience in that activity he/she will be placed on Step 0; one year of experience will be placed on Step 1; etc.

Category 0

A - HS Hd Football
B - HS Hd Track
C - HS Hd Wrestling
D - HS Hd Basketball
E - HS Hd Volleyball

Category 4

A - MS Drill Team
B - HS Chorus
C - HS Hd FB Cheerleading
D - HS Hd BB Cheerleading
E - Oral Interpretation
F - HS Student Council
G - MS Drama Fall Play
H - MS Drama Spring Play
I - HS Asst Drama Fall Play
J - HS Asst Drama Spring Play
K - Asst One Act Play
L - HS Asst Debate

Category 1

A - HS Hd Golf Fall
B - HS Hd Golf Spring
C - HS Band
D - HS Hd Cross Country
E - Competitive Dance
F - Competitive Cheer
G - HS Head Soccer
H - AFJROTC
I - HS Drama Fall Play
J - HS Drama Spring Play
K - One Act Play
L - HS Hd Debate

Category 5

A - MS Asst Football
B - MS Asst Wrestling
C - MS Asst Track
D - HS Newspaper
E - MS Asst Volleyball
F - MS Asst Basketball
G - MS Asst Cross Country
H - HS Summer Weights

Category 2

A - HS Asst Football
B - HS Asst Basketball
C - HS Asst Cross Country
D - HS Asst Wrestling
E - HS Asst Track
F - HS Asst Volleyball
G - HS Asst Soccer

Category 6

A - ES Chorus
B - MS Chorus
C - MS Band
D - MS Asst Drama Fall Play
E - MS Asst Drama Spring Play
F - HS Asst Fall Cheerleading
G - HS Asst BB Cheerleading
H - MS Asst Cheerleading
I - HS Asst Dance

Category 8

A - ES Asst Chorus
B - MS Asst Chorus
C - Intramurals (35 Hrs Min.)
D - Educators Rising

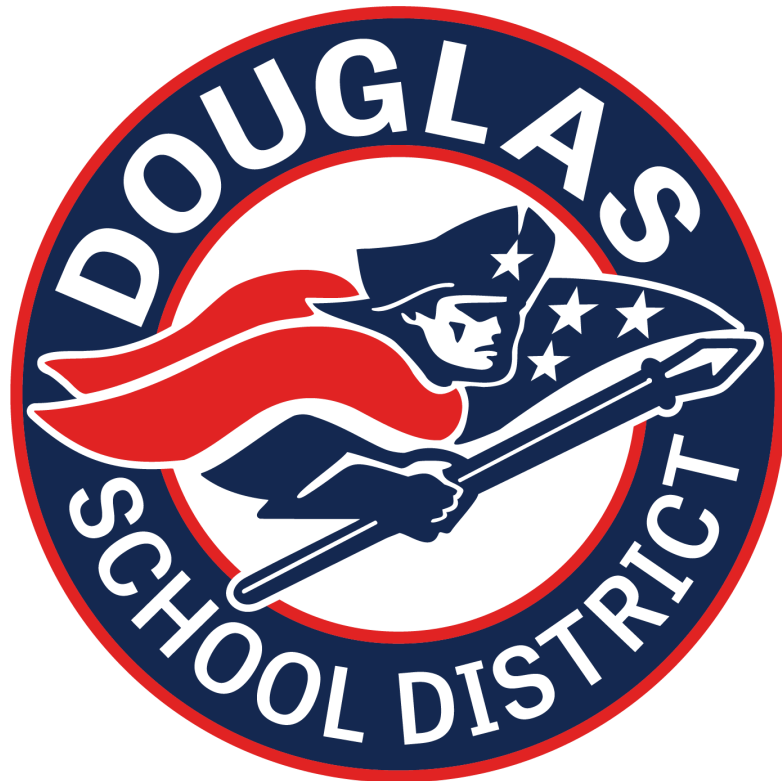
Category 3

A - MS Hd Football
B - MS Hd Basketball
C - MS Hd Wrestling
D - MS Hd Track
E - MS Hd Volleyball
F - MS Hd Cross Country
G - HS Hd Drill Team
H - HS Annual Advisor

Category 7

A - HS Knowledge Bowl
B - MS Knowledge Bowl
C - MS Student Council
D - MS Newspaper
E - MS Annual
F - National Honor Society
G - Youth 2 Youth
H - HS/MS Robotics Advisor
I - HS Asst Student Council
J - MS Math Counts
K - E-Sports

DOUGLAS SCHOOL DISTRICT 51-1



2026-27

CLASSIFIED EMPLOYEES HANDBOOK

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93-112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Executive Director of Operational Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to Executive Director of Secondary Academics, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923- 0000.

For additional information contact the Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339 Fax: (816) 268-0599. E-mail OCR.KansasCity@ed.gov

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The term “days”, except where otherwise provided in this handbook, shall refer to calendar days.

I. EMPLOYMENT, REEMPLOYMENT AND SALARY SCHEDULE PLACEMENT - APPENDIX A

An employee new to the Douglas School District shall be placed on the lowest step (base) of the scale. The Superintendent or designee may amend this for “high need” areas. Increases in salary will be effective with the anniversary date of employment.

Employees moving to a higher paying scale will move to the step closest to what they were earning previously, but not less. If the step closest to what they were earning previously provides less than a 15 cents per hour increase, the employee will move to the next higher step. Those moving to a higher paying classification in a comparable position will be given experience credits if they worked for nine months or more, 6 1/2 hours or more per day, in a given year.

When experience steps on the Salary Schedule are given, all classified staff will receive their increase on July 1.

A. MEDICAL EXAMINATION

Douglas School District may require each employee to submit a pre-employment certification of health signed by a licensed physician, nurse practitioner, certified nurse midwife, or physician's assistant within ten (10) days after first being employed. The certification shall include a statement that there is no evidence of physical condition that would endanger health, safety or welfare of the pupils in the initial examination.

Buildings & Grounds personnel (new hirees) shall be required to pass a designated examination paid for by the district.

If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. The expense of obtaining additional certifications of health will be borne by the school district.

An employee of the school district who is not able to return to duty on the day following fourteen (14) days of illness or injury may be required to present a certificate of ableness to the supervisor upon return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.

An employee who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the state. In addition, the employee may be required to provide a medical report secured from the school district's designated physician at the expense of the school district.

B. CLASSIFIED STAFF EVALUATION

Refer to School Board Policy GDN - Evaluation of Support Staff

Employees will be evaluated by the hiring supervisor using input from other appropriate supervisory staff. Evaluations must be discussed with the employee. The district evaluation process (Board Policy GDN) will be used for all classified employees as follows:

1. New employees will receive a documented review by supervisor (rounding) at the end of the first thirty (30) and ninety (90) days; and—
2. Employees will be evaluated every other year unless their performance is considered less than satisfactory by their supervisor. In this case, evaluations will be conducted as deemed necessary by the supervisor. —

A copy of the written evaluation will be given to the employee. The original will be placed in their personnel file in Human Resources.

Each formal written evaluation will be accompanied by a conference between the supervisor and the supervisee. Supervisee shall acknowledge that he/she has had the opportunity to review by affixing his/her signature and date to the copy to be filed. Said signature does not imply agreement with the contents. It indicates the evaluation has been viewed by the support staff member and discussed.

The supervisor may request the supervisee to complete a self-evaluation prior to the formal evaluation. If a self-evaluation is requested, it is recommended that the regular evaluation form be utilized for that purpose.

C. NOTICE OF INTENT

Classified employees will be presumed to have reasonable assurance of reemployment for the following school year unless notified otherwise. Employees whom the district does not intend to rehire will receive written notice of non-renewal by July 1 of each year.

D. REEMPLOYMENT

If an employee is recommended for rehire, Human Resources will evaluate the employee's prior standing and place them appropriately on the salary schedule.

E. RESIGNATION

An employee resigning for any reason must notify his/her supervisor as far in advance as possible. A minimum of fourteen (14) days notice is required in writing except in those instances where hardship would be imposed on the employee. Upon termination an employee's salary will be calculated based on the last day worked.

F. SUBSTITUTES

Regular employees who substitute will be paid at their regular rate of pay or substitute pay if that rate is higher.

G. STUDENT EMPLOYMENT

Students employed by the district will be paid at least at state minimum wage.

II. CHANGE IN EMPLOYMENT STATUS

Refer to School Board Policy GDI - Support Staff Assignments and Transfers

A. ASSIGNMENT

"Assignment" is defined as a change of position or responsibility initiated by the Superintendent or

designee that may additionally change the employee's building, classification, or assigned administrator for evaluation.

The Superintendent or designee will make assignments of support staff members to promote efficient operations of the District. ([Board Policy GDI](#))

Each employee shall be assigned to a specific position. The employee's job description shall be subject to the direction and discretion of the Superintendent or designee. The employee may be assigned to any other position as the Superintendent or designee may direct. Assignments may be initiated by the Superintendent or by other administrative officers for any purpose which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the district. An administrative assignment shall be made only after a conference between the employee and the Superintendent or administrator. At that time the employee will be notified of the reason(s) for the assignment. An authorization to transfer/assignment form will be placed in the employee's personnel file. If the new position is at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected.

B. TRANSFER

"Transfer" is defined as a requested change of position or responsibility initiated by the employee that may additionally change the employee's building, classification, or assigned administrator for evaluation; or is the result of interest in any district vacancy.

In considering requests for transfer, the convenience and wishes of the employee will be honored to the extent that they are consistent with the best interest of the district. This will also be the case when a change in work hours is contemplated and/or requested. If the new position is set at a lower paying scale than the one currently held, the lower paying scale will prevail and the employee will remain on his/her current step. Length of service and annual leave credits will not be affected.

Any employee desiring a transfer shall submit a Transfer Request form to Human Resources. The following criteria, in order of priority, will form the basis for granting the transfer:

1. The best interest of the District;
2. The qualifications of the employee;
3. The length of continuous service the employee has with the District;
4. The contribution the employee would make in the new assignment;
5. The opportunity for growth in the position.
6. The availability of a qualified replacement for the position vacated by the transferring employee.

C. REDUCTION IN FORCE POLICY

In the event that staff reductions by the district become necessary, decisions as to which positions to delete will be made at the discretion of the administration. Seniority of employees will be given first consideration for remaining positions in the event two or more employees have equal ability, skill level, and job performance. Determinations as to ability and skill level will be made at the discretion of the supervisor of the position under review. An informal conference with employees directly involved in changes due to reduction in force may precede the final determination.

D. SUSPENSION AND DISMISSAL

Employment relationships in South Dakota may be “terminated at will”, which means an employer does not need a specific reason to fire an employee. This is the same concept as an employee not needing a specific reason to quit. Any employee may be immediately discharged for dishonesty, theft, drunkenness and/or immoral conduct. Upon termination, the employee's final check will be calculated based upon the last day worked.

III. PAYMENT OF SALARY

A. PAYDAYS

Paydays are the 7th and 21st of the month. If payday falls on a Saturday or Sunday, employees will be paid on the Friday before. If payday falls on a holiday, employees will be paid on the day before. Each non-exempt employee will be required to complete a district timesheet for each pay period. These will be due on the 7th and 21st of each month. If these days fall on a weekend or holiday, they will be due the last working day prior to it.

~~Effective 2008-09 School Year Payment Schedule is as follows:~~

- ~~1. Full time (8 hrs/day for 12 months) employees will be paid in twenty four (24) payments beginning with July 21 payday and ending with July 7 payday. Employees hired during the 2017-18 school year and after will be paid on time sheets on the basis of hours worked. Existing full time employees have the option to switch to being paid off the timesheet.~~
- ~~2. Employees who work less than full time who were employed prior to the 2008-2009 school year have the option of either being paid off the time sheet or over a 12 month period. Once an employee chooses to be paid off the timesheet, they no longer have the option to be paid over 12 months.~~
- ~~3. All other employees (working 8 or less hours per day and less than 12 months) will be paid on time sheets on the basis of hours worked.~~

All classified employees will be paid on time sheets on the basis of hours worked. Payment will be made the payday following receipt of the timesheet, i.e. timesheet due on 7th will be paid on 21st.

B. PAYROLL DEDUCTIONS

Payroll deductions are authorized for annuities, the group insurance program, and the Section 125 benefit plans. Employees will complete the appropriate forms for payroll deduction.

C. DIRECT DEPOSIT

All payroll distributions will be deposited automatically into the employee's designated account.

IV. OVERTIME COMPENSATION

The Board of Education has authorized pay for employees for work performed in excess of forty (40) hours in a week but subject to the following regulations:

- A. Overtime pay is to be authorized by the immediate supervisor. All overtime must be approved in advance. Failure to secure pre-approval of overtime will result in disciplinary action, up to and including termination.

- B. Overtime pay will be paid only on the excess of forty (40) hours worked within a given week beginning Sunday and extending through Saturday. However, overtime pay will be paid for all work performed on Sundays at time and one half and double time for employees who work on their paid holidays in addition to holiday pay.
- C. Payroll calculations with regard to overtime will not include holidays and annual, sick or personal leave hours as hours worked, but only as hours paid. EXAMPLE - Any given week with one holiday, normal work hours are thirty-two (32), but total paid hours are forty (40). If an employee works additional hours, he must actually work in excess of forty (40) hours in order to receive overtime pay.
 - i.
- D. An eight (8) hour break must be provided between shifts to the employee working overtime, otherwise overtime compensation will be continued into the next work day.
- E. A minimum of two (2) hours shall be authorized for an employee that is required to report to work for emergency situations outside of normal duty hours. These hours shall count towards overtime if the total hours worked in a week exceed forty (40).
- F. A minimum of one (1) hour shall be authorized for an employee that is required to report to work for scheduled events to assist in the opening and closing of a building/facility for special events or meetings. These hours shall count towards overtime if the total hours worked in a week exceed forty (40).

V. LUNCH AND BREAK SCHEDULE

(Excluding Food Service Employees)

15-minute breaks are considered working breaks; and therefore employees are not to leave campus during breaks. Breaks are not to be combined with the 30 minute uninterrupted lunch to extend time off.

- 1. Employee works over 4 hours: one 15-minute break
- 2. Employee works over 6 hours: one 15 minute break and one 30 minute uninterrupted lunch
- 3. Employee works 7 hrs or more: two 15 minute breaks and one 30 minute uninterrupted lunch

VI. LEAVE POLICIES

Employees must obtain approval prior to taking leave. Sick leave does not require advance approval; but it is recommended when possible. Employees taking leave without pay and participating in the South Dakota Retirement System and the district group insurance program shall have the option to remain active members by paying the entire amount, which would otherwise have been paid by the employee and the district.

A. ANNUAL LEAVE

Full time (8 hours/day for 12 months) employees earn annual leave. Annual leave will be earned and credited each month employed. Employees who transfer from part time employment to full time employment will receive prorated credit of annual leave for previous months employed. Full time employees are ineligible to use annual leave during the first three months of employment. Annual leave will be credited per the following schedule:

0-5 years service	10 days annual leave
6 years service	11 days annual leave
7 years service	12 days annual leave
8 years service	13 days annual leave
9 years service	14 days annual leave
10 years service	15 days annual leave
12 years service	16 days annual leave
14 years service	17 days annual leave
16 years service	18 days annual leave
18 years service	19 days annual leave
20 years service	20 days annual leave maximum

Annual leave in an employee's account cannot exceed two years accumulation of credits as of June 30. Any additional annual leave will be forfeited effective July 1. If circumstances warrant that it is not convenient to the District for an employee to take annual leave and the balance of his/her annual leave account is such that any additional credits would be forfeited, an extension of the employee's annual leave account can be affected. This is done by a written petition to the Superintendent or designee by the employee's immediate supervisor. Annual leave requests are to be submitted to the supervisor for approval.

Leave requests should be processed a minimum of 5 days prior to the leave commencement. Annual leave should be taken as consecutive duty days of vacation at a time convenient to the District. Holidays occurring during an employee's vacation do not count as days of annual leave.

No more than ten (10) days of annual leave can be used in any single occurrence during a school year (July 1-June 30). The Superintendent or designee may grant the use of additional days of annual leave in exceptional circumstances; and the decision will be a non-precedent setting nor grievable under the terms of this agreement.

At the time of retirement, not more than 30 days of annual leave may be used in the days immediately prior to the last day of work.

B. PAID HOLIDAYS

Employees will be paid for holidays as set forth below:

Scheduled Days Worked	Paid Holidays
Full time 12-Month	Labor Day Native American Day Veterans Day

	Thanksgiving Day and the following Friday Christmas Day and one additional day New Year's Day and one additional day Martin Luther King Day Presidents Day Good Friday or Easter Monday Memorial Day Independence Day and one additional day TOTAL 15 days
208 days per year	Labor Day *Native American Day Veterans Day *Thanksgiving Day *Christmas Day *New Year's Day *Martin Luther King Day Presidents Day Good Friday or Easter Monday Memorial Day TOTAL 10 days
Between 180-184 days per year	*Native American Day Veterans Day *Thanksgiving Day *Christmas Day *New Year's Day *Martin Luther King Day Presidents Day Good Friday or Easter Monday TOTAL 8 days

If a holiday falls on a Sunday, the following Monday will be a holiday. If a holiday falls on a Saturday, the previous Friday will be a holiday. The day taken off for a holiday may change in order to coincide with the approved school calendar depending on the year.

A classified employee may choose, prior to the start of the school year, to have up to five (5) of their holidays to be paid during Christmas break (marked with *). This will be elected in writing and may not be revoked during the school year. If interested, a new election must be signed each year. Any pay for unearned holidays will be deducted if the employee leaves employment.

C. LEAVE OF ABSENCE

A leave of absence without compensation may be granted to employees for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education at least thirty (30) days prior to the date upon which the leave is requested to begin and must contain the purpose and length of the proposed absence. Requests shall be acted upon within a reasonable

time, not exceeding thirty (30) days. A copy of this leave provision shall be given to the employee when a leave is granted.

While on leave an employee shall have the option to remain an active participant in the state retirement system and the health and dental insurance program of the school district by paying the entire amount which would have been otherwise paid by such employee and the school district. However, when the leave falls within the provision of the Family and Medical Leave Act, cost sharing for dental and health coverage in effect at the time the leave begins, will continue for the first twelve weeks. Thereafter the employee will be required to pay the full amount if he/she wishes to remain an active participant in the programs. Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act.

Scheduled increments, salary adjustments and other credits are not allowed for leaves of absence. Time spent on leave of absence shall not count toward years of service for any benefits and shall be so registered on the employee's record.

If leave is granted for ninety (90) days or less, no written notice to return is required but the employee must return to work on the day specified (regardless of length). The employee will be terminated unless an extension has been approved.

An employee desiring to return from a leave of more than 90 days shall give written notice of a desire to return to employment sixty (60) days prior to the end of the leave and provided such notice is given, such employees shall be restored to his former position or to one of comparable status.

D. UNPAID LEAVE

Employee Authorization to Hire (Auth to Hire) includes designated workdays and a specified number of sick days, a portion of which may be used as personal leave. Use of leave beyond the allotted days exceeds the terms of the Auth to Hire and may be considered a violation of employment expectations.

Unpaid leave is not a standard option under the Auth to Hire and will only be granted under exceptional circumstances. Requests for unpaid leave must be submitted to the supervisor for approval and must include a clear explanation of the reason for the request.

Before unpaid leave will be considered, all applicable paid leave must first be exhausted—for example, all available sick leave must be used prior to requesting unpaid leave due to illness.

E. SICK LEAVE

Sick leave is provided to employees with a scheduled work week of 20 hours or more. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

Upon approval of the Superintendent or designee, an employees may use up to one work a day of accumulated sick leave to attend the funeral of someone close to them, a person with whom the

employee has a close personal relationship, when the individual does not meet the definition of immediate family under this policy. Such leave shall be granted per occurrence.

Employees are required to immediately notify their supervisor when sick leave is required. Upon returning from sick leave, the employee shall complete a sick leave application indicating the reason for the absence. The supervisor or Superintendent or designee may require a physician's statement concerning such absence.

If an employee is absent on the last day of the pay period, the appropriate leave form should be forwarded to the Personnel Office with the supervisor's signature.

Sick leave is earned as follows:

Days Worked	Sick Leave Earned
180-184 days	10 days equal to daily hours worked
208 days	12 days equal to daily hours worked
Full time - 8 hrs/day for 12 months	15 days based on 8 hr day

All unused days shall be added to the employee's sick leave reserve at the end of the fiscal year. An unlimited number of sick leave days may be accumulated. Employees leaving prior to the end of the school year (July 1 through June 30) shall have the annual sick leave prorated.

An employee who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition under the policy shall forfeit all accumulated sick leave and any further right under the policy until reinstated in good standing by the Board of Education.

Any physical disability, exceeding thirty (30) duty days, for which payment under the sick leave policy is claimed, shall be verified by a doctor. In the case of childbirth, certification of physical disability should in no way relate to the care of a well child, but only to the period during which the employee is physically unable to perform her contractual duties.

F. SICK LEAVE BANK

Eligible employees, who are in their second consecutive term of employment by the district will be given the opportunity to enroll in a voluntary sick leave bank under the following conditions and provisions:

1. Employees shall become eligible to join the sick leave bank on their one year anniversary date with a minimum of one day sick leave accumulated on that date. The 30-day period following completion of the one year of employment shall be the sick leave bank enrollment opportunity until the next open enrollment date. Thereafter the open enrollment will occur in September every 5th year (i.e. September 2025, September 2030, September 2035, etc).
2. Each participating employee shall contribute one day (hours equal to the number of hours worked) of sick leave per year to the bank for three (3) years. Once enrolled in the sick leave bank, the employee will remain an active member with automatic deductions made from their sick leave account each year unless requested in writing to the Personnel Office to be dropped from the bank.

3. When the sick leave bank balance reaches 4,000 hours, participating employees will discontinue contributing to the bank. If the balance of the bank drops below 2,400 hours, all members will contribute again until 4,000 hours are reached. New participants in the sick leave bank must contribute for three (3) years regardless of the total number of hours/days in the bank. Current participating employees who have already contributed for more than three (3) years will be grandfathered in and eligible to receive up to seven (7) additional days added to the maximum twenty-five (25) days available to use based upon the number of years they have contributed in excess of the three (3) years.
4. This pool is for the protection of individual participating employees during a long-term extended illness or disability of the employee only (illness or disability of a family member does not qualify) causing an absence from regularly assigned duties. Participants may request the use of the sick leave bank once per (a) school year or (b) illness/disability. Once a participating employee has exhausted their accumulated sick leave and met the sick leave bank eligibility criteria, they may immediately begin drawing up to 25 days of sick leave from the bank. Use of pool days by participants shall not be limited to the fiscal year in which the illness or disability causing the long-term absence from regularly assigned duties began. Individuals with annual leave will not be required to exhaust their annual leave account before using the sick leave bank. If additional sick leave days are earned at the start of a new school year, those must be exhausted prior to using remaining sick leave bank days.
5. The dates of personal physical disability for which payment under the sick leave bank is claimed shall be verified by a doctor.
6. Administration of the bank will be handled by the District Personnel Office. All requests for use of the bank must be submitted in writing to the Personnel Office and must be approved by the Superintendent or designee. The request must be supported by the written statement from the employee's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which the pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.
7. Persons withdrawing days from the bank are not required to replace these days except as a regular contributing member of the bank. A person resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required, shall not be able to withdraw previously contributed days.
8. Days in the bank shall be withdrawn on a first come, first served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
9. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable fiscal year.
10. The Business Manager shall conduct an annual audit of the Sick Leave Bank.
11. Donations outside of the sick leave bank (building and/or department) are not allowed.

G. BEREAVEMENT LEAVE

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above in "E. Sick Leave"), and will not be deducted from the employee's sick leave allocation. An employee who has exhausted all of their sick leave may request consideration from the Superintendent or designee for two (2) additional days of bereavement leave, for a maximum of five (5) days. This request may be made for up to two (2) occurrences in a school year. Bereavement

leave will be granted per occurrence and will not be accumulated. Sick leave may be taken for extended bereavement leave.

H. SCHOOL BUSINESS/PROFESSIONAL LEAVE

The Superintendent or designee may approve a limited amount of professional leave with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

1. The leave is in the best interest of the district and related to the employee's professional interests or leadership position in local, state or national educational /professional organizations.
2. The request for leave must be directly associated with educational/professional activities. Priority will be given to professional leave applications of employees who:
 - a. Submit them first.
 - b. Hold local, state, and/or national offices in educational/professional organizations.
3. Applications must be submitted a minimum of one (1) week in advance and must be approved by the supervisor and the Superintendent or designee.
4. Approval for professional leave will be contingent on the availability of sufficient funds.

Upon request of the Superintendent or designee, the employee shall file a report on the activities of the conference with any recommendations. An employee holding a leadership position in a major state educational/professional organization may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

I. PERSONAL LEAVE

Three (3) days sick leave may be taken for personal reasons each year, if approved a minimum of two days in advance. One (1) additional day of personal leave shall be granted each year to an employee in their 4th, 5th, 6th and 7th year of employment. No more than seven (7) personal leave days may be used in any one year. Personal leave cannot be accumulated.

1. Two days of personal leave may be used to extend a scheduled school holiday one time per school year, with approval of the building principal.
2. Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Hours.
3. Use of personal leave is strongly discouraged during In-Service Days.
4. Leave may not be requested more than 180 days in advance.

The Superintendent or designee may grant personal leave in emergency situations and the decision to do so is a non-precedent setting nor grievable under the terms of this agreement.

J. COURT WITNESS AND JURY DUTY LEAVE - Reference [School Board Policy GCBDC](#)

K. ADDITIONAL USE OF SICK LEAVE (COURT APPEARANCES)

Each employee, upon the approval of the Superintendent or designee, may be granted the privilege of using a maximum of five days sick leave to cover absence due to a required appearance in a court of law, involving no moral turpitude on the part of the employee, in a case in which the employee is a party.

L. MILITARY LEAVE - Reference [School Board Policy GCBDD](#)

M. PARENTAL LEAVE

Upon written application to the Superintendent or designee, a parental leave of absence shall be granted to employees for the birth or adoption of a child. Notice must be given to Human Resources at least forty-five (45) days prior to the date upon which the requested leave is requested to begin. Current FMLA guidelines will be followed. If an employee wishes to extend parental leave beyond FMLA guidelines, they may apply for an Extended Leave of Absence.

An employee may use up to a maximum of 12 calendar weeks of sick leave (concurrent with FMLA). Available leave must be used for time out on parental leave.

Parental leave is available for both parents.

Reemployment rights will follow FMLA guidelines.

If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave an employee shall have the option to remain an active participant in:

1. the South Dakota retirement system by paying the entire amount, which would have been otherwise paid by such employee and the school district;
2. the health and dental insurance program by continuing cost sharing the first twelve weeks and thereafter by paying the entire amount.

The administration of parental leaves shall comply with FMLA guidelines.

N. FLEX TIME - Reference [Board Policy GBN—Staff FlexTime](#)

VII. WORKER'S COMPENSATION

- A. An employee injured in an accident during duty hours, or his/her representative, shall immediately upon the occurrence of an injury, or as soon thereafter as practicable, give to the immediate supervisor written notice of the injury. Failure to give such notice shall result in all penalties applicable under the Worker's Compensation Act of South Dakota.
- B. All worker's compensation payments shall be retained by the employee. An employee who has elected to use sick leave and has sufficient leave to cover the time absent from work, shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the employee up to, but not in excess of the amount of the compensation payment.

VIII. RETIREMENT BENEFITS AND SEVERANCE PAY

Participation in the South Dakota State Retirement System is mandatory for employees with a scheduled work week of twenty (20) hours or more and at least six (6) months a year. A 6% deduction of gross salary will be made for this purpose and will be matched by the District.

Benefits consist of, but are not limited to:

1. Normal Retirement
2. Early Retirement
3. Disability Benefit
4. Separation Benefit with Interest
5. Vested Benefit
6. Spouse Survivor and Family Benefits

A. SEVERANCE PAY:

Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment) an employee will be paid one half of their accumulated sick leave.

Any employee as above designated having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years, upon resigning his or her employment with the Douglas Schools shall be paid one-half of his or her accumulated sick leave.

The amount of sick leave pay under this policy will be determined by the average of the employee's hourly rate of pay over the five-year period immediately preceding retirement. One half of the sick leave balance to be paid out by June 21. The Special Pay Plan provided by South Dakota Retirement System (SDRS) and approved by the Douglas School District Board of Education will be mandatory if you are age 55 or older and your payout is \$600 or more up to the maximum allowed by SDRS.

If a full-time (8 hours/day for 12 months) employee retires and will be completing their contract as of June 30, their remaining contract payment will be included in the final June 21st payroll.

IX. INSURANCE PROGRAM

The School Board shall provide a group hospitalization and surgical insurance plan for all employees who work on a continuing basis. The coverage and terms of such an insurance plan is determined by the School Board. Health, life and dependent dental insurance must be carried on a 12-month basis.

A. HEALTH INSURANCE

For those employees with a scheduled work week of twenty (20) hours or more for six (6) months or more, the contribution by the school district is \$624 per month for a family (employee and qualified dependents) plan, \$624 per month for an employee + dependent(s) plan, \$624 for an employee + spouse plan, and \$624 per month for a single (employee only) plan. If any plan costs less than the \$624 the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than \$624 per month. Where a husband and wife are both employees of the district and eligible for the group insurance program, if they elect the employee + spouse plan or the family plan, only one employee will be enrolled in the program and the district will contribute \$624 monthly for each employee towards the insurance program and/or the eligible HSA.

B. DENTAL INSURANCE AND LIFE INSURANCE

The School District provides a group Dental Insurance and Life Insurance for each employee with a scheduled work week of twenty (20) hours or more for six (6) months or more (single coverage). Individual employees have the option of additional dependent coverage at his/her own expense during the first thirty (30) days of employment or during open enrollment periods only.

X. SERVICE FACTOR (LENGTH OF EMPLOYMENT)

The service factor is calculated for all classified employees after an employee works 5 years, after 10 years, and after each 5 year increment thereafter by multiplying the total number of scheduled hours worked as follows: after 5 years, .036; after 10 and 15 years, .045; after 20 and 25 years, .054; after 30, 35, and after each 5 year increment thereafter, .06. That calculated total is then given in addition to the salary in a lump sum the first pay period following the anniversary date.

If an employee is subject to a reduction in force (as that phrase is defined elsewhere in the Classified Employees Handbook), within twelve months of qualifying for the service factor bonus described in Section X, page 12, of the Classified Employees Handbook, the employee will be treated as if he or she has satisfied the requirements for earning the service factor bonus, and the bonus will be paid in a lump sum at the time of the reduction in force.

Service factor bonus applies to classified employees only who are paid in accordance with the classified salary schedule.

XI. INSERVICE TRAINING PARTICIPATION

Employees may be required to participate in specific inservice training programs when the immediate supervisor or Superintendent or designee indicates a need exists for improvement or orientation.

XII. INCLEMENT WEATHER

(includes heat, snow/icy roads, fog, power outage or any other unscheduled event)

A. UNSCHEDULED LATE START

When there is a late start, employees are not to report to work until the time directed by their supervisor/Superintendent or designee.

Employees will be paid at their regular duty rate and will not be required to make up the time. Employees required to report early by their supervisor/Superintendent will be paid double time pay for hours worked. Note: Bus drivers required to run their routes will receive double time pay for hours worked during unscheduled late starts.

Employees working other shifts will also be paid at their regular duty rate and will not be required to make up the time.

B. UNSCHEDULED EARLY DISMISSAL

When there is an early dismissal for winter weather, employees are to go home unless specifically directed by their supervisor/Superintendent or designee to remain on duty. All staff will be released according to the high school release time, i.e. the high school buses normally leave by 3:20 p.m., so an one-hour early dismissal would mean all staff would be allowed to leave at 2:20 p.m. once all

students have left the district. For any other contingencies including heat or a power outage, staff dismissal time will be announced.

Employees will be paid at their regular duty rate and will not be required to make up the time. Employees required to remain on duty by their supervisor/Superintendent or designee will be paid double time pay for hours worked. Note: Bus drivers will always be required to run their routes and will receive double time pay for hours worked during winter weather.

Employees working other shifts will also be paid at their regular duty rate and will not be required to make up the time during winter weather. When the early dismissal is due to heat, those working other shifts will report to work late equal to the amount of time the day shift left early from their regularly scheduled time. Employees who work shifts that end prior to the early dismissal time will work their regular shift and leave at their regularly scheduled time. Employees will be directed when to report to work during a power outage.

C. SCHOOL CANCELLATION

Employees will receive full pay for any canceled school days that are officially forgiven by the Board of Education. For any canceled days that are not forgiven, employees will either be required to make up the time at a date determined by the supervisor or Superintendent or designee, or may choose to use available paid leave, if applicable.

XIII. STAFF COMPLAINTS AND GRIEVANCE PROCEDURE

Grievance Procedure - Refer to Board Policy Regulation GBM-R

Staff Complaints - Refer to Board Policy KL-R and KL-E(1)

~~Board Policy GBM and Administrative Regulations GBM-R provide a procedure to secure solutions at the lowest possible administrative level to problems, which may arise. The process goes from the informal with the immediate supervisor through the formal procedure with the Board~~

A. DEFINITIONS

~~A "grievance" shall mean a complaint by an employee, or employees of the district, that there has been a violation, misinterpretation or inequitable application of any of the terms of this handbook, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.~~

~~An "aggrieved person" or "grievant" is an employee or employees asserting a grievance in writing.~~

~~A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.~~

B. PURPOSE

~~The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise from time to time. Proceedings under the procedure will be kept as informal and confidential as may be appropriate at any level of the procedure.~~

Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this handbook.

G. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. If the appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limit specified may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the regulation.

If an employee does not file a grievance in writing with the principal or other supervisor within thirty (30) days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.

If a filed grievance cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so the grievance procedure may be concluded prior to the end of the school year or as soon thereafter as is practicable.

A supply of grievance forms shall be on file with the building principal, and/or the immediate supervisor. ([Board Policy Exhibit GBM-E, Form S-423](#))

Informal Procedures:

A grievance will be discussed with the grievant's immediate supervisor with the objective of resolving the matter informally, at which time the grievant may discuss the grievance personally or request that a representative be present and/or act on his/her behalf.

Level 1:

A grievant not satisfied with the disposition of his/her problem through informal procedures shall submit the grievance in writing on an Employee Grievance form ([GBM-E, S-423](#)).

Signed copies of the written Employee Grievance form shall be delivered by the employee to each of the following: supervisor, principal or other administrator, Superintendent and the president of the Board of Education.

The administrator within ten (10) days of the filing of the grievance shall render his/her decision in writing to the aggrieved person

Level 2:

A grievant not satisfied with the disposition of the grievance at Level 1, or if no decision is rendered within ten (10) days after the presentation of the grievance, may file the grievance in writing with the Superintendent within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner.—

The Superintendent, or designee or designees, will represent the administration at Level 2 of the grievance procedure. The Superintendent, or designee or designees, shall meet with the grievant

and parties in interest in an effort to resolve the grievance. Within ten (10) days after said meeting the Superintendent, or designee or designees, shall render a decision in writing to the grievant.

Level 3:

If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance within twenty (20) days. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party.

Level 4:

The grievant, if not satisfied with the disposition of the grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board of Education has heard the grievance, may within ten (10) days thereafter initiate an appeal to the Department of Labor. Said Secretary shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education. The investigation and hearing conducted by said Secretary shall be conducted in accordance with the rules and regulations of said Secretary.

It is specifically and expressly understood and agreed that taking an appeal to said Secretary constitutes an election of remedies and a waiver of all rights by the appealing party or parties and/or representatives to litigate or otherwise contest the appealed subject matter in any court under [SDGL 13-46](#), except in the form of an appeal from the decision of the Department of Labor as provided in [SDGL 1-26](#).

Rights of Employee to Representation

- A. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.
- B. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his own choosing.

Miscellaneous Provisions

- A. If a grievance affects a group of employees from more than one function, such grievance may be submitted in writing directly to the Superintendent's Office, and the processing of such grievance may be commenced at Level 2.
- B. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent and the grievant's representative.
- C. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- D. The Board and the grievant shall make available to one another all pertinent information, not privileged under law, in their possession or control which is relevant to the issues raised by the grievance.
- E. When it is necessary for a representative, representatives, the grievant or a party in interest to attend a grievance hearing called during the school day, the Superintendent's Office shall notify the supervisor of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.

- ~~F. No grievance shall be recognized unless it has been presented at the appropriate level within thirty (30) days after the grievant knew, or should have known, of the act or condition on which the grievance is based, and, if not so presented, the grievance will be considered waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it shall have been filed with the Superintendent's Office within at least forty five (45) days after the act or condition upon which it is based occurred.~~
- ~~G. Employees voluntarily terminating employment will have their grievances immediately withdrawn and will not benefit by any later settlement of any grievance.~~
- ~~H. Except where otherwise provided in this policy, the term "days" shall refer to calendar days.~~

XIV. MILEAGE

Employees assigned to more than one building or employees on approved professional leave who are required to use their own vehicles for such travel shall be paid mileage at the rate established in Board of Education [Policy GCLA](#).

APPROVED CLASSIFIED PAY SCHEDULE 2026-2027

	1	2	3	4	5	6	7	10	15
A	\$16.00	\$16.75	\$17.50	\$18.25	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00
B	\$16.75	\$17.50	\$18.25	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00	\$22.75
C	\$17.50	\$18.25	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00	\$22.75	\$23.50
D	\$18.25	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00	\$22.75	\$23.50	\$24.25
E	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00	\$22.75	\$23.50	\$24.25	\$25.00
F	\$21.50	\$22.25	\$23.00	\$23.75	\$24.50	\$25.25	\$26.00	\$26.75	\$27.50
G	\$23.00	\$23.75	\$24.50	\$25.25	\$26.00	\$26.75	\$27.50	\$28.25	\$29.00
H	\$24.50	\$25.25	\$26.00	\$26.75	\$27.50	\$28.25	\$29.00	\$29.75	\$30.50
I	\$26.00	\$26.75	\$27.50	\$28.25	\$29.00	\$29.75	\$30.50	\$31.25	\$32.00
J	\$27.25	\$28.00	\$28.75	\$29.50	\$30.25	\$31.00	\$31.75	\$32.50	\$33.25
K	\$29.25	\$30.00	\$30.75	\$31.50	\$32.25	\$33.00	\$33.75	\$34.50	\$35.25
L	\$31.75	\$32.50	\$33.25	\$34.00	\$34.75	\$35.50	\$36.25	\$37.00	\$37.75
M	\$34.25	\$35.00	\$35.75	\$36.50	\$37.25	\$38.00	\$38.75	\$39.50	\$40.25

ACCOUNTING

I - Bookkeeper

TECHNOLOGY

G - Technician/Support

K - Data Base/Support

ASSISTANT

I - SLP Assistant

TRANSPORTATION

F - Bus Driver

I - Head Mechanic

CUSTODIAL/MAINTENANCE

D - Custodian

F - Groundskeeper

F - Carpenter

I - Plumber

J - Electrician

DELIVERY

B - Delivery

FOOD SERVICE

A - Food Service Worker

B - Cook

INSTRUCTIONAL AIDE

C - Instructional Aide

Includes: Classroom,

Library, Title I*, Speech

& Special Education

PERSONNEL

I - Personnel Manager

ADMINISTRATIVE ASSISTANT

C - Administrative Assistant 1

D - Administrative Assistant 2

D - Administrative Assistant 3

D - Administrative Assistant 4

E - Administrative Assistant 5

I - Administrative Assistant 6

SUPPORT AIDE

A - Lunchroom Aide

A - Bus Aide

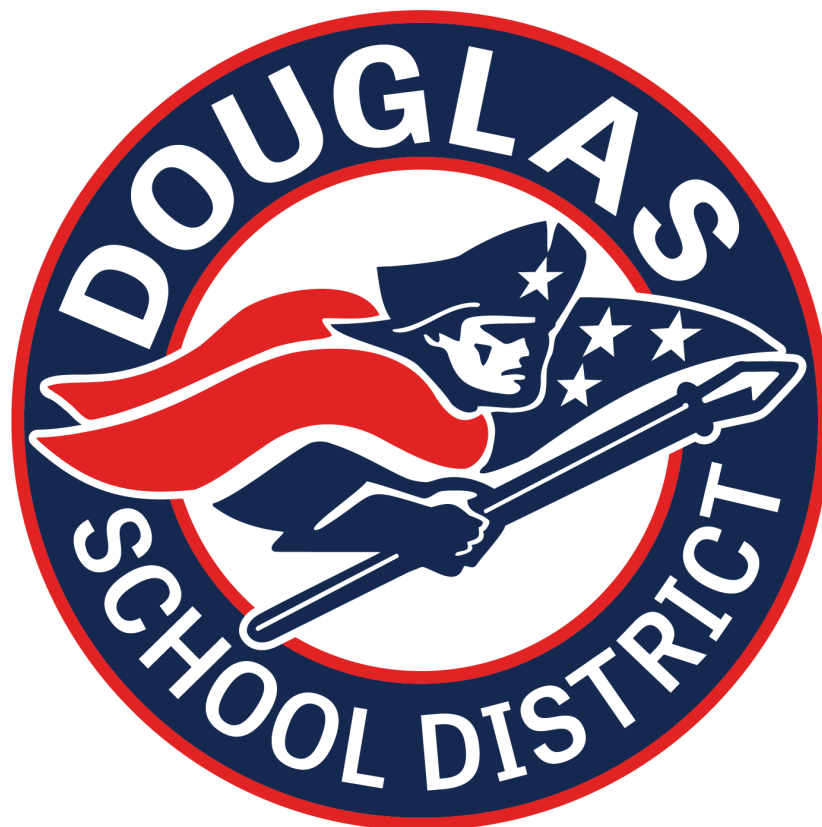
-Custodial night differential \$0.50 per hour worked on the night shift

-Bus Aide with CDL differential \$0.50 per hour worked

-Bus Driver Floater differential \$0.50 per hour worked

-Lead Library Aide \$0.50 per hour differential per hour worked

* 48 credit minimum



Coordinators Handbook

2026-27

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93- 112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Executive Director of Operational Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 may be referred to Executive Director of Secondary Academics, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719, (605)923-0000.

Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to the Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder SD 57719, (605) 923-0013.

For additional information contact the Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339; Fax: (816) 268-0599. Email OCR.KansasCity@ed.gov

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INTRODUCTION

The Coordinators Handbook contains general working benefits for Coordinators in the Douglas School District as determined by the Board of Education. Any additional terms, conditions, or benefits will be specified in the Coordinator's individual contract. District Coordinators receive all benefits provided by the Coordinators Handbook except when board policy and/or language in the individual's contract directs otherwise, effective the 2016-17 contract year.

A. Definition of a Coordinator:

A Coordinator is an individual who has direct or delegated responsibility for decision- making in the support services of the District. This includes School Nutrition Coordinator, Building & Grounds Coordinator, Transportation Coordinator, Technology Coordinator, and Communications Coordinator.

B. Experience:

Experience, to the extent allowable, shall be granted for continuous years outside or within the District in similar positions.

C. Definition:

The term "days", except where otherwise noted in this handbook, shall refer to calendar days.

ADMINISTRATOR DRESS CODE

Reference District [Board Policy Regulation GBCB-R](#)

MEDICAL EXAMINATION

1. If at any time there is reasonable cause to believe that a Coordinator is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.
2. A Coordinator who is not able to return to duty on the day following ten (10) of illness or injury may be required to present a certificate of ableness to the Superintendent or designee upon return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.
3. A Coordinator who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the Coordinator may be required to submit to an examination to provide a medical report secured from the School District's designated physician at the expense of the School District

LEAVES OF ABSENCE

A. Extended Leave of Absence

A leave of absence without compensation may be granted Coordinators for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education no later than March 1 during the school year preceding the year in which the leave of absence is desired. Requests received after March 1 may be granted provided, in the judgment of the Board, a suitable replacement can be found. Except in cases of emergency, the request for leave of absence must be submitted at least forty-five (45) days prior to the date upon which the requested leave is requested to begin and must contain the purpose and length of the proposed absence. Request shall be acted upon within a reasonable time, not exceeding forty-five (45) days. A copy of this leave provision shall be given to the Coordinator when a leave is granted.

While on leave, a Coordinator shall have the option to remain an active participant in the state retirement system and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such Coordinator and the School District.

A Coordinator desiring to return from such leave shall give written notice of a desire to return to employment no later than February 1 of the year in which he/she is on leave. If the leave extends for a period of less than one year, the employee shall give ninety (90) days written notice of a desire to return from such leave at the end of the term thereof. Upon return to work, the district shall place the coordinator in his/her same position or an equivalent position for which they are qualified. (Equivalent position as it relates to step, lane, and salary with equivalent pay, corresponding benefits and other terms and conditions of employment.)

Scheduled increments, salary adjustment, and other credits are not allowed for leaves of absence.

B. Short Leave without Pay

The Superintendent may grant leaves of absence without pay to Coordinators for personal reasons. Requests for leave without pay must be approved by the Superintendent and the Board of Education and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; ie. all sick leave must be used before leave without pay is granted when sick.

C. Professional Leave

The Superintendent or designee may approve a limited amount of professional leave, with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

1. The leave is in the best interest of the Douglas School District and relates to the Coordinator's professional interests or leadership position in local, state or national educational organizations.
2. The request for leave must be directly associated with educational activities.
3. Approval for professional leave will be contingent on the availability of sufficient funds.

4. Priority will be given to professional leave applications of Coordinators who:
 - a. Submit them first.
 - b. Hold local, state, and/or national offices in educational professional organizations.
 - c. Have not been granted professional leave in excess of five (5) days during the preceding three years.

Upon request of the Superintendent or designee, the Coordinator shall file a report on the activities of the conference with any recommendations.

If a Coordinator holds a leadership position in a major state educational organization, he/she may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

D. Sick Leave

Sick leave is provided to all Coordinators of the Douglas School District. All Coordinators who work 12 months shall receive 15 days of sick leave on the first day of service each year unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. Coordinators working 11 months will receive 12 days of sick leave. These days shall represent all the Coordinator's sick leave for that year, subject to the accumulation provisions hereof. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the employee's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

Coordinators are required to immediately notify the personnel office when sick leave is needed.

Upon returning from sick leave, the Coordinator shall complete a sick leave application indicating the reason for the absence. The Superintendent or designee may require a physician's statement concerning such absence.

If a Coordinator is released or leaves before the termination of the school year, the Coordinator shall be credited with only that portion of the days determined by the fractional portion of completed service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.

All unused days earned shall be added to the Coordinator's sick leave reserve at the end of the fiscal year. An unlimited number of such sick days may be accumulated.

~~Any Coordinator who returns to the School District within three years after an absence, and who has not previously qualified for severance pay, shall have all of his previously earned and unused sick leave reinstated.~~

A Coordinator who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition of the policy shall forfeit all accumulated sick leave and any further right under the policy until

reinstated in good standing by the Board of Education.

Upon approval of the Superintendent or designee, a Coordinator^s may use **up to a one work** day of **accumulated** sick leave to attend the funeral of ~~someone close.~~ **a person with whom the coordinator has a close personal relationship, when the individual does not meet the definition of immediate family under this policy. Such leave shall be granted per occurrence.**

E. Bereavement Leave

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above in "D. Sick Leave"), and will not be deducted from the coordinator's sick leave allocation. A coordinator who has exhausted all of their sick leave may request consideration from the Superintendent or designee for two (2) additional days of bereavement leave, for a maximum of five (5) days. This request may be made for up to two (2) occurrences in a school year. Bereavement leave will be granted per occurrence, and will not be accumulated. Sick leave may be taken for extended bereavement leave.

F. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act. Reference Board Policy GCBDE - Family and medical Leave and Administrative Regulation GCBDE-R - Family and Medical Leave Procedures (FMLA).

When a leave falls within the provision of the Family and Medical Leave Act, cost sharing for dental and health coverage in effect at the time the leave begins, will continue for the first twelve weeks, or until use of sick leave and sick leave bank benefits (when appropriate) is exhausted, whichever is longer. Thereafter the Coordinator will be required to pay the full amount if he/she wishes to remain an active participant in the programs.

G. Worker's Compensation

A Coordinator injured in an accident during duty hours must report the incident in writing to the immediate supervisor upon the occurrence of an injury or as soon thereafter as practicable.

1. A Coordinator injured in the line of duty shall receive such compensation and expenses as prescribed by the Worker's Compensation Act of South Dakota.
2. All worker's compensation payments shall be retained by the Coordinator. A Coordinator who has elected to use sick leave and has sufficient leave to cover the time absent from work shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the Coordinator up to, but not in excess of the amount of the compensation payment.

H. Additional Use of Sick Leave (Court Appearance)

Each Coordinator, upon the approval of the Superintendent or designee, may be granted the privilege of using a maximum of five days sick leave to cover absences due to a required appearance in a court of law,

involving no moral turpitude on the part of the Coordinator, in a case in which the Coordinator is a party.

I. Personal Leave

Three (3) days sick leave may be taken for personal reasons each year, if approved a minimum of two days in advance. One (1) additional day of personal leave shall be granted each year to a coordinator in their 4th, 5th, 6th and 7th year of employment. No more than seven (7) personal leave days may be used in any one year. Personal leave cannot be accumulated.

1. One day of personal leave may be used to extend a scheduled school holiday one time per school year, with approval of the building principal.
2. A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.
3. Leave may not be used on the first or last calendar day with students, to extend the Winter Holiday, or during Parent/Teacher Conference Hours.
4. Use of personal leave is strongly discouraged during In-Service Days.
5. Leave may not be requested more than 180 days in advance.

One (1) additional day of personal leave shall be granted to a Coordinator to take oral or written comprehensive examinations to complete a degree.

J. Court Witness and Jury Duty Leave - Reference [School Board GCBDC](#)

K. Military Leave - Reference [School Board Policy GCBDD](#)

L. Parental Leave

1. Upon written application to the Board, a parental leave of absence shall be granted to a Coordinator for the birth or adoption of a child. Notice must be given to HR at least forty-five (45) days prior to the date leave is to begin. Current FMLA guidelines will be followed (See Section Leaves of Absence, Section F).
2. If a coordinator wishes to extend parental leave beyond FMLA guidelines, they may apply for an Extended Leave of Absence (see Section Leave of Absence, A).
3. A coordinator may use up to a maximum of 12 calendar weeks of sick leave (concurrent with FMLA). Available leave must be used for the time out on parental leave.
4. Parental leave is available for both parents.
5. Reemployment rights will follow FMLA guidelines.
6. If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave, a Coordinator shall have the option to remain an active participant in: (a) the state retirement system by paying the entire amount which would have been otherwise paid by such Coordinator and the School District, and (b) the health and dental insurance program by continuing cost sharing for the first twelve weeks and thereafter by paying the entire amount. The administration of parental leaves shall comply with FMLA guidelines.

SICK LEAVE BANK

A. SICK LEAVE BANK

Eligible employees who are in their second consecutive contracted year of employment by the District will be given the opportunity to enroll in a voluntary sick leave bank under the following conditions and provisions:

1. Employees shall become eligible to join the sick leave bank on their one year anniversary date with a minimum of one day sick leave accumulated on that date. The 30-day period following completion of the one year of employment shall be the sick leave bank enrollment opportunity until the next open enrollment date. Thereafter the open enrollment will occur in September every 5th year (i.e. September 2025, September 2030, September 2035, etc).
2. Each participating employee shall contribute one day (hours equal to the number of hours worked) of sick leave per year to the bank for three (3) years. Once enrolled in the sick leave bank, the employee will remain an active member with automatic deductions made from their sick leave account each year unless they request in writing to the Personnel Office to be dropped from the bank.
3. When the sick leave bank balance reaches 4,000 hours, participating employees will discontinue contributing to the bank. If the balance of the bank drops below 2,400 hours, all members will contribute again until 4,000 hours are reached. New participants in the sick leave bank must contribute for three (3) years regardless of the total number of hours/days in the bank
4. This pool is for the protection of individual participating employees during a long-term extended illness or disability of the employee only (illness or disability of a family member does not qualify) causing an absence from regularly assigned duties. Participants may request the use of the sick leave bank once per (a) school year or (b) illness/disability. Once a participating employee has exhausted their accumulated sick leave and met the sick leave bank eligibility criteria, they may immediately begin drawing up to 25 days of sick leave from the bank. Use of pool days by participants shall not be limited to the fiscal year in which the illness or disability causing the long-term absence from regularly assigned duties began. Individuals with annual leave will not be required to exhaust their annual leave account before using the sick leave bank. If additional sick leave days are earned at the start of a new school year, those must be exhausted prior to using the remaining sick leave bank days.
5. The dates of personal physical disability for which payment under the sick leave bank is claimed shall be verified by a doctor.
6. Administration of the bank will be handled by the District Personnel Office. All requests for use of the bank must be submitted in writing to the Personnel Office and must be approved by the Superintendent or designee. The request must be supported by the written statement from the employee's personal physician that states the specific long-term extended illness or disability causing the absence and the duration of the absence. The absence for which the pool days are requested must be of such nature that absence is unavoidable during the school year and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.
7. Persons withdrawing days from the bank are not required to replace these days except as a regular contributing member of the bank. A person resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required, shall not be able to withdraw previously contributed days.

8. Days in the bank shall be withdrawn on a first come, first served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
9. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable fiscal year.
10. The Business Manager shall conduct an annual audit of the Sick Leave Bank.
11. Donations outside the sick leave bank (building or department) are not allowed.

INSURANCE PROGRAM

A. Health and Life Insurance

The Board of Education shall provide a group health and life insurance plan for all eligible Coordinators electing to be covered by such insurance. For those Coordinators electing to be covered, such plan shall include a \$10,000 term life insurance coverage, \$6,000 for Coordinator's spouse, and \$2,000 for each dependent child.

The contribution of the Board to such insurance plan shall be **\$624** per month for a family (employee and qualified dependents) plan, **\$624** per month for a single (employee only) plan, **\$624** for an employee + dependent(s) plan, and **\$624** for an employee + spouse plan. If any plan costs less than the **\$624** the Board contributes, the remaining amount shall be contributed to an eligible Health (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than **\$624** per month. All Coordinators shall be free to elect the family plan, employee + dependent(s) plan, employee + spouse plan, the single plan, or may elect to have no coverage under the plan.

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time Coordinator (single coverage). An individual Coordinator shall have the option of adding dependent coverage at his/her own expense, by completing in writing an authorization for payroll deduction. The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

EVALUATION OF COORDINATORS

Refer to Board Policy GDN - Evaluation of Support Staff

~~Coordinators will be evaluated by the hiring supervisor using input from other appropriate supervisory staff.~~

~~Evaluations must be discussed with the employee. The district evaluation process ([Board Policy GDN](#)) will be used for all Coordinators as follows:~~

- ~~1. New employees will be evaluated during or at the end of the first three (3) months.~~

2. Employees will be evaluated every other year or more as needed.

STAFF COMPLAINTS AND GRIEVANCE PROCEDURES

STAFF COMPLAINTS - Refer to Board Policy KL-R and Board Policy KL-E(1)(N)

GRIEVANCE PROCEDURE - Refer to Board Policy GBM-R(N).

[Board Policy GBM](#) and [Administrative Regulations GBM-R](#) provide a procedure to secure solutions at the lowest possible administrative level to problems, which may arise. The process goes from the informal with the immediate supervisor through the formal procedure with the Board.

A. DEFINITIONS:

A "grievance" shall mean a complaint by an employee, or employees of the district, that there has been a violation, misinterpretation or inequitable application of any of the terms of this handbook, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) The Board is without authority to act.

An "aggrieved person" or "grievant" is an employee or employees asserting a grievance in writing.

A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.

B. PURPOSE:

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise from time to time. Proceedings under the procedure will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this handbook.

C. PROCEDURE:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. If the appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limit specified may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the regulation.

If a coordinator does not file a grievance in writing with the supervisor within thirty (30) days after the coordinator knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.

If a filed grievance cannot be finally resolved under the time limits set forth herein prior to the end of the

school year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so the grievance procedure may be concluded prior to the end of the school year or as soon thereafter as is practicable.

Informal Procedures:

A grievance will be discussed with the grievant's immediate supervisor with the objective of resolving the matter informally, at which time the grievant may discuss the grievance personally or request that a representative be present and/or act on his/her behalf.

Level 1:

A grievant not satisfied with the disposition of his/her problem through informal procedures shall submit the grievance in writing on an Employee Grievance form ([GBM-E-S-423](#)). Signed copies of the written Employee Grievance form shall be delivered by the coordinator to each of the following: supervisor, Superintendent or designee and the president of the Board of Education.

The administrator within ten (10) days of the filing of the grievance shall render his/her decision in writing to the aggrieved person.

Level 2:

A grievant not satisfied with the disposition of the grievance at Level 1, or if no decision is rendered within ten (10) days after the presentation of the grievance, may file the grievance in writing with the Superintendent or designee within ten (10) days after the grievance decision has been rendered at Level 1 or within twenty (20) days after the grievance was presented at Level 1, whichever is sooner. The Superintendent or designee or designees, will represent the administration at Level 2 of the grievance procedure. The Superintendent, or designee or designees, shall meet with the grievant and parties in interest in an effort to resolve the grievance. Within ten (10) days after said meeting the Superintendent, or designee or designees, shall render a decision in writing to the grievant.

Level 3:

If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) days after the Level 2 hearing, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the grievance decision has been rendered at Level 2 or within twenty (20) days after the grievance was presented at Level 2, whichever is sooner. The Board will hold a hearing on the grievance within twenty (20) days. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party.

Level 4:

The grievant, if not satisfied with the disposition of the grievance at Level 3, or if no decision has been rendered within ten (10) days after the Board of Education has heard the grievance, may within ten (10) days thereafter initiate an appeal to the Department of Labor. Said Secretary shall conduct an investigation and hearing and shall issue an order covering the points raised, which order shall be binding on the employees

and the Board of Education. The investigation and hearing conducted by said Secretary shall be conducted in accordance with the rules and regulations of said Secretary. It is specifically and expressly understood and agreed that taking an appeal to said Secretary constitutes an election of remedies and a waiver of all rights by the appealing party or parties and/or representatives to litigate or otherwise contest the appealed subject matter in any court under SDCL 13-46, except in the form of an appeal from the decision of the Department of Labor as provided in 1-26.

Rights of Employee to Representation

1. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.
2. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his own choosing.

Miscellaneous Provisions

- A. If a grievance affects a group of employees from more than one function, such grievance may be submitted in writing directly to the Superintendent's Office, and the processing of such grievance may be commenced at Level 2.
- B. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent and the grievant's representative.
- C. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- D. The Board and the grievant shall make available to one another all pertinent information, not privilege under law, in their possession or control which is relevant to the issues raised by the grievance.
- E. When it is necessary for a representative or representatives, the grievant or a party in interest to attend a grievance hearing called during the school day, the Superintendent's Office shall notify the supervisor of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- F. No grievance shall be recognized unless it has been presented at the appropriate level within thirty (30) days after the grievant knew, or should have known, of the act or condition on which the grievance is based, and, if not so presented, the grievance will be considered waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it shall have been filed with the Superintendent's Office within at least forty five (45) days after the act or condition upon which it is based occurred.
- G. Employees voluntarily terminating employment will have their grievances immediately withdrawn and will not benefit by any later settlement of any grievance.
- H. Except where otherwise provided in this policy, the term "days" shall refer to calendar days.

COORDINATOR'S AUTHORIZATION TO HIRE

- A. All individual authorizations to hire with Coordinators employed by the Board, and covered by this

Handbook, shall be in writing and signed by the Coordinator.

- B. Unless otherwise specified in the written authorization to hire, the salary shall be paid in twenty-four semi-monthly payments.

LENGTH OF COORDINATOR CONTRACTS

The length of the employment term for Coordinators is based upon the following work year minimums with the specific starting date determined by the immediate supervisor in consultation with the supervisee:

Buildings & Grounds Coordinator	236 days
Communications Coordinator	236 days
School Nutrition Coordinator	226 days
Technology Coordinator	236 days
Transportation Coordinator	226 days

CONTRACT IMPLEMENTATION

A. Contract Term:

1. Coordinator contract year will begin July 1 and end June 30.
2. All Coordinators are responsible for working all days needed to fulfill contract obligations.
3. All Coordinator contract days must be completed by June 30.
4. All Coordinators must receive approval from the Superintendent's Office when working additional contractual days.
5. Coordinators under contract for 200 –220 will be paid for the following holidays: Labor Day, Native American Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday and Memorial Day.
6. Coordinators under contract for more than 220 days will be paid for the following holidays: Labor Day, Native American Day, Veteran's Day, Thanksgiving Day and the following Friday, Christmas Day and one additional day, New Year's Day and one additional day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day **and one additional day**.
7. All Coordinators will be paid one additional floating holiday.

B. Work Year:

Days beyond the established minimum work year must be approved in advance by the Superintendent or designee and the Board of Education.

C. Switch Days:

To Work a Non-Contract Day. Each coordinator is allowed a maximum of 6 days or 48 hours of switch time

per contract year. Coordinators will be provided a switch time log to record accrued and used switch time hours and will notify the supervisor for approval to use switch time hours. Switch logs will be reviewed, signed and submitted on a quarterly basis to human resources by supervisors.

ASSIGNMENT AND TRANSFER

REFER TO BOARD POLICY GCI - Professional Staff Assignment and Transfers

Per [Board Policy GCI PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS](#), the assignment and transfer of coordinators to positions in other schools of the District or within the coordinator's assigned field will be made by the Superintendent or administrative designee giving consideration, but not limited to the following criteria:

1. The best interest of the district.
2. The contribution that the coordinator would make to students in the new assignment.
3. The qualifications of the coordinator as compared to those of other candidates for the position to be filled.
4. The opportunity for professional growth.
5. The desire of the coordinator regarding the new assignment.
6. The length of service in the school district.
7. The availability of a qualified replacement for the position vacated by the transferring coordinator.

"Vacancy" is defined as an open position, identified by the District as a result of a newly created position, transfer, promotion, termination, or long-term leave that extends through the end of the school year. Position vacancies that are posted shall reflect a description of the position, qualifications, and whether the position is full or part time, and shall be advertised, for qualified in-district candidates, for a period of not less than 5 calendar days.

A. Assignments:

"Assignment" is defined as a change of position, subject matter or grade level, or building, initiated by the superintendent or administrative designee, that may additionally change the coordinator's building, contracted classification, or assigned administrator for evaluation.

Each coordinator of the Board of Education shall be assigned to a specific position at the direction of the Superintendent or designee and may be transferred to any other position as the Superintendent or administrative designee may direct.

Assignments may be at the initiative of the Superintendent or designee for any purpose, which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the schools. An administrative assignment shall be made only after a conference between the coordinator involved and the Superintendent or designee at which time the coordinator will be notified of the reason therefore.

B. Transfers: Administrative to Administrative Position:

"Transfer" is defined as a requested change of duty, subject matter or grade level, initiated by the

coordinator, that may change the coordinator's building, contracted classification, assigned administrator for evaluation, or is the result of interest in any district vacancy.

In the determination of requests for transfer, the convenience and wishes of the individual coordinator will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one coordinator has applied for the same position, the coordinator determined to best serve the needs of the school district shall be appointed.

Any coordinator desiring a transfer shall submit a Transfer Request Form between January 1 and February 1 to Human Resources. Such a request shall include the grade or subject to which he/she desires to be transferred, in order of preference. Transfer Request Forms may be submitted to Human Resources after February 1 if there is a specific vacancy for which he/she wishes to be considered.

Coordinators having pending transfer requests may obtain information as to any such vacancies by consulting the postings on the district website.

Upon written request, coordinators shall be notified in writing of the disposition of their requests for transfer, including the reasons for the disposition.

DISMISSAL, AND SUSPENSION, & ACCESS TO PERSONNEL FILE

1. The Board of Education may dismiss any Coordinator at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. If a coordinator is terminated for cause, he/she is no longer entitled to accrued benefits.
2. Whenever the Board contemplates the dismissal of a Coordinator such Coordinator shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such a fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held ~~within seven (7) days thereafter.~~ **at a time and place established by the Board of Education in accordance with the timelines set forth in SDCL 13-43.** At such hearing, the Coordinator shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his own behalf and shall have the right to counsel of his/her own choosing. Within five (5) working days after the hearing, the Board shall render its final decision and notify the Coordinator of its decision in writing. The Coordinator shall have the right of appeal as provided in South Dakota State Statutes.
3. No Coordinator shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to grievance.

PERSONNEL FILES

4. While employed by the Douglas School District, a Coordinator shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents

contained therein. A Coordinator shall be entitled to have a representative accompany him/her during such review. Once per school year, a Coordinator shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the Superintendent or his/her designee, and if the Coordinator and the Superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

5. No material which is derogatory to a Coordinator's conduct, service, character or personality shall be placed in his/her personnel file unless the Coordinator has received a copy. The Coordinator shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (The signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the Coordinator and discussed.) A Coordinator also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent or designee and attached to the file copy.
6. The **employees digital** personnel file ~~in the Central Office~~ shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

SEVERANCE PAY

1. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such Coordinators will be paid for one-half of their accumulated sick leave.
2. Any Coordinator as above designated having reached the minimum age of forty- five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years shall be paid one half of his or her accumulated sick leave upon terminating his or her employment in the Douglas Schools. If resignation occurs during the school year, such resignation must be appropriately approved.
3. The amount of sick leave pay under this policy will be determined by the average of the Coordinator's daily rate of pay over the five-year period immediately preceding retirement. One half of the sick leave balance to be paid out by June 21. The Special Pay Plan provided by the South Dakota Retirement System (SDRS) and approved by the Douglas School District Board of Education will be mandatory if the Coordinator is age 55 or older and payout is \$600.00 or more up to a maximum allowed by SDRS.
4. If a full-time Coordinator retires and will be completing his/her contract as of June 30, the remaining contract payment will be included in the final June 21st payroll.

STUDENT DISCIPLINE AND COORDINATOR PROTECTION

Assault Upon Coordinators:

1. Coordinators shall immediately report cases of assault suffered by them in connection with their employment to the Superintendent or other immediate supervisor. Such a report shall be reduced to writing by the Coordinator as soon as reasonably possible.
2. Such notification shall be immediately forwarded to the Superintendent or designee, and following

the incident, the Superintendent, or his designee, and the Coordinator shall comply with any reasonable request from the other for information in their possession relating to the incident or the persons involved.

MISCELLANEOUS PROVISION

A. Savings Clause

If any provision of this Agreement or any application of the Agreement to any Coordinator or group of Coordinators shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Modifications

This handbook is in force during the current contract year only and may be amended or altered at the sole discretion of the Douglas Board of Education for the ensuing contract year.

PROGRAM COORDINATOR'S SALARY SCHEDULE 2026-27

Salary based on the following FACTORS:

Salary = (Salary Base + Experience + Education + Position Percent + Longevity Factor)

Daily Rate = Salary divided by 220

FACTOR I - SALARY BASE	
2026-27 Salary Base = \$62,100	
FACTOR II - EXPERIENCE	Experience is credited on the basis of a full year of related experience. Compensation for experience is based on the following schedule:
<u>Experience:</u> 0 1 year 2 years 3 years 4 years 5 years 6 years	<u>\$ Value</u> -0- \$400 \$800 \$1200 \$1600 \$2000 \$2400
FACTOR III - EDUCATION	A high school diploma or equivalent is a requirement for a coordinator's position. Compensation for education is determined according to the following schedule:
<u>Level of Education</u> High School Diploma Associates Degree Bachelors Degree Masters Degree Technical Training	<u>\$ Value</u> -0- \$800 \$1000 \$1200 To Be Determined
FACTOR IV - RESPONSIBILITY	This factor is based on the number of full-time employees (FTE) supervised.
<u>Employees Supervised</u> 0-5 6-10 11-20 over 20	<u>\$ Value</u> \$750 \$1500 \$2250 \$3000
FACTOR V - LENGTH OF CONTRACT	
1. All FACTORS are based on 220 days of employment 2. Days of contract beyond 220 days are based on	

daily rate	
FACTOR VI - LONGEVITY FACTOR	
Employed 10 years at Douglas in current position	\$2,500.00
Employed 15 years at Douglas in current position	\$5,000.00
Employed 20 years at Douglas in current position	\$7,500.00
Employed 25 years at Douglas in current position	\$10,000.00
Employed 30 years at Douglas in current position	\$12,500.00



Administrators Handbook

2026-27

Discrimination Prohibited

Equal Opportunity Employment

It is the policy of the Douglas School District 51-1 that no employee shall be discriminated against on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93- 112, Section 504, and other state and federal laws. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Title IX Policy Notification Statement

The Douglas School District does not discriminate in its employment policies and practices, or in delivery of its educational programs or services on the basis of race, color, creed, religion, age, sex, gender, pregnancy, gender identity, sexual orientation, disability, national origin, ancestry or veteran status.

Concerns regarding Title IX of the Education Amendments of 1972 should be directed to Executive Director of Operational Support Services, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719 (605) 923-0000.

Inquiries concerning the applications of Title VI Civil Rights Act of 1964 may be referred to Executive Director of Secondary Academics, Douglas School District 51-1, 400 Patriot Drive, Box Elder, SD 57719, (605)923-0000. Section 504 of the Rehabilitation Act of 1973, as amended, may be referred to the Director of Special Education Services, Douglas School District 51-1, 421 Don Williams Drive, Box Elder SD 57719, (605) 923-0013.

For additional information contact Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106. Phone: (816) 268-0550; TDD: (800) 877-8339; Fax: (816) 268-0559. E-mail

OCR.KansasCity@ed.gov

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INTRODUCTION

The Administrators Handbook contains general working benefits for administrators in the Douglas School District as determined by the Board of Education. Any additional terms, conditions, or benefits will be specified in the administrator's individual contract. The Superintendent, Business Manager, Executive Director of Elementary Academics, Executive Director of Secondary Academics, and Executive Director of Operational Support Services receive all benefits provided by the Administrators Handbook except when board policy and/or language in the individual's contract directs otherwise, effective the 2000-01 contract year.

A. Definition of an Administrator:

An administrator is an individual who has direct or delegated responsibility for decision- making in the following areas: personnel, curriculum and policies. This includes all Principals, Assistant Principals, Dean of Students, Activities Directors, Director of Special Education Services, Executive Director of Elementary Academics, Executive Director of Secondary Academics, Executive Director of Operational Support Services, Business Manager, and Superintendent.

B. Education: M.A., M.A. + 30, M.A. + 60, or Ed.D. or Ph.D.

All credit hours beyond the Master's degree must be based on graduate level courses. Half of the hours must be in the area of responsibility and half may be in related fields.

C. Experience:

Experience, to the extent allowable, shall be granted for continuous years outside or within the District in similar positions.

D. Definition:

The term "days", except where otherwise noted in this handbook, shall refer to calendar days.

ADMINISTRATOR DRESS CODE

Reference District [Board Policy Regulation GBCB-R](#)

MEDICAL EXAMINATION

1. If at any time there is reasonable cause to believe that an administrator is suffering from an illness detrimental to the health of the pupils, the Board of Education may require a certification of health. The expense of obtaining additional certifications of health will be borne by the School District.

2. An administrator of the Board of Education who is not able to return to duty on the day following ten (10) days of illness or injury may be required to present a certificate of ableness to the Superintendent or designee upon return to work. This certificate shall be made out by a physician authorized to practice medicine under the laws of the State of South Dakota.
3. An administrator who has been absent because of a nervous disorder must present a satisfactory report from a physician authorized to practice medicine under the laws of the State. In addition, the administrator may be required to submit to an examination to provide a medical report secured from the School District's designated physician at the expense of the School District.

LEAVES OF ABSENCE

A. Extended Leave of Absence

A leave of absence without compensation may be granted to certified administrators for a period not to exceed one year. Requests for leave must ordinarily be submitted in writing to the Board of Education no later than March 1 during the school year preceding the year in which the leave of absence is desired. Requests received after March 1 may be granted provided, in the judgment of the Board, a suitable replacement can be found. Except in cases of emergency, the request for leave of absence must be submitted at least forty-five (45) days prior to the date upon which the requested leave is requested to begin and must contain the purpose and length of the proposed absence. Request shall be acted upon within a reasonable time, not exceeding forty-five (45) days. A copy of this leave provision shall be given to the administrator when a leave is granted.

While on leave an administrator shall have the option to remain an active participant in the state retirement system and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such administrator and the School District.

An administrator desiring to return from such leave shall give written notice of a desire to return to employment no later than February 1 of the year in which he/she is on leave. If the leave extends for a period of less than one year, the employee shall give ninety (90) days written notice of a desire to return from such leave at the end of the term thereof. Upon return to work, the district shall place the employee in his/her same position or an equivalent position for which they are qualified. (Equivalent position as it relates to step, lane, and salary with equivalent pay, corresponding benefits and other terms and conditions of employment.)

Scheduled increments, salary adjustment, and other credits are not allowed for leaves of absence.

B. Short Leave without Pay

The Superintendent may grant leaves of absence without pay to administrators for personal reasons. Requests for leave without pay must be approved by the Superintendent and the Board of Education and must include the reason for the request. All applicable leave must be used before leave without pay is granted when/if applicable; ie. all sick leave must be used before leave without pay is granted when sick.

C. Professional Leave

The Superintendent may approve a limited amount of professional leave, with or without pay, and with or without expenses, for attendance at meetings of local, state or national professional organizations, workshops, conferences and school visitations, subject to the following considerations:

1. The leave is in the best interest of the Douglas School District and relates to the administrator's professional interests or leadership position in local, state or national educational organizations.
2. The request for leave must be directly associated with educational activities.
3. Approval for professional leave will be contingent on the availability of sufficient funds.
4. Priority will be given to professional leave applications of administrators who:
 - a. Submit them first.
 - b. Hold local, state, and/or national offices in educational professional organizations.
 - c. Have not been granted professional leave in excess of five (5) days during the preceding three years.

Upon request of the Superintendent, the administrator shall file a report on the activities of the conference with any recommendations.

If an administrator holds a leadership position in a major state educational organization, he/she may be granted up to thirty (30) days of professional leave without pay during each twelve-month period. No expenses will be provided.

D. Sick Leave

Sick leave is provided to all full-time and half-time administrators of the Douglas School District. All administrators under contract shall receive 15 days of sick leave (200 and under receive 12) on the first day of service each year unless they are employed after the beginning of the school term, in which case the sick leave shall be prorated accordingly. These 15/12 days shall represent all the administrator's sick leave for that year, subject to the accumulation provisions hereof. Sick leave may be taken for personal illness, injury or other physical disability (including pregnancy-related disability) and for illness in the immediate family. Immediate family is defined as employee's spouse, mother, stepmother, father, stepfather, legal guardian, children, stepchildren, son-in-law, daughter-in-law, grandchildren, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, aunts, great-aunts, uncles, great-uncles, nieces, nephews, grandparents, the parents/legal guardians and grandparents of the administrator's spouse, an individual who is a permanent resident in the employee's home, and any person for whom the employee has specific legal responsibility.

Administrators are required to immediately notify the personnel office when sick leave is needed.

Upon returning from sick leave, the administrator shall complete a sick leave application indicating the reason for the absence. The Superintendent or designee may require a physician's statement concerning such absence.

If an administrator is released or leaves before the termination of the school year, the administrator shall be credited with only that portion of the 15 (or 12) days determined by the fractional portion of completed service. The final contractual payment shall be reduced by the appropriate number of contractual days pay for any days used over the allotted number.

All unused days earned shall be added to the administrator's sick leave reserve at the end of the fiscal year. An unlimited number of such sick days may be accumulated.

~~Any administrator who returns to the School District within three years after an absence, and who has not previously qualified for severance pay, shall have all of his/her previously earned and unused sick leave reinstated.~~

An administrator who willfully violates or misuses sick leave provisions or who misrepresents any statement or condition of the policy shall forfeit all accumulated sick leave and any further right under the policy until reinstated in good standing by the Board of Education.

Upon approval of the Superintendent or designee, **an administrator** may use **up to a one work** day of **accumulated** sick leave to attend the funeral of **someone close a person with whom the administrator has a close personal relationship, when the individual does not meet the definition of immediate family under this policy. Such leave shall be granted per occurrence.**

E. Bereavement Leave

Three (3) days of bereavement leave may be taken for death in the immediate family (as defined above in "D. Sick Leave"), and will not be deducted from the employee's sick leave allocation. An employee who has exhausted all of their sick leave may request consideration from the Superintendent or designee for two (2) additional days of bereavement leave, for a maximum of five (5) days. This request may be made for up to two (2) occurrences in a school year. Bereavement leave will be granted per occurrence, and will not be accumulated. Sick leave may be taken for extended bereavement leave.

F. Family and Medical Leave

Administration of family and medical leaves of absence will be governed by the provisions of the Family and Medical Leave Act. Reference [Board Policy GCBDE—Family and Medical Leave](#) and [Administrative Regulation GCBDE-R - Family and Medical Leave](#) Procedures (FMLA).

G. Worker's Compensation

An administrator injured in an accident during duty hours must report the incident in writing to the immediate supervisor upon the occurrence of an injury or as soon thereafter as practicable.

1. An administrator injured in the line of duty shall receive such compensation and expenses as prescribed by the Worker's Compensation Act of South Dakota.
2. All worker's compensation payments shall be retained by the administrator. An administrator who has elected to use sick leave and has sufficient leave to cover the time absent from work shall receive his or her regular salary less any amount received for compensation, up to, but not in excess of his or her regular daily rate of pay. Any sick leave used for the period covered by the worker's compensation shall be returned to the administrator up to, but not in excess of the amount of the compensation payment.

H. Additional Use of Sick Leave (Court Appearance)

Each administrator, upon the approval of the Superintendent or designee, may be granted the privilege of using a maximum of five days sick leave to cover absences due to a required appearance in a court of law, involving no moral turpitude on the part of the administrator, in a case in which the administrator is a party.

I. Personal Leave

Three (3) days of sick leave may be taken for personal reasons each year if approved a minimum of two days in advance. One (1) additional day of personal leave shall be granted each year to an administrator in their 4th, 5th, 6th and 7th year of employment. No more than seven (7) personal leave days may be used in any one year with the exception of an administrator taking an oral or written comprehensive examination to complete a degree.

1. One day of personal leave may be used to extend a scheduled school holiday one time per year, with approval of the building principal.
2. A second day of personal leave may be used to extend a holiday one time in a school calendar year upon approval of the Superintendent or designee.
3. Leave may not be used on the first or last calendar day with students, to extend the Winter

Holiday, or during Parent/Teacher Conference Hours.

4. Use of personal leave is strongly discouraged during Inservice Days.
5. Leave may not be requested more than 180 days in advance.

The Superintendent or designee may grant personal leave in emergency situations and the decision to do so is a non-precedent setting nor grievable.

One (1) additional day of personal leave shall be granted to an administrator to take oral or written comprehensive examinations to complete a degree.

Personal leave cannot be accumulated.

J. Court Witness and Jury Duty Leave Reference [Board Policy GCBDC](#)

K. Parental Leave

1. Upon written application to the Board, a parental leave of absence shall be granted to an administrator for the birth or adoption of a child. Notice must be given to HR at least forty-five (45) days prior to date leave is to begin. Current FMLA guidelines will be followed (See ARTICLE XVI, Section G)
2. If an administrator wishes to extend parental leave beyond FMLA guidelines, they may apply for an Extended Leave of Absence (see ARTICLE XVI, Section A).
3. An administrator may use up to a maximum of 12 calendar weeks of sick leave (concurrent with FMLA). Available leave must be used for the time out on parental leave.
4. Parental leave is available for both parents
5. Reemployment rights will follow FMLA guidelines.
6. If a parental leave is not for a period longer than one semester, reassignment shall be without loss of ordinary salary increments, but if such leave is for a longer period of time, such reassignment shall be without accumulation of such ordinary increments. While on leave an administrator shall have the option to remain an active participant in: (a) the state retirement system by paying the entire amount which would have been otherwise paid by such administrator and the School District, and (b) the health and dental insurance program by continuing cost sharing for the first twelve weeks and thereafter by paying the entire amount. The administration of parental leaves shall comply with FMLA guidelines.

L. Sabbatical Leave

1. The Board of Education, upon the recommendation of the Superintendent, may grant a sabbatical leave to qualified administrators for the purposes of study, travel, and for such other purposes as may be approved by the Board of Education.
2. Upon the recommendation of the Superintendent, the Board of Education may grant a sabbatical leave to a contract administrator who has been employed at least six (6) consecutive years, and who has not had a sabbatical leave during the six (6) years immediately preceding. The leave granted shall not exceed two semesters.
3. An administrator on sabbatical leave shall receive as compensation during the period of absence one-half (1/2) of his/her regular scheduled salary, not to exceed one-half (1/2) of the master's degree maximum.
4. Compensation shall be paid at the same time as the other administrators of his/her professional rank. An administrator on sabbatical leave shall receive the scheduled increment and/or adjustments in salary the same as he/she would have received were he/she occupying his/her regular assignment.
5. While on leave, an administrator shall have the option to remain an active participant of the state retirement system, and the health and dental insurance programs of the School District by paying the entire amount which would have been otherwise paid by such administrator and

the School District.

6. The number of persons given sabbatical leave in any year shall not exceed one administrator or director per year; provided, however, that the administrator given such leave in any year shall depend upon the financial condition of the School District and the amount of funds available to finance the program. The number of leaves granted shall be distributed throughout the District. If the number requesting sabbatical leave exceeds the number of leaves available as determined by the Board, the selection shall be based upon:
 - a. The estimated value of the plan to the individual and to the District.
 - b. The amount of seniority.
 - c. The length of time since the last sabbatical leave.
7. An administrator who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of two (2) years. The administrator who fails to return to the District upon completion of his /her sabbatical leave shall refund compensation paid to him/her during the leave.
8. The administrator, upon returning from sabbatical leave, shall be restored to his/her former position or to one of at least comparable status.
9. The administrator, upon return from sabbatical leave, shall make such reports as may be designated by the superintendent.

SICK LEAVE BANK

Eligible administrators and directors including those employed in a certified position working a minimum of half time and at least 6 months a year who are in their second consecutive contracted year of employment by the District under the following conditions and provisions:

- A. Each participating administrator shall contribute one day of his/her sick leave per year for the first three years of participation and one-half day per year for each successive year to the bank. The deadline for sick leave bank enrollment shall be on September 15 of the employee's year of eligibility. Eligible administrators declining to become participants in the bank in any given year shall be ineligible for participation until the next open enrollment date. Once enrolled in the sick leave bank, the employee will remain an active member with automatic deductions made from their sick leave account each year unless requested in writing to the Personnel Office to be dropped from the bank.
- B. When the total balance of days in the bank exceeds 600 days, members will not be deducted the one-half day per year after the first three years.
- C. This pool is for the protection of individual participating certified employees including administrators and directors whose personal long-term extended illness or disability causes an absence from regularly assigned duties. Participants may request the use of the sick leave bank once per (a) school year or (b) illness/disability. Once a participating administrator or director has exhausted their accumulated sick leave and met the sick leave bank eligibility criteria, they may immediately begin drawing up to 25 days of sick leave from the bank. Use of pool days by participants shall not be limited to the school year in which the long-term extended illness or disability began. If additional sick leave days are earned at the start of a new school year, those must be exhausted prior to using remaining sick leave bank days.
- D. The dates of personal physical disability as defined in "Leaves of Absence" for which payment under the sick leave bank is claimed shall be verified by a doctor.
- E. Administration of the bank will be handled by the District Personnel Office. All requests for use of the bank must be submitted in writing to the Personnel Manager and must be approved by the Superintendent or designee. The request must be supported by a written statement from the employee's personal physician that states the specific long term extended illness or disability causing the absence and the duration of the absence. The absence for which pool days are requested must be of such nature that absence is unavoidable during the school year

and absence from duties is necessitated. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for use of pool days.

- F. Administrators withdrawing days from the bank are not required to replace these days except as a regular contributing member in the bank. An administrator resigning, retiring, withdrawing from membership in the bank or declining to make contributions as required shall not be able to withdraw previously contributed days.
- G. Days in the bank shall be withdrawn on a first-come, first-served basis, and, if the total days in the bank are exhausted in any year, use of the bank is ended for that year. Unused days in the bank shall be carried over to the next succeeding school year.
- H. Remuneration from the bank shall be based on the per diem rate for the individual participant for the applicable school year.
- I. Open enrollment will occur in September every 5th year (i.e. September 2025; September 2030; September 2035, etc).
- J. The Personnel Office shall report the status of the bank, including the balance of days in the bank. The Business Manager shall conduct an annual audit of the sick leave bank.
- K. Donations outside of the sick leave bank (building or department) are not allowed.

INSURANCE PROGRAM

A. Health and Life Insurance

The Board of Education shall provide a group hospitalization and surgical insurance plan for all eligible administrators electing to be covered by such insurance. For those administrators electing to be covered, such a plan shall include a \$10,000 term life insurance coverage, \$6,000 for administrator's spouse, and \$2,000 for each dependent child.

The contribution of the Board to such insurance plan shall be **\$624** per month for a family (employee and qualified dependents) plan, **\$624** per month for a single (employee only) plan, **\$624** for an employee + dependent(s) plan, and **\$624** for an employee + spouse plan. If any plan costs less than the **\$624** the Board contributes, the remaining amount shall be contributed to an eligible Health Savings Account (HSA) if available. No employee shall receive a combined benefit for health insurance and a contribution to an eligible HSA that is greater than **\$624** per month. All administrators shall be free to elect the family plan, employee + dependent(s) plan, employee + spouse plan, single plan or may elect to have no coverage under the plan.

B. Dental Insurance

The Board of Education agrees to provide group dental insurance for each full-time and half-time administrator (single coverage). An individual administrator shall have the option of adding dependent coverage at his/her own expense, by completing in writing an authorization for payroll deduction. The coverage and terms of the group dental plan shall be determined by the Board of Education and shall be set forth in the Master Policy on file in the District Business Office.

EVALUATION OF ADMINISTRATORS & DIRECTORS

The purpose of administrative evaluations is to improve the quality of education for the students of Douglas School District by effecting improvement in administrative leadership. To the degree possible,

the evaluation process should focus on strengths and professional growth and should be a positive non-threatening experience.

The frequency of the evaluation shall be a minimum of one evaluation each year during the first two years of employment in the school district. After two years of employment, administrators will be evaluated at least once every other year.

The Superintendent or designee will evaluate principals and other administrators. The areas subject to evaluation are management techniques; staff relations; administrative/board relationships; community/public relations; personal qualities; professional skills, growth and conduct, and leadership. The administrator's job description should also be considered when conducting the evaluation.

Evaluations are to be used by the school board to improve the quality of education and may be used in the determination of advancement, promotion, transfers, assignments and future employment.

A copy of the written evaluation will be given to the administrator. Each formal written evaluation will be accompanied by a conference between the evaluator and the administrator.

An administrator/director may request another person to accompany them at any step within the evaluation process.

When "does not meet expectations" is noted on the formal evaluation, the evaluator shall work with the administrator/director to develop a mutually agreed upon Plan for Improvement. The superintendent or designee shall assist in the development of the Plan for Improvement. A Plan for Improvement may extend into the following year. It is very important for the administrator/ director to successfully complete the Plan for Improvement, as failure to do so may result in dismissal.

Evaluations are to be completed before the third Monday in March. The recommendation portion of the staff evaluation form need only be completed for the second semester evaluation and shall be checked in one of three categories:

... Recommended for Employment

... Recommended with Qualifications for Employment

... Not Recommended for Employment

When the evaluation "Recommended with Qualifications" is contemplated, the administrator/director involved shall be apprised of the evaluation in a conference to be held before the third Monday in March. The administrator/director shall be advised in writing relative to areas in which improvement is necessary. Before an administrator/director is given the evaluation "Not Recommended", the evaluator conducting the evaluation shall have a minimum of two conferences with the administrator/director relative to the areas of weakness. The first of these conferences shall be held by or before the end of the first semester. The basis and reason for the evaluation shall be discussed and a Plan for Improvement developed. If an administrator/ director receives the evaluation "Recommended with Qualifications" or "Not Recommended", he/she may file a request with the Superintendent for a conference regarding the evaluation.

Within five (5) working days after receiving such a request, the Superintendent or his designee shall meet with the administrator/director to discuss the evaluation.

GRIEVANCE PROCEDURES

A. Definition

1. A "grievance" shall mean a complaint by an administrator, or administrators, employed by the Douglas School District, that there has been a violation, misinterpretation or inequitable application of this Handbook or an administrator's individual contract, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.
2. An "aggrieved person" is an administrator or administrators asserting a grievance in writing.
3. A "party in interest" is a person who might be required to take action or against whom action might be taken in order to resolve a grievance.
4. The term "days", except where otherwise provided, shall refer to calendar days. The day of delivery or notice shall not be counted as a calendar day as it pertains to the timelines.

B. Principles

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems.
2. The proceedings under this procedure will be kept informal, and confidentiality shall be maintained.
3. Nothing contained herein will be construed as limiting the right of any administrator having a grievance to discuss the matter informally, at a mutually agreeable time, with the administrator's immediate supervisor and to have the grievance adjusted, provided the adjustment is consistent with the terms of this Handbook.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and reasonable efforts should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.
2. If a grievance is filed which cannot be finally resolved under the time limits set forth herein prior to the end of the school year, and which, if left unresolved until the beginning of the following school year, could result in irreparable harm to an aggrieved person or a party in interest, the time limits set forth herein will be reduced so that the grievance procedures may be concluded prior to the end of the school year, or as soon thereafter as is practicable.
3. No grievance shall be recognized unless it is presented at the appropriate level within thirty (30) days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived, provided that a grievance filed under the first paragraph of Miscellaneous Provisions hereof shall not be recognized at Level 2 unless it has been filed with the Superintendent or designee's office within at least forty-five (45) days after the act or condition upon which it is based occurred.

D. Informal Procedures

1. If an administrator has a complaint, he/she shall first discuss the matter with his/her immediately involved supervisor in an effort to resolve the problem informally.
2. In exceptional circumstances, the employee may discuss the matter with the Superintendent or designee. The Superintendent or designee shall determine whether the circumstances warrant this circumvention. The Superintendent or designee, the supervisor, and the employee will work together to resolve the problem informally.

E. Formal Procedures, Level 1 -- Superintendent

1. If the administrator is not satisfied with the disposition of the complaint through informal procedures, the administrator may submit the problem as a formal written grievance ([Board Policy Exhibit GBM-E, S-423](#)) to the Superintendent or designee, who will represent the District.
2. The aggrieved person shall discuss the grievance personally, and may request that another administrator or representative accompany him/her.
3. The Superintendent or designee shall meet with the aggrieved person and parties in interest in an effort to resolve the grievance. Such meeting shall take place within ten (10) days after the receipt of the written grievance by the Superintendent or designee. The Superintendent or designee shall render his decision in writing to the aggrieved person within ten (10) days.

F. Formal Procedures, Level 2 -- Board of Education

1. If the aggrieved person is not satisfied with the disposition of the grievance at Level 1, the grievant may file the grievance in writing with the Board of Education within ten (10) days after the Superintendent or designee's decision. The Board will hold a hearing on the grievance at the next regular Board meeting. Within ten (10) days after the hearing, the Board shall render its decision in writing to the aggrieved party.

G. Arbitration

1. If the aggrieved person is not satisfied with the Board of Education's decision, he/she may within ten (10) days thereafter initiate an appeal to the Department of Labor.
2. The investigation and hearing conducted by the Department of Labor shall be conducted in accordance with the rules and regulations of the Department of Labor.
3. The Department of Labor shall issue an order covering the points raised, which order shall be binding on the employees and the Board of Education in accordance with the provisions of [SDCL 3-18-15.2](#).
4. It is specifically and expressly understood and agreed that taking an appeal to the Department of Labor constitutes an election of remedies and a waiver of any and all rights by the appealing party or parties and his/her or their representatives to litigate or otherwise contest the appealed subject matter in any court under [SDCL 13-46](#), except in the form of an appeal from the decision of the Department of Labor as provided by [SDCL 1-26](#).

H. Rights to Representation

1. There shall be no discrimination of any kind by any party against any other participant in the grievance procedure by reason of such participation.
2. Any aggrieved person or party in interest may be represented at any level of the grievance procedure by a person or persons of his/her own choosing.

I. Miscellaneous Provisions

1. If a grievance affects a group of administrators from more than one building, such grievance may be submitted in writing directly to the Superintendent's office. The processing of such grievances will follow the procedures in Level 1 and Level 2 if necessary.
2. To facilitate the operation of the grievance procedure, necessary forms for filing, serving notices, making appeals and other necessary documents will be jointly prepared and distributed by the Superintendent or designee and the grievants' representative.
3. All documents and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. The Board and the aggrieved person shall make available to one another all pertinent information, not privileged under law, in their possession or control which is relevant to the issues raised by the grievance.

5. When it is necessary for a representative or representatives, the grievant or party in interest to attend a grievance hearing called during the school day, the Superintendent's office shall notify the supervisor of such representatives and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
6. Upon completion of their contractual obligations, administrators who voluntarily terminate employment will have their grievances immediately withdrawn and not benefit by any later settlement of an individual or group grievance.

REQUEST FOR REVIEW

Refer to Board Policy KL-R and KL-E(1)(N)

This procedure is in recognition of the need to develop an effective means for resolving differences that may arise among employees or between employees and administrators, and between the District employees. The process will be kept informal and confidential. Requests for review will follow procedures established in [Board Policy GBM](#) and [GBM-R](#).

1. The proper channeling of complaints will be
 - a. Immediate supervisor
 - b. Superintendent
 - c. Board of Education
2. All efforts will be taken to solve the complaint at the lowest possible level.
3. If a complaint is presented concerning an administrator, he/she will be immediately informed and given a chance to respond.
4. An administrator may be represented by legal counsel at any level of a request for review procedure.

PUBLIC COMPLAINT ABOUT AN ADMINISTRATOR

Public complaints against an administrator are only recognized after they have been put in written form (forms are available in the building offices). Public complaints against an administrator will follow procedures established in [Board Policy KLA](#). Anonymous letters and phone calls will not be given consideration and may not be used against an administrator within an evaluation. "Hearsay" will be treated as anonymous and will not be given consideration and may not be used against an administrator within an evaluation. However, it is expected that when such is made known to an evaluator, they will in a timely manner discuss the concern with the administrator or director.

INDIVIDUAL ADMINISTRATOR'S CONTRACTS

- A. All individual contracts with administrators employed by the Board, and covered by this Handbook, shall be in writing and signed by the administrator, by the President of the Board of Education and by the Business Manager.
- B. Unless otherwise specified in the written contract, the salary shall be paid in twenty-four semi-monthly payments.
- C. Individual administrator's contracts shall provide for a set term or duration. During the term of the contract, the administrator may not be dismissed except as provided in this Handbook, for "Dismissal and Suspension" or as stipulated in the individual contract.

LENGTH OF ADMINISTRATIVE CONTRACTS

The length of the employment term for administrators is based upon the following work year minimums with the specific starting date determined by the immediate supervisor in consultation with the supervisee:

Assistant Principals	210 days
Business Manager	236 days
Dean of Students	204 days
Director of Special Education Services	231 days
Elementary Principals	210 days
Executive Directors of Academics / Operational Support	236 days
High School Activities Director	210 days
High School Principal	220 days
Middle School Principal	220 days
Superintendent	236 days

CONTRACT IMPLEMENTATION

A. Contract Term

1. Administrative contract year will begin July 1 and end June 30.
2. All administrators are responsible for working all days needed to fulfill contract obligations.
3. All administrative contract days must be completed by June 30.
4. All administrators must receive approval from the Superintendent's Office when working additional contractual days.
5. Administrators under contract for 200 days or more will be paid for the following holidays: Native American Day, Veteran's Day, Thanksgiving Day & Day After, and Memorial Day.
6. Administrators will be paid for one (1) additional paid floating holiday to be used at their discretion.

B. Work Year

Days beyond the established minimum work year must be approved in advance by the Superintendent or designee and the Board of Education.

C. Switch Days

1. To Work a Non-Contract Day:
 - a. Each administrator is allowed a maximum of 6 days or 48 hours of switch time per contract year.
 - b. ~~Administrators will be provided a switch time log to record accrued and used switch time hours and will notify supervisor for approval to use switch time hours. Switch logs will be reviewed, signed and submitted on a quarterly basis to Human Resources by supervisors.~~

D. Professional Dues

The School District shall pay for individual enrollment in professional organizations as approved by the Superintendent or designee.

E. Master's Degree Requirements

To qualify for the master's degree allowance, an administrator must have his/her graduate training in areas applicable to the areas of his/her professional responsibility. If a master's degree is in an educationally related field such as guidance or administration, an administrator may receive the master's degree allowance upon approval of the Superintendent or designee.

F. Master's Plus Thirty / Master's Plus Forty-Five Requirements

1. To qualify for the Master's Plus Thirty / Forty-Five semester hours allowance, one half of all hours taken after July 1, 1989, must be a graduate. All hours must be taken subsequent to receiving the Master's Degree and must be approved by the Superintendent or designee of schools in terms either of the candidate's assignment and major responsibility or in terms of anticipated staffing needs of the School District.
2. Programs proposed by individuals currently employed by the Douglas School District must be reviewed and approved in advance by the superintendent or his designee to be sure they can be recognized.
3. Credit earned through participation in in-service programs financed by the School District do not count toward the Master's Plus Thirty or Master's Plus Forty-Five status on the salary schedule.

G. Higher Degree During Year

Employees under a professional growth plan, who qualify for a lane change during the contract year, will be compensated as follows:

1. If a lane change is earned during the school term, increased compensation will begin the next contract year.
2. The deadline for submitting transcripts for lane changes is June 30. The documents must be in the Personnel Office by the deadline so payroll adjustments can be made.

ASSIGNMENT AND TRANSFER

Refer to Board Policy GCI(N)

Per [Board Policy GCI PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS](#), the assignment and transfer of administrators to positions in other schools of the District or within the administrator's assigned school will be made by the Superintendent or administrative designee giving consideration, but not limited to the following criteria:

1. The best interest of the district.
2. The contribution that the administrator would make to students in the new assignment.
3. The qualifications of the administrator as compared to those of other candidates for the position to be filled.
4. The opportunity for professional growth.
5. The desire of the administrator regarding the new assignment.
6. The length of service in the school district.
7. The availability of a qualified replacement for the position vacated by the transferring

administrator.

"Vacancy" is defined as an open position, identified by the District as a result of a newly created position, transfer, promotion, termination, or long term leave that extends through the end of the school year. Position vacancies that are posted shall reflect a description of the position, qualifications, and whether the position is full or part time, and shall be advertised, for qualified in-district candidates, for a period of not less than 5 calendar days.

A. — Assignments

"Assignment" is defined as a change of position, subject matter or grade level, or building, initiated by the superintendent or administrative designee, that may additionally change the administrator's building, contracted classification, or assigned administrator for evaluation.

Each administrator of the Board of Education shall be assigned to a specific position at the direction of the Superintendent or designee and may be assigned to any other position as the Superintendent or designee may direct.

Assignments may be at the initiative of the Superintendent or other administrative officers for any purpose, which, in the judgment of the Superintendent or designee, is for the welfare of the employee or the schools. An administrative assignment shall be made only after a conference between the administrator involved and the Superintendent at which time the administrator will be notified of the reason therefore.

B. — Transfers: Administrative to Administrative Position

"Transfer" is defined as a requested change of duty, subject matter or grade level, initiated by the administrator, that may change the administrator's building, contracted classification, assigned administrator for evaluation, or is the result of interest in any district vacancy.

In the determination of requests for transfer the convenience and wishes of the individual administrator will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District. If more than one administrator has requested transfer for the same position, the administrator best qualified for the position shall be appointed.

Any administrator desiring a transfer shall submit a Transfer Request Form between January 1 and February 1 to Human Resources. Such a request shall include the grade or subject to which he/she desires to be transferred, in order of preference. Transfer Request Forms may be submitted to Human Resources after February 1 if there is a specific vacancy for which he/she wishes to be considered.

Administrators having pending transfer requests may obtain information as to any such vacancies by consulting the postings on the district website.

Upon written request, administrators shall be notified in writing of the disposition of their requests for transfer, including the reasons for the disposition.

DISMISSAL, AND SUSPENSION, & ACCESS TO PERSONNEL FILE

1. The Board of Education may dismiss any administrator at any time for just cause, including breach of contract, poor performance, incompetency, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district. If an administrator is terminated for cause, he/she is no longer entitled to accrued benefits.

2. Whenever the Board contemplates the dismissal of an administrator such administrator shall first be temporarily disengaged from his/her responsibilities, notified in writing of the reasons for such contemplated dismissal and advised that he/she has fifteen (15) days in which to request a hearing before the Board of Education. If no hearing is requested within such fifteen (15) day period, the contemplated dismissal shall become final. Upon written request received within such fifteen (15) day period, an executive session hearing before the Board of Education shall be held ~~within seven (7) days thereafter.~~ **at a time and place established by the Board of Education in accordance with the timelines set forth in SDCL 13-43.** At such hearing, the administrator shall have the right to hear the evidence against him/her, cross-examine any person who has made charges against him/her and present evidence and testimony on his own behalf and shall have the right to counsel of his/her own choosing. Within five (5) days after the hearing, the Board shall render its final decision and notify the administrator of its decision in writing. The administrator shall have the right of appeal as provided in South Dakota State Statutes.
3. No administrator shall be suspended or reduced in rank or compensation without just cause. Any such action may be subject to grievance.

PERSONNEL FILES

4. While employed by the Douglas School District, an administrator shall have the right, upon request, to review the non-confidential contents of his/her personnel file (except confidential placement papers) maintained in the central office and to receive copies at his/her own expense of any documents contained therein. An administrator shall be entitled to have a representative accompany him/her during such review. Once per school year an administrator shall have the right to indicate those documents or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Such documents shall be reviewed by the superintendent or his/her designee, and if the administrator and the superintendent or his/her designee agree that they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
5. No material which is derogatory to an administrator's conduct, service, character or personality shall be placed in his/her personnel file unless the administrator has received a copy. The administrator shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed. (The signature of the copy does not imply agreement with the document's contents; it merely indicates that the document's contents have been viewed by the administrator and discussed.) An administrator also has the right to submit a written response to the document. Such responses will be reviewed by the Superintendent or designee and attached to the file copy.
6. The personnel file in the Central Office shall contain employment data, credentials, letters/notes of commendation or reprimand, evaluations, and other relevant information.

VOLUNTARY SEPARATION PLAN

The Douglas Board of Education has authorized a Voluntary Separation Plan for all full time administrators and directors. Full-time employees, upon written application and approval by the Superintendent of Schools, may participate in a voluntary separation plan.

When an administrator or director retires, the separation benefits (if qualified), the voluntary

separation plan (if qualified), and the final July 7th payment will all be included with the June 21st payment.

A. SEPARATION PROGRAM

1. Upon retirement or upon death (having reached the age provided herein and having the corresponding number of years of employment), such administrators/directors will be paid for one-half of their accumulated sick leave.
2. Any administrator/director as above designated having reached the minimum age of forty-five (45) years and having been employed in the Douglas Schools for the minimum of ten (10) years shall be paid one half of his/her accumulated sick leave upon terminating his/her employment in the Douglas Schools. If resignation during the school year, such resignation must be appropriately approved.
3. The amount of sick leave pay under this policy will be determined by the average of the employee's daily rate of pay over the five-year period immediately preceding retirement. Such payment, as well as final pay, shall be made with the final payment following the effective date of retirement.

B. VOLUNTARY SEPARATION PLAN

1. Full-time administrators/directors, upon written application and approval by the Superintendent, may participate in a voluntary separation program. In case of death, where the individual qualifies for voluntary separation, all benefits will be paid accordingly in one lump sum.
2. The total amount of voluntary separation benefits paid in any one fiscal year shall not exceed 1% of the budget for certified instructional salaries in that year.
 - a. Only one administrator will be allowed to participate each school year unless special consideration is made by the Board.
 - b. In the event applications exceed funds available under the 1% limitation, consideration for voluntary separation benefits will be based upon years of service in the District. If further consideration is needed, the Authorization to Hire date will be considered as a second factor, and if further consideration is still needed, the date the application is received by the board secretary and his/her designee will be considered.
 - c. Should there be undistributed funds available, but not in excess of the 1% of the budget for certified instructional salaries in that year, the sum may be offered as a Voluntary Separation benefit to the next qualified applicant, as per B1 and B2 below.
 - d. Should extra funds be made available after the application submission date, consideration will be given to applicants through a first come/first serve scenario with preference to those who meet the seniority years of service requirement.
3. Program Eligibility and Provisions
 - a. Eligible employees must be at least forty-five (45) years of age with at least ten (10) years of service in the district.
 - b. Applications must be submitted in writing by January 1 of the elected year of

separation. Approval of an administrator's application for the voluntary separation program will be considered a voluntary resignation.

- c. Program benefits will be paid as follows: After applying a, one of the following options (b, c, or d) is to be selected by the employee.
 - i. If deemed eligible for the South Dakota Retirement System (SDRS) Special Pay Plan, the maximum amount eligible will be deposited into the SDRS Special Pay Plan. To be eligible, each of the following provisions must apply:
 - 1. An employee is age 55 or has reached the first day of the calendar month prior to the employee's 55th birthday; and
 - 2. An employee is receiving special pay of \$600 or more.
 - ii. Any funds not eligible for the SDRS Special Pay Plan may be deposited into the SDRS Supplemental Retirement Plan and/or an eligible 403b with the final payment of the elected year of separation. Any remaining funds (greater than the amount deposited into a and b above) will be paid at the time of separation, OR
 - iii. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the three (3) school years following the elected year of separation; OR
 - iv. Any funds not eligible for the SDRS Special Pay Plan may be paid in a single payment (January 21) during the five (5) school years following the elected year of separation.
 - d. Employees on leave of absence, excluding those leaves that are related to personal illness, are not eligible to participate in this program.
 - e. Only employees designated as an Administrator or Director on their employment contract are eligible for this plan.
 - f. Employee must notify the Business Office of choice b, c, or d by April 1.
 - g. Employees hired for the 2017-18 school year and thereafter are not eligible for this program.
4. Payment Formula

The voluntary separation payment is calculated by taking 5% of the current salary multiplied by the number of full years (up to a maximum of twenty years) service in the district. Current salary does not include extra-duty pay, contract extensions, or other payment above the specified annual salary of the administrator. Those administrators in their 10th year or more at Douglas will receive 45% of the maximum calculation; those in their 15th year or more at Douglas will receive 60% of the maximum calculation; those in their 20th year or more at Douglas will receive 75% of the maximum calculation; and those in their 25th year or more at Douglas will receive 90% of the maximum calculation.

STUDENT DISCIPLINE AND ADMINISTRATOR PROTECTION

Assault Upon Administrators:

1. Administrators shall immediately report cases of assault suffered by them in connection with their employment to the Superintendent or designee or other immediate supervisor. Such a report shall be reduced to writing by the administrator as soon as reasonably possible.
2. Such notification shall be immediately forwarded to the Superintendent or designee, and following the incident, the Superintendent or designee, and the administrator shall comply with any reasonable request from the other for information in their possession relating to the incident or the persons involved.

MISCELLANEOUS PROVISION

Savings Clause

If any provision of this Agreement or any application of the Agreement to any administrator or group of administrators shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Modifications

This handbook is in force during the current contract year only and may be amended or altered at the sole discretion of the Douglas Board of Education for the ensuing contract year.

ADMINISTRATORS SALARY SCHEDULE 2026-27

Salary based on the following FACTORS:

Salary = (Salary Base + Experience + Education + Position Percent + Longevity Factor)

Daily Rate = Salary divided by 200

FACTOR I - SALARY BASE	
2026-27 Salary Base = \$94,700	
FACTOR II - EXPERIENCE	Experience is credited on the basis of a full year of administrative experience. Compensation for experience is determined according to the following schedule:
<u>Experience:</u> 0 1 year 2 years 3 years 4 years 5 years 6 years 7 years 8 years	<u>\$ Value</u> -0- \$800 \$1600 \$2400 \$3200 \$4000 \$4800 \$5600 \$6400
FACTOR III - EDUCATION	A Master's Degree in administration or another appropriate field is a requirement for an administrative position. Compensation for education is determined according to the following schedule:
<u>Level of Education</u> Masters Degree Master's plus 15 Master's plus 30 Master's plus 45 Specialists or Master's plus 60 Doctorate	<u>\$ Value</u> -0- \$1500 \$2250 \$3000 \$4500 \$5000
FACTOR IV - RESPONSIBILITY (based on \$16,000)	This factor is based on a percentage that varies according to the type of assignment.
<u>Assignment</u> Badger Clark Principal Francis Case Principal Vandenberg Principal	<u>Percentage</u> .45 .45 .45 <u>\$ Value</u> \$7,200 \$7,200 \$7,200

Middle School Principal .45	\$7,200
High School Principal .55	\$8,800
High School Asst Principal .35	\$5,600
Middle School Asst Principal .35	\$5,600
Middle School Dean of Students .00	-0-
Director of Activities .35	\$5,600
Director of Special Education .45	\$7,200
FACTOR V - LENGTH OF CONTRACT	
1. All FACTORS are based on 200 days of employment 2. Days of contract beyond 200 days are based on daily rate	
FACTOR VI - LONGEVITY FACTOR	
Employed 10 years at Douglas in ~~current~~ administrative position	\$2,500.00
Employed 15 years at Douglas in ~~current~~ administrative position	\$5,000.00
Employed 20 years at Douglas in ~~current~~ administrative position	\$7,500.00
Employed 25 years at Douglas in ~~current~~ administrative position	\$10,000.00
Employed 30 years at Douglas in ~~current~~ administrative position	\$12,500.00

SUPPLEMENTAL BUDGET FY 26 JUNE 30, 2026

	<u>AMOUNT</u>	<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>ADMIN.</u>
FUND 10	\$370.33	10-2321-001-000-315	SUPERINTENDENT REGISTRATION	\$370.33	IMPACT AID/RESERVE	K. CASE
	\$794.36	10-2541-005-000-319	GROUNDS PROFESSIONAL SERVICES	\$794.36	IMPACT AID/RESERVE	H. PETTIT
FUND TOTAL	\$1,164.69			\$1,164.69		
FUND 22	\$7,140.00	22-1224-006-000-373	RESIDENTIAL PROGRAM	\$7,140.00	IMPACT AID/RESERVE	WALTMAN
	\$451.36	22-2730-006-004-332	SPED TRANS. MILEAGE TO PARENTS	\$451.36	IMPACT AID/RESERVE	BOWMAN/WALTMAN
	\$12,261.31	22-2753-006-000-391	COGNITIVE DISABILIT RESIDENTIAL	\$12,261.31	IMPACT AID/RESERVE	WALTMAN
FUND TOTAL	\$19,852.67			\$19,852.67		
FUND 41	\$111,390.92	41-7500-020-326-319	DMS PROJECT - PROF. SERVICES	\$111,390.92	STATE OF SD LOAN	DISTIRCT
	\$433,930.33	41-7500-020-326-520	DMS PROJECT - CONSTRUCTION	\$433,930.33	STATE OF SD LOAN	DISTRICT
FUND TOTAL	\$545,321.25			\$545,321.25		
FUND 51	(\$6,586.35)	51-2561-070-000-461	FS FOOD	(\$6,586.35)	INCORRECT CHARGE - MOVED	J. GARNER
	\$6,586.35	51-2562-070-000-461	FS FOOD	\$6,586.35	INCORRECT CHARGE - MOVED	J. GARNER
FUND TOTAL	\$0.00			\$0.00		
GRAND TOTAL	\$566,338.61			\$566,338.61		

CONTINGENCY TRANSFERS
FY 26 JUNE 30, 2026

	<u>AMOUNT</u>	<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ADMIN.</u>
FUND 10	<u>(\$6,000.00)</u>	10-2111-006-000-315	INCORRECT ACCOUNT NUMBER - CORRECTED	<u>(\$6,000.00)</u>	
FUND TOTAL	<u>(\$6,000.00)</u>			<u>(\$6,000.00)</u>	
 GRAND TOTAL	 <u>(\$6,000.00)</u>			 <u>(\$6,000.00)</u>	

	Consolidated Application			
	Title I, Part A (Improving Academic Achievement of Disadvantaged)			
	Title II, Part A (Improving Teacher Quality - Class Size Reduction)			
	Title IV, Part A (Student Support and Academic Enrichment Grants)			
	BUDGET FY 2026			
	REVENUE:		Original	Amendment
	66.4158.008	Title I, Part A Revenue	\$713,473.00	\$713,473.00
	66.4159.998	Title II, Part A Revenue	\$184,656.00	\$184,656.00
	66.4153.009	Title IV, Part A Revenue	\$92,889.00	\$92,889.00
		Carry Over	\$0.00	\$34,049.00
		TOTAL	\$991,018.00	\$1,025,067.00
	EXPENDITURES:			
	66.1273.012.008.111	CERTIFIED SALARIES	\$216,004.00	\$234,400.00
	66.1273.012.008.112	INSTRUCTIONAL AIDES/PARA	\$58,282.00	\$55,664.00
	66.1273.012.008.120	CERTIFIED SUBSTITUTES	\$0.00	
	66.1273.012.008.121	CLASSIFIED SUBSTITUTES	\$0.00	
	66.1273.012.008.130	OVERTIME/STIPENDS	\$0.00	
	66.1273.012.008.210	SOCIAL SECURITY	\$22,275.00	\$22,275.00
	66.1273.012.008.220	RETIREMENT	\$17,471.00	\$17,471.00
	66.1273.012.008.230	INSURANCE	\$17,760.00	\$17,760.00
	66.1273.013.008.111	CERTIFIED SALARIES	\$227,206.00	\$225,980.00
	66.1273.013.008.112	INSTRUCTIONAL AIDES/PARA	\$50,554.00	\$51,146.00
	66.1273.013.008.120	CERTIFIED SUBSTITUTES	\$0.00	
	66.1273.013.008.121	CLASSIFIED SUBSTITUTES	\$0.00	
	66.1273.013.008.130	OVERTIME STIPENDS	\$0.00	
	66.1273.013.008.210	SOCIAL SECURITY	\$18,468.00	\$18,043.00
	66.1273.013.008.220	RETIREMENT	\$14,485.00	\$14,426.00
	66.1273.013.008.230	INSURANCE	\$17,743.00	\$18,669.00
	66.1273.014.008.111	CERTIFIED SALARIES	\$189,152.00	\$225,211.00
	66.1273.014.008.112	INSTRUCTIONAL AIDES/PARA	\$48,622.00	\$47,586.00
	66.1273.014.008.120	CERTIFIED SUBSTITUTES	\$0.00	
	66.1273.014.008.121	CLASSIFIED SUBSTITUTES	\$0.00	
	66.1273.014.008.130	OVERTIME/STIPENDS	\$0.00	
	66.1273.014.008.210	SOCIAL SECURITY	\$15,405.00	\$20,647.00
	66.1273.014.008.220	RETIREMENT	\$12,082.00	\$16,368.00
	66.1273.014.008.230	INSURANCE	\$28,164.00	\$18,636.00
			\$953,673.00	\$1,004,282.00
	66.2116.000.008.472	COMPUTER SOFTWARE (ADMIN)	\$5,000.00	\$5,000.00
			\$5,000.00	\$5,000.00
	66.2128.012.008.411	NON-TECHNOLOGY SUPPLIES	\$3,500.00	\$3,500.00
	66.2128.013.008.411	NON-TECHNOLOGY SUPPLIES	\$3,500.00	\$3,785.00
	66.2128.014.008.411	NON-TECHNOLOGY SUPPLIES	\$3,500.00	\$3,500.00
			\$10,500.00	\$10,785.00
	66.2556.006.008.332	MILEAGE	\$5,000.00	\$5,000.00
			\$5,000.00	\$5,000.00
		INDIRECT COSTS	\$16,845.00	\$0.00
		GRAND TOTAL	\$991,018.00	\$1,025,067.00

McKinney-Vento Homeless Children & Youth

BUDGET FY 2026

	REVENUE:			Original	Amendment
	66.4151.256			\$20,000.00	\$20,000.00
			TOTAL	\$20,000.00	\$20,000.00
	EXPENDITURES:				
	66.2110.000.256.111		CERTIFIED SALARIES	\$879.90	
	66.2110.000.256.210		SOCIAL SECURITY	\$67.31	
	66.2110.000.256.220		RETIREMENT	\$52.79	
	66.2400.000.256.315		REGISTRATION	\$4,500.00	\$ 3,975.00
	66.2400.000.256.319		PROFESSIONAL SERVICES	\$0.00	\$ 200.00
	66.2400.000.256.334		TRAVEL	\$5,500.00	\$ 5,825.00
	66.2550.000.256.334		TRAVEL	\$2,000.00	\$ 2,000.00
	66.2550.000.256.332		MILELAGE PD TO PARENTS (GAS CARDS)		
	66.3600.000.256.319		PROFESSIONAL SERVICES		\$ 170.00
	66.3600.000.256.334		TRAVEL	\$3,000.00	
	66.3600.000.256.340		COMMUNICATIONS	\$250.00	\$ 170.00
	66.3600.000.256.411		NON-TECHNOLOGY SUPPLIES	\$2,250.00	\$ 7,660.00
	66.3600.000.256.479		OTHER NON-CONSUMABLE SUPPLIES	\$750.00	
	66.3600.000.256.640		DUES AND FEES, REGULAR	\$750.00	
			TOTAL	\$20,000.00	\$ 20,000.00

Cash On Hand Summary Information

Cash on Hand Balance:

	30-Jun-26	30-Jun-25	30-Jun-24	30-Jun-23	30-Jun-22
General Fund (10)	(\$1,776,601.43)	(\$1,047,752.90)	(\$1,187,107.36)	(\$566,205.66)	(\$2,462,157.87)
Accounts & Contracts Payable	(\$2,578,180.04)	(\$2,455,990.47)	(\$2,490,257.07)	(\$2,302,205.74)	(\$1,923,352.20)
Impact Aid Transfer	\$4,375,000.00	\$3,560,000.00	\$3,700,000.00	\$3,000,000.00	\$4,500,000.00
Ending Cash Balance	\$20,218.53	\$56,256.63	\$22,635.57	\$131,588.60	\$114,489.93
Capital Outlay Fund (21)	\$1,995,594.59	\$1,932,325.60	\$659,202.01	\$2,182,162.30	\$179,397.87
7007(a) Construction Funds	(\$738,789.00)	(\$738,789.00)	(\$604,188.00)	(\$466,571.00)	(\$341,620.00)
Accounts Payable	(\$405,862.24)	(\$82,676.15)	(\$170,314.36)	(\$73,035.52)	(\$453,695.90)
Impact Aid Transfer	\$0.00	\$0.00	\$125,000.00	\$0.00	\$625,000.00
Ending Cash Balance	\$850,943.35	\$1,110,860.45	\$9,699.65	\$1,642,555.78	\$9,081.97
Special Education Fund (22)	\$1,874,704.96	\$2,280,225.47	\$2,273,138.52	\$1,654,083.83	\$2,085,354.00
Accounts & Contracts Payable	(\$717,448.16)	(\$527,783.36)	(\$505,002.39)	(\$488,731.32)	(\$323,627.31)
Impact Aid Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Cash Balance	\$1,157,256.80	\$1,752,442.11	\$1,768,136.13	\$1,165,352.51	\$1,761,726.69
Food Service Fund (51)	(\$92,036.85)	\$12,032.50	\$210,044.71	\$336,935.81	\$343,522.69
Accounts & Contracts Payable	(\$96,711.37)	(\$49,574.52)	(\$30,644.22)	(\$23,536.36)	(\$19,173.76)
Impact Aid Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Impact Aid Transfer	\$200,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00
Ending Cash Balance	\$11,251.78	\$2,457.98	\$179,400.49	\$313,399.45	\$324,348.93

Total Transfer:

Impact Aid to (10) General Fund:	(\$4,375,000.00)
Impact Aid to (21) Capital Outlay Fund:	\$0.00
Impact Aid to (22) Special Education Fund:	\$0.00
Impact Aid to (51) Food Service Fund:	(\$200,000.00)
	<u>(\$4,575,000.00)</u>

Impact Aid Balance:	\$34,838,699.54
FY25 Impact Aid Transfers:	(\$4,575,000.00)
Impact Aid Ending Balance (6/30/26):	<u>\$30,263,699.54</u>

Projected Impact Aid Balance:

Beginning Balance (7/01/26):	\$30,263,699.54
Projected 2026-2027 Revenue:	\$5,750,000.00
Projected 2026-2027 Transfers:	(\$6,785,000.00)
Projected Ending Balance (6/30/27):	<u>\$29,228,699.54</u>

Health/Wellness Balance*:	<u>\$946,178.07</u>
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*Included in the General Fund Balance

Box Elder

DOUGLAS SCHOOL DISTRICT
Board Policy

South Dakota

SECTION	G	TITLE	PERSONNEL	FILE	GDN
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EVALUATION OF SUPPORT STAFF

The Superintendent of the Douglas School District or designee shall ensure that a systematic and effective process for the evaluation of classified employees is designed, implemented and monitored. Such procedures are subject to Board approval. Classified employees shall receive a copy of the evaluation procedures and criteria in the Classified Handbook available on the District website.

The evaluation process shall be designed to generate the data necessary to help determine: 1) accomplishments, 2) how services could be improved, 3) areas of strengths and areas of concern, and 4) assignment and re-employment.

Each classified employee shall have a written job description and the evaluative criteria for each employee shall be a clear reflection of that job description.

New employees will receive a documented review by the supervisor (rounding) at the end of the first thirty (30) and ninety (90) work days of employment. ~~Support staff will receive written evaluations by their supervisor at least once during the first 90 days of employment~~ and at least every other year thereafter. Additional evaluations may be made as often as once a month for employees needing assistance and improvement.

To the extent applicable to the position, the evaluation criteria will include, but is not limited to, the following components:

- Working knowledge of areas of responsibility;
- Professional growth;
- Judgment, logical thinking, creativity, and imagination;
- Fulfillment of assigned responsibility without neglecting some areas;
- Adheres to policies of the Board;
- Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation;
- Staff relations;
- Student relations;
- Community relations;
- Community skills;
- Ability to adjust to unplanned situations;
- Use of available financial resources, building, grounds, and other materials in the area of responsibility;

To the degree possible, the evaluation process should focus on employee strengths and professional growth and should not be a threatening experience.

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

REFERENCES

State Reference:

[SDCL 13-42-70](#)

Policy Reference:

CBG - Evaluation of the Superintendent

CGB - Business Manager Evaluation

CIA - Evaluation of Professional Staff (Principals & Other Administrators)

GCN - Professional Teaching Staff Evaluations

Adoption History

First Reading	08/18/1981		
Approved	09/10/1981		
Regulation Revised	01/08/1990		
First Reading-Revised	09/08/2008		
Approved	09/29/2008		
First Reading-Revised	07/13/2015		
Approved-Revised	08/10/2015		
First Reading-Revised	04/25/2016		
Approved-Revised	05/09/2016		
First Reading-Revised	05/08/2023		
Approved-Revised	05/22/2023		

Revised to match current Classified Handbook language

Box Elder

DOUGLAS SCHOOL DISTRICT
Administrative Regulation

South Dakota

SECTION	G	TITLE	PERSONNEL	FILE	GDN-R
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**IMPLEMENTATION PROCEDURES FOR THE DOUGLAS SCHOOL
DISTRICT SUPPORT STAFF EVALUATION PROCESS**

A job description has been written for each classified position in the Douglas School District. In most cases, both the supervisor and the supervisee had input into the content of that job description. The evaluation criteria and the evaluation form are an accurate reflection of that job description. Although the evaluation process must be utilized to make decisions regarding continued employment with Douglas, it is the intent of the District to make the evaluation process as professional and growth producing as possible.

1. Employees will be evaluated by the hiring supervisor using input from other appropriate supervisory staff. Evaluations must be discussed with the employee. The district evaluation process will be used for all support staff as follows:
 - a. New employees will receive a documented review by the supervisor (rounding) at the end of the first thirty (30) and ninety (90) work days of employment. ~~New employees will be evaluated during or at the end of the first three months,~~ and
 - b. Employees will be evaluated every other year, unless their performance is considered less than satisfactory by their supervisor. In this case, evaluations will be conducted as deemed necessary by the supervisor.
2. A copy of the written evaluation will be given to the employee and submitted for inclusion in the employee's Personnel File. A copy will be placed in the supervisor's files.
3. Each formal written evaluation will be accompanied by a conference between the supervisor and the supervisee. Supervisee shall acknowledge that he/she has had the opportunity to review by affixing his/her signature and date to the copy to be filed. Said signature does not imply agreement with the contents. It indicates the evaluation has been viewed by the support staff member and discussed.
4. The supervisor may request the supervisee to complete a self-evaluation prior to the formal evaluation. If a self-evaluation is requested, it is recommended that the regular evaluation form be utilized for that purpose.

Revised to match current Classified Handbook language

BOE Approved Revision 05/22/2023

SECTION	G	TITLE	Personnel	FILE	GDI
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Support Staff Assignments and Transfers

I. Definitions

- **Assignment:** A change of position or responsibility initiated by the Superintendent or designee. This may include a change in the employee's assigned building, job classification, or the specific administrator responsible for their evaluation.
- **Transfer:** A change of position or responsibility initiated by the employee. This may include a requested change in building or classification, or it may be the result of the employee's expressed interest in a specific district vacancy.

II. Assignments (District-Initiated) The Superintendent or designee is responsible for the assignment of all support staff members to ensure the efficient operation of the District.

- **Administrative Authority:** Every employee is assigned to a specific position, but the Superintendent or designee retains the discretion to assign or reassign an employee to any other position for the welfare of the employee or the District.
- **Consultation:** As necessary, the Superintendent or designee will consult with building principals and department supervisors regarding assignment needs.
- **Documentation:** An "Authorization to Transfer/Assignment" form will be placed in the employee's permanent personnel file following the change.

III. Transfers (Employee-Initiated) The District will honor employee requests for transfer or changes in work hours to the extent that they are consistent with the best interests of the District.

- **Procedure:** Any employee seeking a transfer must submit a formal Transfer Request Form to Human Resources.
- **Selection Criteria:** When multiple employees request a transfer to the same position, the following criteria—listed in order of priority—will form the basis for the decision:
 1. The best interests of the District.
 2. The specific qualifications of the employee.
 3. The length of continuous service (seniority) within the District.
 4. The potential contribution the employee would make in the new assignment.
 5. The opportunity for the employee's professional growth.
 6. The availability of a qualified replacement for the position being vacated.

IV. Salary and Benefits Following Assignment or Transfer

- District-Initiated Assignments to a Lower Pay Scale: When the District initiates an assignment to a position on a lower pay scale to ensure efficient operations or for the welfare of the District, the employee's current hourly rate shall be protected. The employee will be placed at a step and lane commensurate with their current pay to ensure their earnings remain unchanged.
- Employee-Initiated Transfers to a Lower Pay Scale: If an employee requests and is granted a transfer to a position on a lower pay scale, the rates of the lower scale shall apply. In such instances, the employee will remain on their current experience step.
- Assignments or Transfers to a Higher Pay Scale: When an employee moves to a higher-paying scale, they will be placed on the step closest to their previous earnings, but not less. If the closest step provides an hourly increase of less than 15 cents, the employee will be moved to the next higher step.
- Seniority and Leave Credits: An employee's length of service (seniority) and accrued annual leave credits are not affected by an assignment or transfer

~~Assignment:~~

~~The Superintendent or designee will make assignments of support staff members for the efficient operation of the schools. As necessary, the Superintendent or designee will consult with the building principals and/or department supervisors on these matters.~~

~~Assignments may be initiated by the Superintendent or other administrative officer if it is for the welfare of the employee or the schools. An administrative assignment will be made only after a conference between the employee and the Superintendent or designee, at which time the employee will be notified of the reason for the assignment.~~

~~Transfer:~~

~~Any employee desiring a transfer in assignment may make a request in writing to his/her supervisor with a copy to Human Resources. The following criteria, in order of priority, will form the basis for granting the transfer:~~

- ~~1. The best interests of the District.~~
- ~~2. The qualifications of the employee.~~
- ~~3. The length of continuous service the employee has with the District.~~
- ~~4. The contribution the employee would make in the new assignment.~~
- ~~5. The opportunity for growth in the position.~~

REFERENCES

State Reference:

Revised to Classified Handbook Language

Adoption History			
First Reading	6/8/2015		
Approved	6/22/2015		
First Reading-Revision	5/9/2022		
Approved	5/23/2022		

SECTION	J	TITLE	STUDENTS	FILE	JECB
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ADMISSION OF NON-RESIDENT STUDENTS (OPEN ENROLLMENT)

This policy is enacted to allow admission of non-resident students in the Douglas School District. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL 13-28-9. The term "non-resident district" means any district in which a non-resident student seeks to enroll.

The board will accept all students from other districts wishing to enroll, provided the Douglas School District can accommodate the students without adversely affecting the quality of its educational program. This determination will be based upon criteria adopted by the board, and is subject to the following conditions:

A. GENERAL PRINCIPLES

1. A student who is a legal resident of another South Dakota school district seeking to transfer to Douglas School District must make an application to the **Douglas School District on forms provided by the Department of Education**. The application must be made by an unemancipated student's parent or guardian or by the emancipated student. Application forms must be received by the District Administrative Offices no later than 3:00 p.m. on the first Monday of August. *(The parent with the authority to request enrollment is the resident custodial parent.)*
2. The application will be approved if the transfer does not result in the Douglas School Board's inability to provide a quality educational program to its resident students as well as to non-resident students. The Board shall approve or disapprove the application at the first regular Board meeting following the deadline and notify the applicant and resident district within five days of its decision. Applications will be reviewed in the order received.
 - a. The application may be withdrawn by the applicant prior to approval of the request and upon notification to the district to which the student applied.
 - b. If approved by the Douglas School District, the applicant's intent to enroll obligates the student to attend school at Douglas during the next school year, unless the two boards agree in writing to allow a student to return to the original district or if the parent, guardian, or student changes residence to another district.
 - c. If a bona fide change of residence occurs after the deadline for applications noted in A.1. above, the applicant may apply for enrollment in the non-resident district notwithstanding the August deadline. Transfers from another school district into the District may only take place prior to the last Friday in September during the first semester of any school year, and prior to the last Friday in January during the second semester of any school year.
 - d. **Emergency Clause: The Board may consider applications from students who are children of active duty military personnel** ~~the following applications under their Emergency Clause: 1) students who are children of active duty military~~

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~~personnel; and 2) students of Douglas School District employees.~~ Applications under this Emergency Clause will be considered by the Board at the next regularly scheduled Board Meeting after application is made.

3. Once enrolled in the Douglas School District, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is received successfully.
4. The Douglas School District will accept credits granted for any course completed in another accredited district. The Douglas School District may award a diploma to a non-resident only if the student satisfactorily meets the Douglas School District's graduation requirements.
5. Transportation of non-resident students to school is the responsibility of the applicant.

B. SPECIAL EDUCATION STUDENTS

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education for students in need of special education and related services. All applications for transfer of a special education student will first be considered by a placement committee, and the placement committee will include representatives of both the resident and non-resident districts. In addition to the other considerations of the 1997 Open Enrollment Act, the following additional considerations will apply:

1. The combined placement committee will determine if the non-resident district can provide appropriate instructional programs and facilities, including transportation, to meet the student's needs. The capacity of the program shall be a consideration in the placement.
2. If the request to transfer is granted, the non-resident district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services.
3. Notwithstanding the provisions of §13-28-45, the individualized education program team shall also determine whether the student in need of special education requires transportation as a related service. If so, the non-resident district shall provide or ensure the provision of transportation within the boundaries of the attendance center to which the student is assigned.
4. Requests to transfer the student back to the resident district shall be considered by the individualized education program team.
5. No separate dates will be in effect for notification and decision-making with respect to special education students.

C. CRITERIA FOR MAKING TRANSFER DETERMINATIONS

The criteria will be available to any individual so requesting. Discrimination based upon race, gender, religious affiliation, or disability is prohibited. The board will consider as factors upon review following application whether the child's parent or guardian is an active military person whose duty station is in the District, whether the child's parent or guardian is an employee of the District, distance from school facilities, timeliness of open enrollment applications and other related

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factors. All members of the same family residing in the same household will be treated the same unless special education services are required (refer to page 2, B1).

1. The board will make every effort to maintain class sizes which promote efficient and effective learning.

K-8 Class Size Standards

The board believes there is a direct correlation between class size, student achievement and teacher effectiveness. Therefore, the board will make a reasonable effort to maintain class sizes which promote efficient and effective learning. It shall be the goal of the board to maintain a student enrollment not to exceed the average district class size for students in grades 2-8. Enrollments in specific subject areas may alter this policy, but all efforts shall be made to maintain this student-teacher ratio.

9-12 Class Size Standards

Class size in grades 9-12 will be determined by the facilities and program capacity. Every reasonable attempt will be made to accommodate students but class size may be limited due to available equipment and classroom space.

2. The Department of Education has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The school district will follow any and all such rules and procedures.
3. The board may deny applications for any of the following reasons:
 - a. Any criteria established in paragraph A, B or C-1 is violated;
 - b. The student is under suspension or expulsion in the resident district;
 - c. The student has been convicted of possession, use, or distribution of any controlled substance, including marijuana and is under suspension pursuant to SDCL 13-32-43;
 - d. The student has been convicted of a weapons charge relating to the schools and is under suspension pursuant to SDCL 13-32-43.

D. MISCELLANEOUS PROVISIONS

1. The district will make relevant information about the district, schools, programs, policies, and procedures available to all interested people.
2. Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL ch. 13-46 and the court will conduct a de nova review.

The time for appeal under SDCL 13-46 is within ninety days from the date of the decision.

E. ENROLLMENT FOR CHILDREN OF DISTRICT EMPLOYEES

1. As a benefit of employment, children of individuals currently employed by the Douglas School District are eligible to apply for enrollment in the District regardless of their resident district status. Enrollment is subject to program capacity and standard approval processes and is not guaranteed. This benefit is available only during the employee's period of active

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employment with the District."

2. If a parent or guardian is no longer employed by the Douglas School District, the student's eligibility for enrollment under this specific employment benefit ends. If the former employee resides outside the District boundaries and desires the student to remain enrolled, they must immediately submit a formal Open Enrollment Application. Continued enrollment following the conclusion of employment is not guaranteed and is subject to standard review, including capacity limitations and School Board approval, as outlined in Policy JECB and South Dakota law

REFERENCES

State Reference:

[SDCL 13-13-10.1](#) - Education Funding

[SDCL 13-15](#) - Intergovernmental Cooperation In Education

[SDCL 13-28](#) - School Attendance

State Reference (continued):

[SDCL 13-32-4.3](#) -

[SDCL 13-37-35.1](#) - Definitions

[SDCL 13-46](#) - Appeals

Adoption History

First Reading	02/23/1993	Approved	03/09/1993
Approved - Revision	03/28/1994		
First Reading-Revision	09/25/1995	Approved-Revision	10/09/1995
First Reading-Revision	11/13/1995	Approved- Revisions	11/27/1995
First Reading-Revision	04/14/1997	Approved- Revisions	4/28/1997
First Reading-Revision	10/13/1997	Approved - Revisions	10/27/1997
First Reading-Revision	06/28/1999	Approved - Revisions	7/12/1999
First Reading-Revision	01/22/2001	Approved-Revision	02/12/2001
First Reading-Revision	10/10/2006	Approved-Revision	10/23/2006
First Reading-Revision	03/12/2007	Approved - Revision	03/26/2007

DOUGLAS SCHOOL DISTRICT
Board Policy

SECTION	J	TITLE	STUDENTS	FILE	JECB
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First Reading-Revision	05/14/2007	Approved-Revision	05/29/2007
First Reading-Revision	10/09/2007	Second Reading - Revision	10/23/2007
Approved-Revision	11/13/2007		
First Reading-Revision	04/08/2024	Approved - Revision	04/22/2024
First Reading-Revision	05/12/2025	Approved - Revision	05/27/2025

POSITION TITLE & DETAILS

TITLE	FINANCIAL OPERATIONS AND COMPLIANCE COORDINATOR		
WORK DAYS	226	REPORTS TO	Business Manager
SALARY SCHEDULE	Salary to be established by the Board	SUPERVISES	None
GROUP	Coordinators	EVALUATION	By the Business Manager
FUNCTIONS	Responsible for managing the District's financial strategy, operations and risk while serving as a strategic partner to the Business Manager and Executive Team. Oversees federal and state grant compliance with a focus on checks and balances, separations of duties, budget creation and management, and internal and external audits for all grant dollars.		

MINIMUM REQUIREMENTS

EDUCATION	Associate's or Bachelor's degree in Business Administration or a related field (Advanced degree preferred).
QUALIFICATIONS	• Above average skills in record keeping • Excellent organizational skills • Maintain confidentiality • Ability to assume responsibility without direct supervision • Proven supervisory experience in managing a team, distributing workloads, and providing professional training.

DUTIES AND RESPONSIBILITIES

- Supervises all major accounting functions for the district ensuring conformity with federal and state regulations and conformity with the federal and state established accounting systems, statutes and regulations.
- Works in coordination with other Business Office Staff to assist with duties as needed.
- Collaborates closely with district Administrators and Business Office staff to ensure that all federal and state funds are managed responsibly, efficiently and in compliance with all applicable requirements
- Verifies accuracy of all monthly, quarterly and annual reports pertaining to district grants.
- Illustrates knowledge of procedures for assessing, evaluating and monitoring programs for compliance with federal and state laws.
- Illustrates knowledge of procedures for soliciting, receiving, reviewing and administering grants.
- Reviews procurement activities to ensure compliance with federal, state and District procurement policies; competitive bidding requirements; small purchase procedures; sole source documentation and contract requirements.

- Independently interprets and enforces federal and state compliance guidelines (such as 2 CFR 200 and OMB circulars).
- Provides technical assistance, training and guidance to district staff regarding budget revisions, allowable costs and program goals.
- Monitors cash flow, manages assets and optimizes capital structure to support operational and strategic goals.
- Implements internal controls, assesses financial risks and ensures compliance with federal, state and local regulations.
- Reconciles financial reports, tracks expenditures and closes out grants at the end of the funding cycles.
- Analyzes complex financial data using established regulatory standards to deliver accurate insights, evaluate technical details and guide key stakeholders.
- Performs complex budget development, financial management and high-level reporting for federal authorities.
- Displays strong auditing skills with the ability to assess compliance and determine allowable costs at a high level.
- Builds and maintains automated reporting processes, dashboards and financial reporting tools to improve efficiency, monitors key performance indicators, tracks grant expenditures and supports strategic planning.
- Prepares, reviews and ensures accuracy for all complex financial reporting.
- Works closely and cooperatively with independent auditors.
- Establishes, appraises or improves financial procedures.
- Complies with, interprets and implements district policies.
- Suggests policy development ideas to supervisor.
- Maintains up-to-date procedure manual.
- Creates an atmosphere conducive to a professional office.
- Establishes a professional working relationship with district administrative units, district employees and companies doing business with the district.
- Provides for his/her own professional growth.
- Perform other duties as judgment dictates or as assigned by the Business Manager.

PROFESSIONAL CHARACTERISTICS

- Strong work ethic
- Positive Attitude
- Empathetic
- Self-Motivated
- Team Oriented
- Professional
- Flexible

POSITION TITLE & DETAILS			
TITLE	<u>STUDENT SUPPORT SERVICES</u>		
WORK DAYS	182	REPORTS TO	Building Principal
SALARY SCHEDULE	M	SUPERVISES	None
GROUP	Classified	EVALUATION	By Building Principal utilizing the adopted district process
FUNCTIONS	The Student Support Services position serves as a vital bridge for the district's instructional needs while the employee completes requirements for full South Dakota teacher certification. This position is a temporary appointment, typically not to exceed one year, intended for individuals holding a temporary certificate while they complete all SDDOE expectations for a certified teacher in their specific area. The position focuses on promoting the academic, social, and emotional development of students through targeted intervention and support strategies. The position will not serve as a teacher of record at any time. Upon obtaining a full teaching certificate, the employee may be transitioned to a certified teacher contract.		

MINIMUM REQUIREMENTS	
EDUCATION	Bachelor's Degree or higher.
QUALIFICATIONS	• Currently pursuing South Dakota Teacher Licensure in a specific area. • Holding or eligible for a temporary certificate as per SDDOE expectations. • Experience working with students in an educational setting. • Knowledge of child and adolescent development and effective intervention strategies. • Ability to relate to students and build trusting relationships. • Strong communication, organizational, and problem-solving skills.

DUTIES AND RESPONSIBILITIES
Academic Support and Intervention • Supports students in developing foundational academic skills through targeted instruction under the supervision of a certified teacher or principal. • Monitors and analyzes student academic performance, attendance, and behavior data to identify at-risk students. • Implements individualized intervention plans and developmental instructional activities based on prescribed plans. • Facilitates academic programs and study skills workshops to enhance student success. • Participates in the effective implementation of the school's improvement plans and curriculum.

Collaboration and Communication

- Collaborates with teachers to create inclusive classroom strategies and accommodations.
- Communicates regularly with parents, teachers, and administrators regarding student progress and program effectiveness.
- Participates in planning meetings, parent-teacher conferences, and appropriate case conferences, such as IEP or 504 meetings.
- Partners with community organizations and school personnel to support student well-being and a safe environment.

School Culture and Supervision

- Assists in the preparation and maintenance of a healthy and safe learning environment.
- Supervises students in various campus settings, including lunch, recess, and passing periods, and instructs students in appropriate behavior.
- Collaborates with staff to implement proactive solutions.

Record Keeping and Professionalism

- Maintains accurate records of student interventions, achievement, and attendance within school management systems.
- Prepares and maintains necessary district, state, or federal records and reports.
- Participates in professional development and in-service activities to stay current with best practices in instruction and student support.
- Performs other duties as assigned by the Building Principal

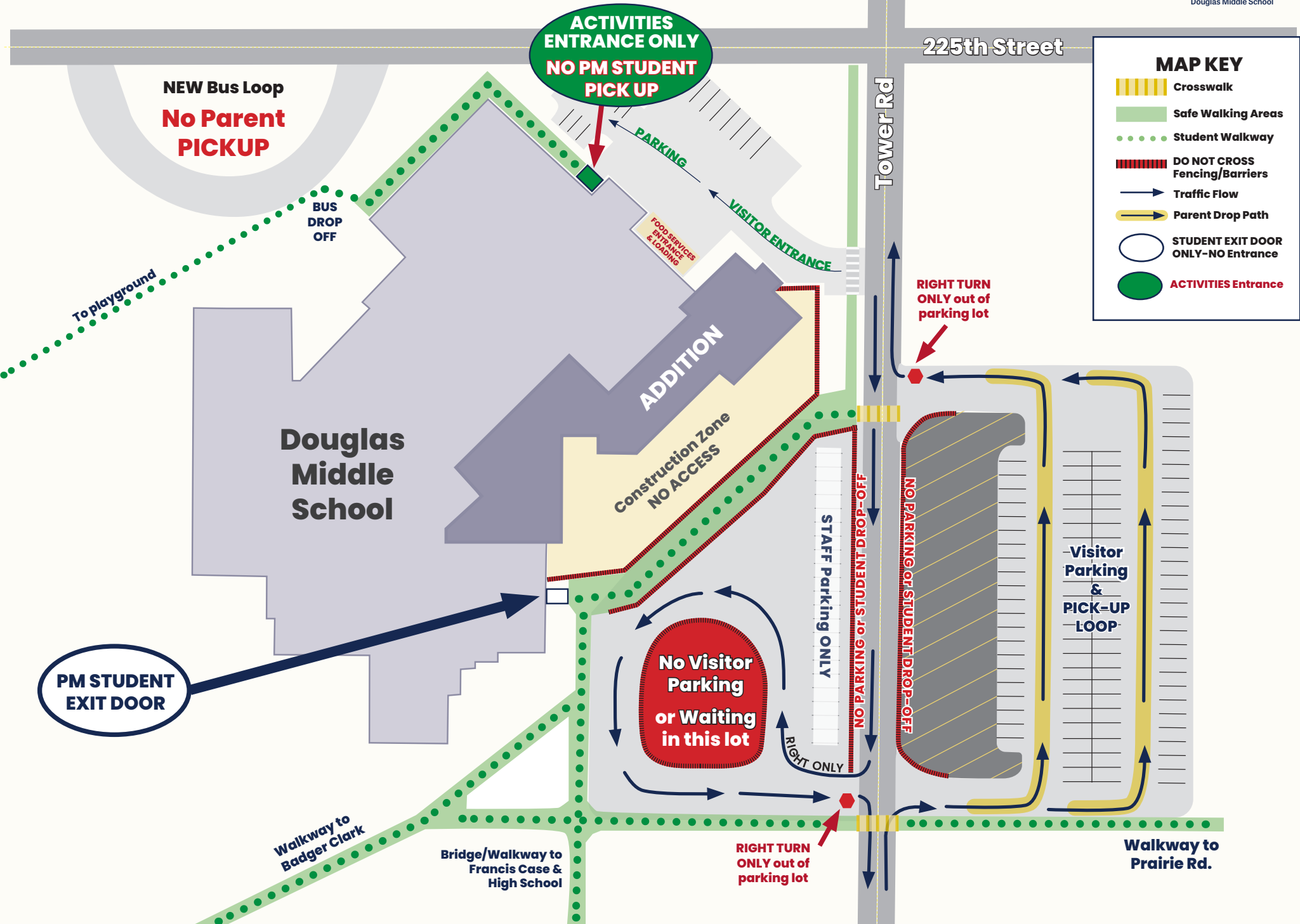
PROFESSIONAL CHARACTERISTICS

- Strong work ethic and self-motivated.
- Positive attitude and empathetic.
- Team-oriented and professional.
- Flexible and proactive in problem-solving.

DMS: Afternoon PICK-UP Map



Douglas Middle School



Douglas Middle School GNP and Change Orders	
Total Project Costs Before Alternates	\$7,181,468.72
Design Contingency of 3% Included in Price.	\$226,387.62
Alternate 1 - Dining Floor - Approved	\$58,800.00
Alternate 2 - Dining Deiling - Approved	\$60,500.00
Alternate 3 - Hallway Flooring	\$11,300.00
Alternates 1, 2, 3 Sub Total	\$130,600.00
Total Project Costs with Alternates 1, 2, & 3	\$7,312,068.72
Change Order Ongoing Summary	Approved
Change Order 1 - Plumbing (Pending)	\$6,069.40
Change Order 2 - City Drainage Changes after initial Review (12 - 18")	\$26,870.04
Change Order 3 - Door Frames (Pending)	\$2,993.72
Change Order 4 - Clock Updates (Credit)	-\$1,139.99
Change Order 5 - Sidewalk on 225th (City Exchange on Grant) (Credit)	-\$3,931.62
Change Order 6 - Irrigation Addition (District Request)	\$4,282.92
Change Order 7 - Bus Loop Base Remove Wet Dirt and Add Fill per Testing (existing water line leak)	\$56,720.31
Change Order 8 - Fencing/Barriers (Student Safety Plan)	\$2,601.10
Sub Total To Date Change Orders	\$94,465.88
Contingency Remaining	\$131,921.74

DMS: Morning DROP-OFF Map



Douglas Middle School

