

Mission: *To develop lifelong learners through effective teaching in a safe and caring environment.*

Vision: *Educational excellence for every child – setting the standard others aim for.*

AGENDA
BOARD OF EDUCATION – SPECIAL MEETING
Instructional Planning Center/Huron Arena
February 22, 2016
5:30 p.m.

1. **Call to order**
2. **Roll call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**

February 26	Deadline for Filing School Board Nominating Petition – 5:00 P.M.
March 2	Early Release – In-Service
March 14	Board Meeting 5:30 P.M. - IPC
March 25	Good Friday – No School
March 28	Easter Monday – No School
March 29	Board Meeting 5:30 P.M. - IPC
March 29	4 th /5 th Grade Parent/Teacher Conferences 3:30 – 6:45
March 29	HHS Parent/Teacher Conferences 5:30 – 8:45
March 31	HMS Parent/Teacher Conferences 4:00 – 7:15
April 4	HMS Parent/Teacher Conferences 4:00 – 7:15
April 5	4 th /5 th Grade Parent/Teacher Conferences 3:30 – 6:45
April 6	Full Day of School (Previously Early Release In-Service Day)
April 7	2 Hour Late Start (Previously a Full Day)
April 7	Kindergarten/1 st Grade Parent/Teacher Conferences 3:30 – 6:45
April 11	Kindergarten/1 st Grade Parent/Teacher Conferences 3:30 – 6:45
April 12	2 nd /3 rd Grade Parent/Teacher Conferences 3:30 – 6:45
April 14	2 nd /3 rd Grade Parent/Teacher Conferences 3:30 – 6:45
6. **Community Input on Items Not on the Agenda**
7. **Public Hearing for use of Capital Outlay Fund for new Construction**
8. **CONSENT AGENDA**

The Superintendent of Schools recommends approval of the following:

 - a) **Board Approval of New Hires**

As was mentioned previously, classified personnel and substitute teachers/classroom aides must be approved in order to be covered by our workers' compensation plan.

 - 1)
 - b) **Contracts for Board Approval**
 - 1) Tim Hedblom / Revised / Head Coach-Varsity Tennis / +4,441.00
 - c) **Resignations for Board Approval**
 - 1)
 - d) **Consideration and Approval of the Bills**

(The consent agenda may be approved with one motion. However, if a board member wishes to separate an item for discussion, he may do so.)

9. **Exchange of Negotiations Packages**

10. **CELEBRATE SUCCESSES IN THE DISTRICT:
CONGRATULATIONS:**

- **Huron High School Music Department** – Recipient of the Grammy Foundation’s Community Award for South Dakota. This award comes with the national recognition the Grammy Foundation provides as well as a \$2,000 donation from the foundation and Hot Topic Foundation.
- **HHS Students, Crew, & Director - One Act Play**
- **Proud Parents Marla & Jason (Washington) Hill on the birth of their son, Jeremiah Rodney Hill.**
- **Mitch Gaffer and the HHS Speech and Debate Team** for finishing 1st in the Central Forensic Conference which was held in Brandon Valley on Saturday, February 6th. The finish marks the 30th straight year that the team has finished first or second in the conference, including 18 first-place finishes.
- **Sydney Shillingstad and Deyona Little.** Sydney placed 14th on floor and Deyona placed 20th on floor at the State Gymnastics Meet which was held Saturday, February 13th in Brookings.
- **Instrumental & Vocal Students** who were awarded a “Superior” rating at the Regional Music Contest and who participated in the HHS “Night of Superiors.” Excellent performance!

THANK YOU TO:



11. **REPORTS TO THE BOARD:**

- a) **Ms. Fleck’s 2nd Grade Students** – Science Project Presentation
- b) **Classified Employee of the Month**
Barb Hoff, Administrative Assistant at Huron High School, has been selected as Classified Employee of the Month for March 2016. Nomination comments are included in this packet. Congratulations Barb!
- c) **Classified Employee of the Month - February 2016**
Nicki Mallon, Special Education Para-Educator, Washington 4th/5th Grade Center, was selected as Classified Employee of the Month for February 2016. Nomination comments are included in this packet. Congratulations Nicki!
- d) **Good News Report** – Kira Carabantes and Justin Heyd (HMS) iPad Usage-8th Gr ELA
- e) **LAN Report - Tim Van Berkum**
- f) **Superintendent’s Report**
 - Accreditation
 - Staffing Update
 - Legislative Update

12. **OLD BUSINESS**

- a) **Policy GCA-2 – Job Description-Director of Curriculum/Instruction – 2nd Reading**
Superintendent recommends approval of Policy GCA-2 as proposed.

13. NEW BUSINESS

a) Intent to Apply for Grant Funding

- | | |
|---|---|
| <p>1) Group Applying
 Contact Person
 Name of Grant
 Name of Funder
 Amount to be Requested
 Project Focus</p> | <p>DI
 Bobbie Matthews
 SD Community Foundation Grant
 SD Community Foundation
 \$1,000.00
 Cooperative Learning & Creative
 Problem Solving</p> |
| <p>2) Group Applying
 Contact Person
 Name of Grant
 Name of Funder
 Amount to be Requested
 Project Focus</p> | <p>DI
 Bobbie Matthews
 Walmart Grant
 Walmart
 \$2,500.00
 Cooperative Learning & Creative
 Problem Solving</p> |
| <p>3) Group Applying
 Contact Person
 Name of Grant
 Name of Funder
 Amount to be Requested
 Project Focus</p> | <p>DI
 Bobbie Matthews
 Dakota Provisions Grant
 Dakota Provisions
 \$2,500.00
 Cooperative Learning & Creative
 Problem Solving</p> |

b) American Red Cross - Shelter Agreement

c) Heartland Pool & Dart Tournament

The administration has received a letter from the Huron Chamber & Visitors Bureau requesting approval from the Board of Education for sale of alcoholic beverages in the Huron Arena for the Heartland Pool & Dart Tournament. The tournament dates are April 1-3, 2016. The Huron Event Center will be handling all the arrangements as far as liquor sales and clean-up. Anticipated attendance for the tournament is approximately 120 dart teams and 50 pool teams representing over 800 people.

d) Koch Hazard Request to Take 179D Commercial Building Tax Deduction

e) Hiring Procedures Update - First Reading

14. EXECUTIVE SESSION

1-25-2 Executive or closed meetings may be held for the sole purpose of:

- (4) Preparing for contract negotiations or negotiating with employees or employee representatives.

15. ADJOURNMENT

13-16-9.3. Public hearing for use of capital outlay fund--Notice. Any school district using the capital outlay fund for payment of construction of new facilities or construction of additions to facilities, the total of which requires advertising for bids under chapter 5-18A, shall have a public hearing at least ten days prior to the advertisement of any contract specifications. The public hearing shall be advertised in the legal newspaper of the school district. Following the public hearing, and approval of the school board, the school district may use the capital outlay fund as provided in § 13-16-6. No school district may change the originally advertised use of the fund without holding another public hearing.

Source: SL 1977, ch 126, § 2; SL 2011, ch 2, § 123.

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Timothy Hedblom

February 17, 2016

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of \$ **44644** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/31/2015** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

Your election is subject to the school laws of the State of South Dakota and to the salary schedule and contractual elements rules and regulations of the Board of Education of the Huron School District No. 2-2, which are hereby by reference, incorporated in and made a part of this contract as though set forth herein at length, subject to the right of said Board to terminate the contract for cause, to be determined upon by the Board, and subject to your right to resign upon giving thirty (30) days notice thereof, in writing to said Board within 15 days of issuance of contract.

It is further contracted and agreed that your failure to complete the term of teaching prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. **THEREFORE**, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring May 15 through May 31 for the ensuing year, damages shall be assessed at \$250.00. For breaking a contract June 1 through June 10, damages shall be assessed at \$500.00, for breaking of a contract June 11 through June 20, \$750.00 and for breaking of a contract June 21 through June 30, \$1000.00. For breaking a contract July 1 through July 31, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Teachers who are not full-time employees of the district shall be assessed damages at a percentage which matches their percent of employment.

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

This agreement becomes a binding contract when signed by the teacher and the Board of Education.

BS
The above salary includes \$4441 (ES-7) for head coach - varsity boys tennis;

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

I hereby accept the position mentioned in the foregoing contract of hiring in the Public Schools of Huron, South Dakota, at the salary and upon and under the terms and conditions of the above and foregoing contract and have carefully read said contract and am fully informed as to the contents. I agree to attend such pre-school planning days as are scheduled exclusive of the designated number of teaching days. "I clearly understand that it is my responsibility to be fully certified with the State of South Dakota for the duration of this contract. I accept that my pay will cease on October 1, and my employment may be terminated or suspended without pay until such time that I meet the certification requirements of the job."

Witness my hand this 17th day of February, 2016

Witness: Dolly Kinable

Sign here: Timothy Hedblom
Teacher

Huron School District
New Hire Justification

Date: 2-9-16

Reason for New Hire: Resignation of Mike Krigge

X Replacement of Mike Krigge ___ New Position

Applicant Information

Applicant Name: Tim Hedblom

Education:

Experience: Played tennis e HHS ; 7 years coaching experience

References: Excellent

Position Information

Department: Activities

Position: Head Boys Tennis

Supervisor: Activities Director

Responsibilities:

- March 14 - May 21 - Head Coach
-

Hours:

Hiring Information:

Wages

Classification:

Justification:

Start Date:

Requested by: Terry Rotert

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
<u>Checking</u>	1		
Checking	1	Fund: 10 GENERAL FUND	
BASZLER, TOM		SUPPLIES	315.95
CLUBHOUSE HOTEL & SUITES - PIERRE		TRAVEL	272.00
DONUT SHOPPE		SUPPLIES	106.90
GAFFER, MITCH		TRAVEL	140.00
NORTHERN SD NFL DISTRICT		DUES & FEES	496.00
NORTHWESTERN ENERGY		ELECTRICITY & HEAT	2,508.33
WALMART		SUPPLIES	300.00
		Fund Total:	4,139.18
		Checking Account Total:	4,139.18

2-22-16

Science project presentation to the school board

Ms. Fleck's 2nd grade students

Time 20 min.

Short description by students and Ms. Fleck on how students gather data and do demonstrations to gain understanding.

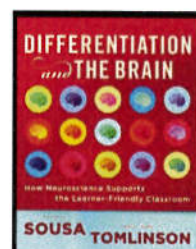
These are:

- 1.Sort objects into hoola hoops referring to informational posters and vocabulary boards.
- 2.Read unit criteria at the start so students know what proficient means. See attachments.
- 3.Observe cloud in a bottle and explain what happened. Watch a tea pot boil to explain. Water cycle doing kinesthetic activity. Snowflakes and Willie Bentley.
- 4.Apply understanding to performance task of making playdoh.
- 5.Record observations and share in groups of 2-3.
- 6.Students determine point values for each criteria based upon prior activities.
- 7.Transfer knowledge to Scholastic news magazine in regards to volcanic activity at the South Pole.
- 8.Extend knowledge when learning about Plasma, the 4th state of Matter(lightning, northern lights,technology). Art chalk creations incorporated.
- 9.Conclude unit by creating projects to share out to the class.

Teacher rationale for this process-I can create problem solvers and deeper application of Science and Social Studies concepts. Cross curricular application allows me to effectively teach CCS standards integrated across subject areas: Reading, Writing, Language, Science, Technology, Art. The units take 4-8 weeks as I only teach 2 days of Science or Social Studies a week.

Sources: prior research to find appropriate internet sources for student use, trade books, performance tasks, student friendly data board information

Educational research applied from educational source, Differentiation and The Brain.



Names:

1.What's the change that happens in matter to make it change states?

2.Will it always be matter?

3.How do you know?

Names:

1.What's the change that happens in matter to make it change states?

2.Will it always be matter?

3.How do you know?

Classified Employee of the Month

Name	<u>Barb Hoff</u>
Position	<u>Administrative Assistant – Huron High School</u>
Date	<u>March 2016</u>

- Barb is an awesome worker! She is always in a good mood no matter what day it is.
- Barb wears many hats and multi-tasks very well. She is so good about holding the students accountable for manners and appropriate social behaviors. She cares about the staff and students in her own quiet and gentle ways that go unnoticed by so many.
- Barb deserves this award for how she handles all of the phone calls that come into the office each day...with grace and composure.

Classified Employee of the Month

Name	<u>Nicki Mallon</u>
Position	<u>Special Education Para-Educator – Washington 4th/5th Grade Center</u>
Date	<u>February 2016</u>

These are the wonderful comments made by the teachers at Washington. As you will read or hear, these comments represent the reason Mrs. Mallon was nominated.

- Nicki Mallon is a very dedicated Para-Educator working with scholars with emotional issues. This is a very difficult group of scholars that walk a fine line between losing control of their actions and behaviors and being functional in a special classroom designed to limit stressors. Nicki is excellent at helping scholars decompress and avoiding melt downs. She uses behavioral strategies when appropriate, but she is often able to talk them down from an emotional overload. She shows compassion and love for each scholar and in return, the scholars respect her and are willing to listen. Nicki has some of the most challenging scholars in the district who need love and acceptance, consequences and understanding. She exhibits all of these characteristics. Her energy to work with these special needs children is only seen in very few people. Nicki understands that scholars are affected by having substitutes and she makes an extreme effort to come to work for the stability of the children with which she works. Nicki is an asset to the Huron School District and she does a job that takes a very special person. Few can do what she does. She is truly a blessing.
- Nicki has always been dedicated to what she does and really cares about the scholars she works with. She is very patient and understanding and is a valuable employee to the Huron School District.
- Nicki Mallon is a wonderful co-worker. People look up to her and strive to be like Nicki.
- Nicki Mallon is always willing to do anything you ask of her. She loves her job and the scholars she works with so much. I had the privilege of working with her at the pool this summer. I can remember on many different occasions that she talked about how much she enjoyed her job, the staff and most importantly the scholars. She is someone that is trustworthy, honest, and loyal.
- Nicki Mallon has always demonstrated care and concern for her scholars and has shown herself to be a respectful professional when scholars are around or when we are in the staff lounge. It's a pleasure to get to know her.
- Nicki Mallon has excellent discipline with the scholars she works with. She also tries her hardest to make sure they are successful. She is a kind and thoughtful person.

- Nicki Mallon is dedicated to her job. She is willing to help out in any way she can.
- Nicki Mallon is always a positive person.
- Nicki Mallon's professional manner and eagerness to help scholars have made her an asset to our school. She remains calm under stress and keeps a positive attitude with the scholars she works with daily.
- I have worked with Nicki Mallon for many years and have always found her to be cheerful and energetic. She always puts the children first, and is willing to do anything asked of her. She is kind to everyone and so much fun to be around. Nicki is thoughtful and dependable. I am so lucky to work with her every day.
- Nicki is such an asset to our school. She is wonderful with all of the scholars, especially the scholars that she works so closely with in the SLC room. We are so fortunate that she is in our school.
- Nicki is enthusiastic about her job.
- Nicki always has a very professional demeanor when working with very challenging scholars. I appreciate her positive approaches to difficult situations.
- Nicki is the most dedicated staff member I have ever worked with. She is always on time, usually early, and she spends every moment of the school day dedicated to the students she works with. She is always willing to go above and beyond to meet the needs of the students not only in the classroom where she works, but of all the students in the building.

Congratulations Nicki for your continued dedication to our scholars and their success.

JOB DESCRIPTION - Director of Curriculum/Instruction**Appointment**

1. The annual period of service shall be 260 working days.
2. The director's supervisor is the superintendent of schools.

Duties

1. He/she shall coordinate the efforts of principals, directors, and staff in providing a well-organized curricular and instructional program, K-12.
2. He/she shall coordinate and develop a system-wide program of staff development.
3. He/she shall provide leadership and assistance in establishing yearly goals, activities, and strategies for system-wide instructional development and improvement in student achievement.
4. He/she shall report to and work with the superintendent in the creation of a program for district curricular and instructional improvement. He/she shall bring these plans to the board for information and/or action. The program should be the result of teacher and principal study, evaluation, consultation, and advice.
5. He/she shall, in conjunction with the administration and teaching staff, direct the writing and development of curriculum plans and guides. He/she shall have the responsibility for securing the necessary materials desired by the staff in regard to studying specific curriculum areas.
6. He/she shall promote a climate for teachers and principals which is intellectually stimulating, in which teachers and principals are encouraged and supported in trying new ideas. He/she shall assist in the evaluation of the new ideas. He/she shall keep the superintendent informed about new developments.
7. At the request of the superintendent and/or principals, he/she shall assist principals and directors in the recruitment of staff.
8. He/she shall apprise the superintendent of the major needs for instructional developments and assist in analyzing budget requests for instructional programs.
9. He/she shall prepare periodic reports on curriculum and instruction for the superintendent and the board. These reports will include areas under development and the scope and quality of the curriculum, showing major needs.
10. After consultation with teachers, principals and counselors, he/she shall organize and recommend a K-12 coordinated testing program.

11. He/she shall work with parents, principals, and teachers in the development of a system of reporting to parents on the progress of their children taking into consideration the following aspects:
- a) the general ability of the child;
 - b) the achievement of the child in relation to his/her own ability;
 - c) the achievement of the child in relation to his/her peers, locally, statewide, and nationally; and,
 - d) the social and psychological development of the child.

The reporting system should include planned conferences, letters, and report cards.

12. He/she shall recommend to the board a policy for the selection and adoption of textbooks. The policy will be based on recommendations of principals and teachers. The policy shall include:
- a) provision for the creation of textbook adoption committees;
 - b) provision for ample time for the study and discussion of books before adoption; and,
 - c) provision for means by which decision to purchase books is reached.
13. He/she shall supervise the selection and purchase of all library/media expenditures, K-12.
14. He/she shall act as the superintendent's official representative relating to government programs, the acquisition of funds for new programs, including competitive and/or entitlement grant opportunities.
15. (Superintendent's Proposed Change) He/she shall lead and coordinate the accreditation process.
16. (Superintendent's Proposed Change) If assigned by the Superintendent, he/she will work with the Superintendent on a marketing and digital communication plan.

PO Box 949
Huron, SD 57350
605-353-6992



Gay Pickner M.A.
Director of Curriculum,
Instruction, and Assessment
Gay.Pickner@k12.sd.us

INTENT TO APPLY FOR GRANT FUNDING --- Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 2/5/16 Group Applying: DI Contact Person: Bobbie Matthews

Name of Grant/Award: South Dakota Community Foundation Grant

Name of Funder: SD community Foundation
Dakota Provisions Contact Person: Rochelle Borzich

Amount to be Requested: \$1000 Funder's Submission Due Date: ASAP

Project Focus: cooperative learning and creative problem solving

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Be specific:

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o The person or group applying will need to submit the following documentation to the curriculum and business offices:
 - o A copy of the completed grant application.
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Miche Taplett HMS 2/8/16
Building/Department Administrator

Signature: Gay Pickner 2-9-16
Gay Pickner, Director of Curriculum, Instruction & Assessment

Signature: Kelly Christopherson 2-9-16
Kelly Christopherson, Business Manager

Date Presented to School Board: _____

PO Box 949
Huron, SD 57350
605-353-6992



Gay Pickner M.A.
Director of Curriculum,
Instruction, and Assessment
Gay.Pickner@k12.sd.us

INTENT TO APPLY FOR GRANT FUNDING --- Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 2/5/16 Group Applying: DI Contact Person: Bobbie Matthews

Name of Grant/Award: Walmart Grant

Name of Funder: WalMart Contact Person: Local Walmart

Amount to be Requested: \$2500 Funder's Submission Due Date: ASAP

Project Focus: cooperative learning and creative problem solving

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Be specific:

Please note:

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Signature: M. Le Taplett HMS 2/8/16
Building/Department Administrator

Signature: Gay Pickner 2-9-16
Gay Pickner, Director of Curriculum, Instruction & Assessment

Signature: Kelly Christopherson 2-9-16
Kelly Christopherson, Business Manager

Date Presented to School Board: _____

PO Box 949
Huron, SD 57350
605-353-6992



Gay Pickner M.A.
Director of Curriculum,
Instruction, and Assessment
Gay.Pickner@k12.sd.us

INTENT TO APPLY FOR GRANT FUNDING --- Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 2/5/16 Group Applying: DI Contact Person: Bobbie Matthews

Name of Grant/Award: Dakota Provisions Grant

Name of Funder: Dakota Provisions Contact Person: Rochelle Borszich

Amount to be Requested: \$2500 Funder's Submission Due Date: ASAP

Project Focus: cooperative learning and creative problem solving

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Be specific:

Please note:

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- The person or group applying will need to submit the following documentation to the curriculum and business offices:
 - A copy of the completed grant application.
 - If and when the grant is awarded, a copy of the award letter.
 - If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Mide T. Jett HMS 2/8/16
Building/Department Administrator

Signature: Gay Pickner 2-9-16
Gay Pickner, Director of Curriculum, Instruction & Assessment

Signature: Kelly Christopherson 2-9-16
Kelly Christopherson, Business Manager

Date Presented to School Board: _____

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

Parties and Facility

Owner:

Legal Name: Huron School District 2-2

24-Hour Point of Contact:

Name and

Title:

Work

Phone:

Cell

Phone/Pager:

Kelly Christopherson, Business Manager

605-353-6995

605-350-7345

Address for Legal Notices:

P.O. Box 949
Huron SD 57350

Red Cross:

Legal

name:

Chapter:

24-Hour Point of Contact:

Name and

Title:

Work Phone:

Cell

Phone/Pager:

The American National Red Cross

Eastern South Dakota Territory

Dakota Region

Ray Sorensen / Program Manager

605-336-2448

605-310-0220

Address for Legal Notices:

American Red Cross
808 N. West Ave.
Sioux Falls, SD 57104

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement). see attached List

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. **Shelter Management:** The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the *Facility/Shelter Opening/Closing Form*, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. **Food Services:** Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. **Custodial Services:** Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. **Security:** In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. **Signage and Publicity:** The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. **Closing the Shelter:** The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.

9. Reimbursement: The Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	<u>Ret</u>
Gas	_____	<u>Ret</u>
Electricity	_____	<u>Ret</u>
Waste Disposal	_____	<u>Ret</u>

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name)

THE AMERICAN NATIONAL RED CROSS

(legal name) Roy Sorenson
Disaster Program Manager
Eastern S.D. Territory

By (signature)

By (signature)

Rex E. Tollefson

Name (printed)

Name (printed) Rex E. Tollefson

Facility list for Huron Public Schools

Huron High School

701 18th St SW

Huron Middle School

1045 18th St SW

Washington Elementary

1451 McClellan Dr

Buchanan Elementary

555 Mellette Ave SW

Huron Arena

150 5th St SW

Madison Elementary

1680 Idaho Ave SE

Tiger Activity Center

*** END OF LIST ***



Huron Chamber & Visitors Bureau
1725 Dakota Avenue S
Huron, SD 57350

Toll Free: 1-800-HURONSD
Phone: 605-352-0000
Fax: 605-352-8321

February 10, 2016

Huron Public Schools

Mr. Terry Nebelsick

PO Box 949

Huron SD 57350

Dear Mr. Nebelsick and School Board Representatives:

On behalf of the Huron Chamber & Visitors Bureau, I would like to request your approval for sale of alcoholic beverages in the Huron Arena for the Heartland Pool & Dart Tournament scheduled for April 1-3, 2016. The Huron Event Center will be handling all the arrangements as far as liquor sales and clean-up. Anticipated attendance for the tournament is approximately 120 dart teams and 50 pool teams representing over 800 people.

Thank you for your consideration.

Sincerely,

Laurie A. Shelton

President & CEO

CC: Mayor Paul Aylward, City of Huron

Brenda Jager, Huron Event Center

Terry Rotert, Athletic Director

Christopherson, Kelly

From: Stacey McMahan [smcmahan@kochhazard.com]
Sent: Monday, February 15, 2016 8:49 AM
To: Christopherson, Kelly
Subject: Re: Buchanan, Madison and Washington Schools 179D tax deduction

Hi Kelly,

No burden to the school for anything. Thanks for the clarification on Buchanan, we can take the deductions for projects 3 years back so it would still qualify.

Stacey

Sent from my iPhone

On Feb 15, 2016, at 5:51 AM, Christopherson, Kelly <Kelly.Christopherson@k12.sd.us> wrote:

Stacy,

If we sign these documents is there a burden on the school to help with the energy audit and site inspection?

Buchanan was put into service in 2014, it doesn't look like the IRS code will allow you to use that one per section 3.01?

Kelly Christopherson
Business Manager
Huron School District 2-2
605-353-6995

From: Stacey McMahan [<mailto:smcmahan@kochhazard.com>]
Sent: Friday, February 12, 2016 1:40 PM
To: Christopherson, Kelly
Subject: Buchanan, Madison and Washington Schools 179D tax deduction

Hi Kelly,

Jeff Hazard suggested I contact you about the 179D Commercial Building Tax Deduction. You may have heard of it or have had experience on another project; basically it is a tax provision that encourages design and construction of energy efficient buildings. Because government building owners are not able to take advantage of the tax deduction, architects and others on the design team are able to claim it as long as the building owner gives permission. Once this is done, we commission an energy audit and site inspection to satisfy IRS requirements. We've done this on several projects around the state, including several projects at SDSU, Sioux Falls McGovern Middle School and the Brookings High School expansion. We would certainly share the results of the energy audit with you.

I've attached the permission form for your consideration, and here is a [link](#) to the IRS circular explaining the deduction.

Please let me know if you have any questions. Otherwise, we would greatly appreciate your permission to pursue the deduction related to Buchanan, Madison and Washington Elementary Schools.

Thanks!

Stacey L McMahan AIA LEED AP BD+C | Principal

Christopherson, Kelly

Brookings Business Manager

From: Lueders, Brian
Sent: Monday, February 15, 2016 9:05 AM
To: Christopherson, Kelly
Subject: Re: Buchanan, Madison and Washington Schools 179D tax deduction

We allowed them to inspect our building as well. Our latest architect also claimed the exemption. Hope this helps.
Brian

Sent from my iPhone

On Feb 15, 2016, at 7:47 AM, Christopherson, Kelly <Kelly.Christopherson@k12.sd.us> wrote:

Brian,

Koch Hazard mentions Brookings in this email.

Just wondering if Brookings did allow them to have the deduction and if there are any negatives for the school in doing this?

Rodney Freeman and I can't find any reason not to let them.

Thanks

Kelly Christopherson
Business Manager
Huron School District 2-2
605-353-6995

From: Stacey McMahan [<mailto:smcmahan@kochhazard.com>]
Sent: Friday, February 12, 2016 1:40 PM
To: Christopherson, Kelly
Subject: Buchanan, Madison and Washington Schools 179D tax deduction

Hi Kelly,

Jeff Hazard suggested I contact you about the 179D Commercial Building Tax Deduction. You may have heard of it or have had experience on another project; basically it is a tax provision that encourages design and construction of energy efficient buildings. Because government building owners are not able to take advantage of the tax deduction, architects and others on the design team are able to claim it as long as the building owner gives permission. Once this is done, we commission an energy audit and site inspection to satisfy IRS requirements. We've done this on several projects around the state, including several projects at SDSU, Sioux Falls McGovern Middle School and the Brookings High School expansion. We would certainly share the results of the energy audit with you.

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Internal Revenue Bulletin: 2008-14

April 7, 2008

Notice 2008-40

Amplification of Notice 2006-52; Deduction for Energy Efficient Commercial Buildings

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SECTION 1. PURPOSE

This notice clarifies and amplifies Notice 2006-52, 2006-1 C.B. 1175. Notice 2006-52 provides a process that allows a taxpayer who owns a commercial building and installs property as part of the commercial building's interior lighting systems, heating, cooling, ventilation, and hot water systems, or building envelope to obtain a certification that the property satisfies the energy efficiency requirements of § 179D(c)(1) and (d) of the Internal Revenue Code. Notice 2006-52 also provides for a public list of software programs that may be used in calculating energy and power consumption for purposes of § 179D.

This notice sets forth additional guidance relating to the deduction for energy efficient commercial buildings under § 179D and is intended to be used with Notice 2006-52. Any reference in this notice to Standard 90.1-2001 should be treated as a reference to ANSI/ASHRAE/IESNA Standard 90.1-2001, Energy Standard for Buildings Except Low-Rise Residential Buildings, developed for the American National Standards Institute by the American Society of Heating, Refrigerating, and Air Conditioning Engineers and the Illuminating Engineering Society of North America (as in effect on April 2, 2003, including addenda 90.1a-2003, 90.1b-2002, 90.1c-2002, 90.1d-2002, and 90.1k-2002 as in effect on that date).

SECTION 2. BACKGROUND

Section 1331 of the Energy Policy Act of 2005, Pub. L. No. 109-58, 119 Stat. 594 (2005), enacted § 179D of the Code, which provides a deduction with respect to energy efficient commercial buildings. Section 204 of the Tax Relief and Health Care Act of 2006, Pub. L. No. 109-432, 120 Stat. 2922 (2006), extends the § 179D deduction through December 31, 2008.

Section 179D(a) allows a deduction to a taxpayer for part or all of the cost of energy efficient commercial building property that the taxpayer places in service after December 31, 2005, and before January 1, 2009. Sections 179D(d)(1) and 179D(f) allow a deduction to a taxpayer for part or all of the cost of certain partially qualifying commercial building property that the taxpayer places in service after December 31, 2005, and before January 1, 2009. Partially qualifying commercial building property is property that would be energy efficient commercial building property but for the failure to achieve the 50-percent reduction in energy and power costs required under § 179D(c)(1)(D).

SECTION 3. SPECIAL RULE FOR GOVERNMENT-OWNED BUILDINGS

.01 *In General.* In the case of energy efficient commercial building property (or partially qualifying commercial building property for which a deduction is allowed under § 179D) that is installed on or in property owned by a Federal, State, or local government or a political subdivision thereof, the owner of the property may allocate the § 179D deduction to the person primarily responsible for designing the property (the designer). If the allocation of a § 179D deduction to a designer satisfies the requirements of this section, the deduction will be allowed only to that designer. The deduction will be allowed to the designer for the taxable year that includes the date on which the property is placed in service.

.02 *Designer of Government-Owned Buildings.* A designer is a person that creates the technical specifications for installation of energy efficient commercial building property (or partially qualifying commercial building property for which a deduction is allowed under § 179D). A designer may include, for example, an architect, engineer, contractor, environmental consultant or energy services provider who creates the technical specifications for a new building or an addition to an existing building that incorporates energy efficient commercial building property (or partially qualifying commercial building property for which a deduction is allowed under § 179D). A person that merely installs, repairs, or maintains the property is not a designer.

.03 *Allocation of the Deduction.* If more than one designer is responsible for creating the technical specifications for installation of energy efficient commercial building property (or partially qualifying commercial building property for which a deduction is allowed under § 179D) on or in a government-owned building, the owner of the building shall—

- (1) determine which designer is primarily responsible and allocate the full deduction to that designer, or
- (2) at the owner's discretion, allocate the deduction among several designers.

.04 *Form of Allocation.* An allocation of the § 179D deduction to the designer of a government-owned building must be in writing and will be treated as satisfying the requirements of this section with respect to energy efficient commercial building property (or partially qualifying commercial building property for which a deduction is allowed under § 179D) if the allocation contains all of the following:

- (1) The name, address, and telephone number of an authorized representative of the owner of the government-owned building;
- (2) The name, address, and telephone number of an authorized representative of the designer receiving the allocation of the § 179D deduction;
- (3) The address of the government-owned building on or in which the property is installed;
- (4) The cost of the property;
- (5) The date the property is placed in service;
- (6) The amount of the § 179D deduction allocated to the designer;

- (7) The signatures of the authorized representatives of both the owner of the government-owned building and the designer or the designer's authorized representative; and
- (8) A declaration, applicable to the allocation and any accompanying documents, signed by the authorized representative of the owner of the government-owned building, in the following form:

"Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete."

.05 Obligations of Designer. Before a designer may claim the § 179D deduction with respect to property installed on or in a government-owned building, the designer must obtain the written allocation described in section 3.04. A designer is not required to attach the allocation to the return on which the deduction is taken. However, § 1.6001-1(a) of the Income Tax Regulations requires that taxpayers maintain such books and records as are sufficient to establish the entitlement to, and amount of, any deduction claimed by the taxpayer. Accordingly, a designer claiming a deduction under § 179D should retain the allocation as part of the taxpayer's records for purposes of § 1.6001-1(a) of the Income Tax Regulations.

.06 Tax Consequences to Designer of Government-Owned Buildings. The maximum amount of the § 179D deduction to be allocated to the designer is the amount of the costs incurred by the owner of the government-owned building to place the energy efficient commercial building property in service. A partial deduction may be allocated and computed in accordance with the procedures set forth in sections 2 and 3 of Notice 2006-52. The designer does not include any amount in income on account of the § 179D deduction allocated to the designer. In addition, the designer is not required to reduce future deductions by an amount equal to the § 179D deduction allocated to the designer. Although reducing future deductions in this manner would provide equivalent treatment for designers that are allocated a § 179D deduction and building owners that are required to reduce the basis of their energy efficient commercial building property by the amount of the § 179D deduction they claim, § 179D does not provide for any reductions other than reductions to the basis of the energy efficient commercial building property.

.07 Tax Consequences to Owner of Public Building. The owner of the public building is not required to include any amount in income on account of the § 179D deduction allocated to the designer. The owner of the public building is, however, required to reduce the basis of the energy efficient commercial building property (or partially qualifying commercial building property) by the amount of the § 179D deduction allocated.

SECTION 4. LIST OF APPROVED SOFTWARE PROGRAMS

.01 In General. The Department of Energy creates and maintains a public list of software that may be used to calculate energy and power consumption and costs for purposes of providing a certification under section 4 of Notice 2006-52. This public list appears at http://www.eere.energy.gov/buildings/info/tax_incentives.html. Software will be included on the list if the software developer submits the following information to the Department of Energy:

- (1) The name, address, and (if applicable) web site of the software developer;
- (2) The name, email address, and telephone number of the person to contact for further information regarding the software;
- (3) The name, version, or other identifier of the software as it will appear on the list;
- (4) All test results, input files, output files, weather data, modeler reports, and the executable version of the software with which the tests were conducted; and
- (5) A declaration by the developer of the software made under penalties of perjury and containing all of the following information:
 - (a) A statement that the software has been tested according to the American National Standards Institute/American Society of Heating, Refrigerating and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 140-2007 Standard Method of Test for the Evaluation of Building Energy Analysis Computer Programs.
 - (b) A statement that the software can model explicitly—
 - (i) 8,760 hours per year;
 - (ii) Calculation methodologies for the building components being modeled;
 - (iii) Hourly variations in occupancy, lighting power, miscellaneous equipment power, thermostat setpoints, and HVAC system operation, defined separately for each day of the week and holidays;
 - (iv) Thermal mass effects;
 - (v) Ten or more thermal zones;
 - (vi) Part-load performance curves for mechanical equipment;
 - (vii) Capacity and efficiency correction curves for mechanical heating and cooling equipment; and
 - (viii) Air-side and water-side economizers with integrated control.
 - (c) A statement that the software can explicitly model each of the following HVAC systems listed in Appendix G of Standard 90.1-2004:
 - (i) Packaged Terminal Air Conditioner (PTAC) (air source), single-zone package (through the wall), multi-zone hydronic loop, air-to-air DX coil cooling, central boiler, hot water coil.
 - (ii) Packaged Terminal Heat Pump (PTHP) (air source), single-zone package (through the wall), air-to-air DX coil heat/cool.
 - (iii) Packaged Single Zone Air Conditioner (PSZ-AC), single-zone air, air-to-air DX coil cool, gas coil, constant-speed fan.
 - (iv) Packaged Single Zone Heat Pump (PSZ-HP), single-zone air, air-to-air DX coil cool/heat, constant-speed fan.
 - (v) Packaged Variable-Air-Volume (PVAV) with reheat, multi-zone air; multi-zone hydronic loop, air-to-air DX coil, VAV fan, boiler, hot water VAV terminal boxes.
 - (vi) Packaged Variable-Air-Volume with parallel fan powered boxes (PVAV with PFP boxes), multi-zone air, DX coil, VAV fan, fan-powered induction boxes, electric reheat.
 - (vii) Variable-Air-Volume (VAV) with reheat, multi-zone air, multi-zone hydronic loop, air-handling unit, chilled water coil, hot water coil, VAV fan, chiller, boiler, hot water VAV boxes.
 - (viii) Variable-Air-Volume with parallel fan powered boxes (VAV with PFP boxes), multi-zone air, air-handling unit, chilled water coil, hot water coil, VAV fan, chiller, fan-powered induction boxes, electric reheat.
 - (d) A statement that the software can—
 - (i) Either directly determine energy and power costs or produce hourly reports of energy use by energy source suitable for determining energy and power costs separately; and
 - (ii) Design load calculations to determine required HVAC equipment capacities and air and water flow rates.
 - (e) A statement describing which, if any, of the following the software can explicitly model:
 - (i) Natural ventilation.
 - (ii) Mixed mode (natural and mechanical) ventilation.
 - (iii) Earth tempering of outdoor air.

- (iv) Displacement ventilation.
- (v) Evaporative cooling.
- (vi) Water use by occupants for cooking, cleaning or other domestic uses.
- (vii) Water use by heating, cooling, or other equipment, or for on-site landscaping.
- (viii) Automatic interior or exterior lighting controls (such as occupancy, photocells, or time clocks).
- (viii) Daylighting (sidelighting, skylights, or tubular daylight devices).
- (ix) Improved fan system efficiency through static pressure reset.
- (x) Radiant heating or cooling (low or high temperature).
- (xi) Multiple or variable speed control for fans, cooling equipment, or cooling towers.
- (xii) On-site energy systems (such as combined heat and power systems, fuel cells, solar photovoltaic, solar thermal, or wind).

.02 *Addresses.* Submissions under this section must be addressed as follows:

Commercial Software List
 Department of Energy
 Office of Building Technologies,
 EE-2J
 1000 Independence Ave., SW
 Washington, DC 20585-0121

.03 *Updated Lists.* The software list at http://www.eere.energy.gov/buildings/info/tax_incentives.html will be updated as necessary to reflect submissions received under this section.

.04 *Removal from Published List.* The Department of Energy may, upon examination, determine that software is not sufficiently accurate to justify its use in calculating energy and power consumption and costs for purposes of providing a certification under section 4 of Notice 2006-52 and remove the software from the published list. The Department of Energy may undertake such an examination on its own initiative or in response to a public request supported by appropriate analysis of the software's deficiencies.

.05 *Effect of Removal from Published List.* Software may not be used to calculate energy and power consumption and costs for purposes of providing a certification with respect to property placed in service after the date on which the software is removed from the published list. The removal will not affect the validity of any certification with respect to property placed in service on or before the date on which the software is removed from the published list.

.06 *Public Availability of Information.* The Department of Energy may make all information provided under paragraph .01 of this section available for public review.

.07 *Applicability.* The procedures in this section supersede the procedures set forth in section 6 of Notice 2006-52 for periods after March 31, 2008. Any software that is included on the public list on March 31, 2008, will remain on the public list unless and until removed under the procedures set forth in this section.

SECTION 5. CERTIFICATION REQUIREMENTS FOR INTERIM LIGHTING RULE

.01 *In General.* Section 2.03(1)(b) of Notice 2006-52 provides an interim rule under which partially qualifying property is treated as energy efficient lighting property (the Interim Lighting Rule). Before a taxpayer may claim the § 179D deduction under the Interim Lighting Rule with respect to energy efficient lighting property installed on or in a commercial building, the taxpayer must obtain a certification with respect to the property. The certification must be provided by a qualified individual. Section 4 of Notice 2006-52 provides that the certification must include a statement that qualified computer software was used to calculate energy and power consumption and costs. That section also provides that the certification must include a statement that the building owner has received an explanation of projected annual energy costs. These requirements are appropriate only in the case of certifications that involve calculations of energy and power consumption and cost. The Interim Lighting Rule is satisfied by a reduction in lighting power density and such a reduction may be computed using a spreadsheet or other similar software. This computation does not require qualified computer software to model the entire building system or a determination of projected annual energy costs. Accordingly, the requirements of section 4 of Notice 2006-52 do not apply to certifications under the Interim Lighting Rule.

.02 *Applicable Requirements.* A taxpayer is not required to attach the certification to the return on which the deduction is taken. However, § 1.6001-1(a) of the Income Tax Regulations requires that taxpayers maintain such books and records as are sufficient to establish the entitlement to, and amount of, any deduction claimed by the taxpayer. Accordingly, a taxpayer claiming a deduction under § 179D should retain the certification as part of the taxpayer's records for purposes of § 1.6001-1(a) of the Income Tax Regulations. The qualified individual providing a certification under the interim rule must document a reduction in lighting power density in a thorough and consistent manner. A certification under the Interim Lighting Rule will be treated as satisfying the requirements of § 179D(c)(1) if the certification contains all of the following:

- (1) The name, address, and telephone number of the qualified individual;
- (2) The address of the building to which the certification applies;
- (3) A statement by the qualified individual that the interior lighting systems that have been, or are planned to be, incorporated into the building—
 - (a) Achieve a reduction in lighting power density of at least 25 percent (50 percent in the case of a warehouse) of the minimum requirements in Table 9.3.1.1 or Table 9.3.1.2 (not including additional interior lighting power allowances) of Standard 90.1-2001;
 - (b) Have controls and circuiting that comply fully with the mandatory and prescriptive requirements of Standard 90.1-2001;
 - (c) Include provision for bi-level switching in all occupancies except hotel and motel guest rooms, store rooms, restrooms, public lobbies, and garages; and
 - (d) Meet the minimum requirements for calculated lighting levels as set forth in the IESNA Lighting Handbook, Performance and Application, Ninth Edition, 2000;
- (4) A statement by the qualified individual that—
 - (a) Field inspections of the building were performed by a qualified individual after the energy efficient lighting property has been placed in service;
 - (b) The field inspections confirmed that the building has met, or will meet, the reduction in lighting power density required by the design plans and specifications; and
 - (c) The field inspections were performed in accordance with inspection and testing procedures that—
 - (i) Have been prescribed by the National Renewable Energy Laboratory (NREL) as Energy Savings Modeling and Inspection Guidelines for Commercial Building Federal Tax Deduction; and
 - (ii) Are in effect at the time the certification is given;
- (5) A list identifying the components of the energy efficient lighting property installed on or in the building, the energy efficiency features of the building, and its projected lighting power density;
- (6) A statement that the building owner has received an explanation of the energy efficiency features of the building and its projected lighting power density;
- (7) A declaration, applicable to the certification and any accompanying documents, signed by the qualified individual, in the following form:

"Under penalties of perjury, I declare that I have examined this certification, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this certification are true, correct, and complete."

SECTION 6. APPLICATION OF THE INTERIM LIGHTING RULE TO UNCONDITIONED GARAGE SPACE

For purposes of the Interim Lighting Rule, the definition of a Building within the Scope of Standard 90.1-2001 (found in Section 5.01 of Notice 2006-52) is expanded to include a structure that—

- (1) Encloses space affording shelter to persons, animals, or property within exterior walls (or within exterior and party walls) and a roof;
- (2) Is not a single-family house, a multi-family structure of three stories or fewer above grade, a manufactured house (mobile home), or a manufactured house (modular); and
- (3) Is unconditioned attached or detached garage space as referenced by Tables 9.3.1.1 and 9.3.1.2 of Standard 90.1-2001.

SECTION 7. CHANGES RELATING TO PARTIALLY QUALIFYING PROPERTY

.01 Energy Savings Percentages. A taxpayer may apply section 2.05 of Notice 2006-52 by substituting "10" for "16²/₃" in section 2.05(1) of such notice. If a taxpayer makes this substitution, the taxpayer must apply sections 2.03 and 2.04 of Notice 2006-52 by substituting "20" for "16²/₃" in sections 2.03(1)(a) and 2.04(1) of such notice. If § 179D is extended beyond December 31, 2008, the Internal Revenue Service and the Treasury Department expect, in the absence of other changes to § 179D, that the substitute percentages set forth in this section will be the only percentages used in determining whether property placed in service after December 31, 2008, is partially qualifying property.

.02 Limitation on Deduction for Partially Qualifying Property.

(1) *In General.* If property installed on or in a building is treated as partially qualifying property under sections 2.03, 2.04, and 2.05 of Notice 2006-52, the deduction for the cost of such property shall not exceed the greatest of the following amounts:

- (a) The sum of the deductions allowable under sections 2.03 and 2.04 of such notice;
- (b) The sum of the deductions allowable under sections 2.04 and 2.05 of such notice; or
- (c) The sum of the deductions allowable under sections 2.03 and 2.05 of such notice.

(2) *Application to Multiple Taxpayers.* If two or more taxpayers install property on or in the same building and the deduction for the cost of the property is subject to the limitation in section 7.02(1) of this notice, the aggregate amount of the § 179D deductions allowed to all such taxpayers with respect to the building shall not exceed the amount determined under section 7.02(1) of this notice.

SECTION 8. PAPERWORK REDUCTION ACT

The collections of information contained in this notice have been reviewed and approved by the Office of Management and Budget in accordance with the Paperwork Reduction Act (44 U.S.C. 3507) under control number 1545-2004.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid OMB control number.

The collections of information are in sections 4 and 6 of Notice 2006-52 and sections 4 and 5 of this notice. This information is required to be collected and retained in order to ensure that energy efficient commercial building property meets the requirements for the deduction under § 179D. This information will be used to determine whether commercial building property for which certifications are provided is property that qualifies for the deduction.

The collection of information is required to obtain a benefit.

The likely respondents are two groups: qualified individuals providing a certification under § 179D (section 4 of Notice 2006-52 and section 5 of this notice) and software developers seeking to have software included on the public list created by the Department of Energy (section 6 of Notice 2006-52 and section 4 of this notice).

For qualified individuals providing a certification under § 179D, the likely respondents are individuals. The likely number of certifications is 20,000. The estimated burden per certification ranges from 15 to 30 minutes with an estimated average burden of 22.5 minutes. The estimated total annual reporting burden is 7,500 hours.

For software developers seeking to have software included on the public list created by the Department of Energy, the likely respondents are individuals, corporations and partnerships. The estimated total annual reporting burden is 75 hours. The estimated annual burden per respondent varies from 1 to 2 hours, depending on individual circumstances, with an estimated average burden of 1½ hours to complete the submission required to have the software added to the public list. The estimated number of respondents is 50. The estimated frequency of responses is once.

Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and tax return information are confidential, as required by 26 U.S.C. 6103.

SECTION 9. DRAFTING INFORMATION

The principal author of this notice is Jennifer C. Bernardini of the Office of Associate Chief Counsel (Passthroughs & Special Industries). For further information regarding this notice, contact Jennifer C. Bernardini at (202) 622-3110 (not a toll-free call).

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SECTION 179D ALLOCATION

As part of the Energy Policy Act of 2005, Congress enacted Section 179D of the Internal Revenue Code in order to encourage the energy efficient design and construction of new or rehabilitated properties. This program allows tax exempt government building owners to allocated potential Section 179D deductions for energy efficient building envelope, HVAC and hot water systems, or interior lighting systems to taxpayers who worked on those systems for government-owned buildings. Taxpayers eligible to receive an allocation may include an architect, engineer, contractor, environmental consultant or energy services provider.

In the event that the Madison Elementary School, located at 1045 18th St SW, Huron SD, 57350 meets the energy efficiency requirements of Section 179D, Kelly Christopherson, representative for Huron School District (Property Owner), the owner of the Building allocates the full federal income tax deduction available under Section 179D attributable to the *Building Envelope, HVAC and hot water systems, and lighting systems* to Koch Hazard Architects, Inc. for their work on the Building. The Building was placed into service in 2015 and the cost of the construction project when completed was \$5,533,552.

We acknowledge that at the time of signing, the Building has not yet been certified as meeting the energy efficiency requirements of Section 179D. Attached documents (if any) do not relate to the energy efficiency of the Building.

Required IRS Statement:

Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct and complete.

AGREED TO AND ACCEPTED:

Signature Owner Representative

Print Name

Title

Address

Telephone Number

Date



Signature Koch Hazard Architects, Inc. Representative

Stacey McMahon

Print Name

Principal

Title

431 N. Phillips Ave #200

Address

605.336.3718

Telephone Number

06.12.2016

Date

SECTION 179D ALLOCATION

As part of the Energy Policy Act of 2005, Congress enacted Section 179D of the Internal Revenue Code in order to encourage the energy efficient design and construction of new or rehabilitated properties. This program allows tax exempt government building owners to allocated potential Section 179D deductions for energy efficient building envelope, HVAC and hot water systems, or interior lighting systems to taxpayers who worked on those systems for government-owned buildings. Taxpayers eligible to receive an allocation may include an architect, engineer, contractor, environmental consultant or energy services provider.

In the event that the Washington Elementary School, located at 1415 McClellan Drive, Huron SD, 57350 meets the energy efficiency requirements of Section 179D, Kelly Christopherson, representative for Huron School District (Property Owner"), the owner of the Building allocates the full federal income tax deduction available under Section 179D attributable to the *Building Envelope, HVAC and hot water systems, and lighting systems* to Koch Hazard Architects, Inc. for their work on the Building. The Building was placed into service in 2015 and the cost of the construction project when completed was \$8,185,100.

We acknowledge that at the time of signing, the Building has not yet been certified as meeting the energy efficiency requirements of Section 179D. Attached documents (if any) do not relate to the energy efficiency of the Building.

Required IRS Statement:

Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct and complete.

AGREED TO AND ACCEPTED:

Signature Owner Representative


Print Name

Title

Address

Telephone Number

Date



Signature Koch Hazard Architects, Inc. Representative

Stacy Melnikow

Print Name

Principal

Title

431N. Phillips Ave #200

Address

605-336-3718

Telephone Number

02-12-2016

Date

SECTION 179D ALLOCATION

As part of the Energy Policy Act of 2005, Congress enacted Section 179D of the Internal Revenue Code in order to encourage the energy efficient design and construction of new or rehabilitated properties. This program allows tax exempt government building owners to allocated potential Section 179D deductions for energy efficient building envelope, HVAC and hot water systems, or interior lighting systems to taxpayers who worked on those systems for government-owned buildings. Taxpayers eligible to receive an allocation may include an architect, engineer, contractor, environmental consultant or energy services provider.

In the event that the Buchanan Elementary School, located at 5 Mellette Ave SW, Huron SD, 57350 meets the energy efficiency requirements of Section 179D, Kelly Christopherson, representative for Huron School District (Property Owner), the owner of the Building allocates the full federal income tax deduction available under Section 179D attributable to the *Building Envelope, HVAC and hot water systems, and lighting systems* to Koch Hazard Architects, Inc. for their work on the Building. The Building was placed into service in 2014 and the cost of the construction project when completed was \$7,431,368.

We acknowledge that at the time of signing, the Building has not yet been certified as meeting the energy efficiency requirements of Section 179D. Attached documents (if any) do not relate to the energy efficiency of the Building.

Required IRS Statement:

Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct and complete.

AGREED TO AND ACCEPTED:

Signature Owner Representative

Signature Koch Hazard Architects, Inc. Representative

Print Name

Print Name

Title

Title

Address

Address

Telephone Number

Telephone Number

Date

Date

Huron Public Schools

**HIRING
PROCEDURES**

2016

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HIRING PROCEDURES HURON SCHOOL DISTRICT 2-2 2016

Introduction

The effectiveness of an educational program is directly related to the quality of its staff. Staff selection decisions have far-reaching educational effects and are of major importance in ensuring the quality of the school district. These guidelines provide a framework for consistency in the district's hiring practices, allow for objective **decision-making**, and demonstrate integrity and ethical practice in the selection of employees.

Statement of Objectives

The Huron school district policy on nondiscrimination/equal opportunity and the district's strategic plan will provide direction as individuals (**who provide quality and diversity**) are hired in the district.

The selection process will provide fairness and professional courtesy to all candidates.

Administrators, supervisors, and others involved in the process will be committed to high standards in making decisions and will act professionally **and be sensitive to confidentiality** throughout the entire hiring process.

Employee Orientation

All employees new to the district must complete a fingerprinting/background check prior to employment. The supervisor is responsible for directing the employee to the superintendent's office for completion of necessary forms.

Administrators will review written job descriptions with new employees. In addition, a specific orientation program which may include assistance from other district staff should be provided.

Veteran's Preference

In compliance with South Dakota Codified Law 3-3-1 Veterans who have the qualification for a position will be granted an interview. A Veteran with an "interview rating" equal to other candidates will be granted preference in hiring.

The most qualified candidate with the highest rating will be offered the position, regardless of whether they are a Veteran.

Selection Process/Certified Staff

Supervisors are advised to reference the "Hiring Process/ADA" guidance (page 7) before beginning the selection process.

The selection process will involve six steps:

- (1) advertisement,
- (2) application,
- (3) screening,
- (4) interview,
- (5) reference checks and verification of qualifications; and,
- (6) recommendation/selection/notification.

The Advertisement Process

1. It is the responsibility of the building or department supervisor to notify the superintendent's office of the vacancy/employee's resignation. Employees may also inform the superintendent's office directly of their resignation.
2. Vacancy notices will be prepared by the superintendent's office with input from the supervisor's office. The job vacancy, qualifications, and closing dates may be posted/advertised internally and externally.
3. Screening and/or interviewing may take place before the closing date has passed. However, the position will remain open and applicants considered until the closing date has passed.

The Application Process

1. All applications are processed through the superintendent's office.
2. All materials requested from the applicant (e.g., completed application form, transcript, credentials, resume, etc.) must be on file before the applicant is considered for the advertised position(s).
*NOTE - This is now a digital process through TalentEd.com
3. Files will be kept in the superintendent's office. Supervisors may request a confidential copy of the application and references, which must be destroyed at the end of the process.

The Screening Process

1. Applicant materials will be screened based on the qualifications as per the job description and other criteria set forth by the superintendent and supervisor. Note the importance of "Highly Qualified" status on meeting accreditation expectations.
2. The **digital-paper** screen of applicants will be conducted by the (prospective employee's) immediate supervisor. Applicants will be selected for interviews based on the evaluation of file materials. A supervisor may make reference calls during the screening process.
3. The supervisor will notify the superintendent's office of applicants he/she wishes to interview.

The Interview Process

1. Interviews for certified positions will be scheduled through the superintendent's office. The process will involve two steps: an interview/introduction with the superintendent and a formal interview through the supervisor as described below.
 - A. The supervisor is responsible for developing and using an interview instrument (and determining if a team will be used) which will be used with each candidate. For teacher candidates, the superintendent may utilize the "Empathy Interview Instrument" during his/her interview. The applicant's score on the Empathy will receive serious consideration regarding the applicant's status. It is the supervisor's option to also meet separately after or before the team interview.
 - B. The supervisor is encouraged to use a team to conduct the interviews and to provide input. However, the supervisor is the sole-person responsible for making the hiring recommendation to the superintendent.
 - C. The supervisor must complete an employment interview rating sheet for each interviewee. This rating sheet will be included in the applicant's file.

Reference Checks

1. The supervisor will check the references of the candidate selected. A minimum of three documented references must be conducted on the candidate selected.

Supervisor's Recommendation

1. The supervisor will inform the superintendent of the recommendation.
2. Candidates who have been interviewed but not selected for the position will be contacted by the hiring administrator. This may be done in person, or via phone, email, text, or postal mail. The administrative assistant in the Superintendent's Office will notify other applicants through email.
3. The superintendent will submit the candidate to the board of education for approval. (In some circumstances, the employee may sign the contract and begin working prior to board approval.)
4. The supervisor and the superintendent's office will notify the business manager and payroll office of all personnel hired.

Selection Process/Classified Staff

The selection process will involve six steps:

- (1) advertisement,
- (2) application,
- (3) screening,
- (4) interview,
- (5) reference checks and verification of qualifications; and,
- (6) recommendation/decision/notification.

The Advertisement Process

1. Postings/advertisements are generated (when a vacancy occurs) by the administrator responsible for the program. Timelines must be included in the posting. The posting may be internal only. Advertisements to be placed in the Plainsman or other publications must be cleared through the superintendent's office.

The Application Process

1. A complete applicant's file shall include a letter of application, a completed application form, and a resume. (Additional materials may be submitted by the applicant.) These materials are now submitted via TalentEd.com.
2. The file will be duplicated by whoever receives the information. One copy will be kept in the superintendent's office and one in the supervisor's office. The supervisor will return only the file of the person hired. The superintendent's office will retain all applicant files for a minimum of one year, creating access to other supervisors with similar job openings through the TalentEd system.

The Screening Process

1. Only completed files will be reviewed during the screening process.
2. The digital paper screen of the applicants will be conducted by the administrator responsible for the program.

The Interview Process

1. The administrator responsible for the program is in charge of the interview process--and is responsible for the hiring decision.
2. The administrator is responsible for developing and using the interview instrument.
3. The administrator is responsible to review the interview process with the interview team (if a team is being used) and to utilize criteria which will be used to rate the candidates.

Reference Checks

1. The administrator will conduct a minimum of three reference checks on the candidate selected to be hired.

Supervisor's Recommendation

1. Supervisors must verify para-educator's status as Highly Qualified with the Director of Federal Programs prior to offering employment.
2. The supervisor will provide the following offices in the business office with the hiring decision: business manager, payroll officer, and classified Highly Qualified compliance officer.
3. Candidates who have been interviewed but not selected for the position will be contacted by the hiring administrator. This may be done in person, or via phone, email, text, or postal mail. The administrative assistant in the Superintendent's Office will notify other applicants through email.

Major Areas to be Aware of and to "Avoid" When Interviewing

1. Topics to **avoid** asking a candidate:

- Plans for raising a family.
- Marital plans.
- Number of dependents.
- Baby-sitting arrangements.
- Occupation of spouse.

2. Topics to **avoid** relating to possible age discrimination:

- Ability to "keep pace." (This is a high-rolling system. Do you think you have the endurance to keep up?)
- Age related relationship. (How do you feel about working for a person younger than you?)

3. Topics to **avoid** relating to religion:

- Church attendance/activities, observance of religious holidays.

4. Topics to **avoid** relating to national origin:

- Nationality of applicant's parents or spouse.
- Inquiry into how applicant learned to read, write, or speak a foreign language.
- Inquiry about the name and address of the nearest relative to be notified in case of an emergency.

THE HIRING PROCESS/ADA

The employer's obligation under ADA is to provide an equal opportunity for individuals with disabilities to apply and to be considered for a job.

Prior to Advertising, Examine the Job Description

1. The key issue throughout the process is whether an otherwise qualified applicant with a disability, with or without reasonable accommodation, can perform the essential functions of the job (specified in the job description). Essential functions are defined as the fundamental duties of the employment position the individual seeks to hold.

The Application Process

1. The application process must not work to eliminate persons with disabilities on the basis of their disabilities.
2. The application form must be made accessible in many ways, including the following: mailing the form to a potential applicant, making forms available in an accessible building, permitting the applicant to apply in another manner.
3. Employers may tell applicants what the hiring process involves and may ask applicants whether they will need a reasonable accommodation for the process.

Pre-employment Inquiries/Questions in the Interview

1. Ask only those questions which will elicit information used to determine job-related qualifications. Questions should be designed to determine whether the applicant can perform specific functions of the position, with or without reasonable accommodation.
2. Employers may not make inquiry into the existence, nature, or severity of a disability. An employer may ask if the applicant can do the tasks set out in the job description with reasonable accommodation.

REFERENCE CHECK FORM
(Digital references may also be verified)

Candidate _____

Position _____

Reference _____

Date _____

1. How did the candidate's position relate to yours?
2. What were the applicant's responsibilities?
3. How would you describe the caliber of the candidate?
4. Can you name three to five strengths of the applicant?
5. Can you name three to five weaknesses of the applicant?
6. How would you describe the interpersonal relationship of the applicant to peers, students, patrons, or supervisors?
7. Why is the candidate looking for another position?
8. Would you consider rehiring the candidate?
9. Is there anything else you could tell me about the candidate that would be helpful in making my decision to offer the position?

HURON SCHOOL DISTRICT
Employment Interview Rating Sheet

The applicant's immediate supervisor will be responsible for completing this form for each person interviewed.

Name of applicant _____

Date _____

Position applying for _____

Rate each applicant on a scale from 1 to 5 (5 being highest).

Attire: ___1 ___2 ___3 ___4 ___5

Job Knowledge: ___1 ___2 ___3 ___4 ___5

Communication Skills ___1 ___2 ___3 ___4 ___5

Creativity: ___1 ___2 ___3 ___4 ___5

Motivation: ___1 ___2 ___3 ___4 ___5

Personality Traits: ___1 ___2 ___3 ___4 ___5

Composure: ___1 ___2 ___3 ___4 ___5

Eye Contact: ___1 ___2 ___3 ___4 ___5

Overall: ___1 ___2 ___3 ___4 ___5

Empathy Interview Score: _____

Comments: _____

Supervisor's Signature: _____

**Huron School District
New Hire Justification**

Date:

Applicant Information

Applicant Name:

Address:

Phone:

Education:

Experience:

References:

Reason for New Hire

New Position:

Replacement:

Position Information

Department:

Position:

Supervisor:

Responsibilities:

Hours:

Hiring Information

Wages:

Classification:

Wage Justification:

Start Date:

Requested by:

(Administrator)

District Policies

and

Negotiated Hiring

Schedules

CERTIFIED PERSONNEL/REQUIREMENTS

1. All members of the instructional staff must conform to the requirements prescribed by the Department of Education (DOE) with regard to teaching certificates, renewals, and school attendance.
2. Teachers shall have a degree which meets the requirements of the South Dakota Department of Education and AdvancED Accreditation.
3. Teachers shall teach in their major area of study, if at all possible; however, a minor shall be acceptable with the approval of the building principal and the superintendent.
4. Teachers are under the direct supervision of the building principal who shall specify their duties and responsibilities.
5. Teachers shall refer to and be bound by the district's general school policies found in the District Policy and Board Approved Handbooks.
6. Principals will provide materials describing building procedures and shall detail duties and responsibilities of certified personnel.

**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION
PLANS/ADMINISTRATION
(Formula for bringing new teachers into the Huron system)**

- A. Teachers who have not been employed in the Huron Public Schools during the preceding school year may be granted up to twenty years of documented prior teaching experience. (One hundred days in a given school year constitutes one year of experience.) Upon determination of the years of experience to be brought into the system, the teacher may be placed in the same manner as existing employees with the same experience.
- B. In the event the board or its designee determines the district will be unable to find a suitable certified teacher who will accept employment based on his or her proper placement on the hiring schedule and that the district will; therefore, be unable to staff its program offering: The District shall be allowed to grant additional years of experience.
- C. The board of education or its designee will notify a representative of the Huron Education Association when a teacher is hired at a salary above the normal placement procedure.
- D. The hiring schedule will increase yearly at a rate of 90% of the current teacher's annual average salary increase, excluding incremental and extra- curricular increases.

Professional Staff Hiring Schedule 2015-2016

YEAR EXP	14-15	15-16	BA+15 (MA)	MA	ED.S	ED.D/PH.D	Wellness
	<i>Factors</i>	1.05	\$1,500	\$3,000	\$6,000	\$9,000	\$500
0	\$34,628	\$36,187	\$37,687	\$39,187	\$42,187	\$45,187	\$500
1	\$34,746	\$36,360	\$37,860	\$39,360	\$42,360	\$45,360	\$500
2	\$34,866	\$36,484	\$37,984	\$39,484	\$42,484	\$45,484	\$500
3	\$35,005	\$36,609	\$38,109	\$39,609	\$42,609	\$45,609	\$500
4	\$35,057	\$36,756	\$38,256	\$39,756	\$42,756	\$45,756	\$500
5	\$35,057	\$36,810	\$38,310	\$39,810	\$42,810	\$45,810	\$500
6	\$35,109	\$36,810	\$38,310	\$39,810	\$42,810	\$45,810	\$500
7	\$35,311	\$36,864	\$38,364	\$39,864	\$42,864	\$45,864	\$500
8	\$35,430	\$37,076	\$38,576	\$40,076	\$43,076	\$46,076	\$500
9	\$35,569	\$37,201	\$38,701	\$40,201	\$43,201	\$46,201	\$500
10	\$35,694	\$37,348	\$38,848	\$40,348	\$43,348	\$46,348	\$500
11	\$36,136	\$37,478	\$38,978	\$40,478	\$43,478	\$46,478	\$500
12	\$36,578	\$37,943	\$39,443	\$40,943	\$43,943	\$46,943	\$500
13	\$37,020	\$38,407	\$39,907	\$41,407	\$44,407	\$47,407	\$500
14	\$37,462	\$38,871	\$40,371	\$41,871	\$44,871	\$47,871	\$500
15	\$37,904	\$39,335	\$40,835	\$42,335	\$45,335	\$48,335	\$500
16	\$38,346	\$39,799	\$41,299	\$42,799	\$45,799	\$48,799	\$500
17	\$38,788	\$40,263	\$41,763	\$43,263	\$46,263	\$49,263	\$500
18	\$39,230	\$40,727	\$42,227	\$43,727	\$46,727	\$49,727	\$500
19	\$39,672	\$41,191	\$42,691	\$44,191	\$47,191	\$50,191	\$500
20	\$40,114	\$41,656	\$43,156	\$44,656	\$47,656	\$50,656	\$500

Note: Formula(s) for advancing hiring schedule each year:

Formula A - When raises are % of teachers pay:

Step 0 of new schedule = (% raise x .90) * Step 0 + Step 0

Step 1 of new schedule = % raise x Step 0 + Step 0

Step 2 of new schedule = % raise x Step 1 + Step 1

Step 3 of new schedule = % raise x Step 2 + Step 2

Step 4 of new schedule = % raise x Step 3 + Step 3

Formula B - When raises are flat dollar amount for each teacher:

Raise = Total \$ available for raise divide by # FTE = Flat \$ Amount per Full time Teacher

Step 0 of new schedule = (\$ raise x .90) + Step 0

Step 1 of new schedule = \$ raise + Step 0

Step 2 of new schedule = \$ raise + Step 1

Step 3 of new schedule = \$ raise + Step 2

Step 4 of new schedule = \$ raise + Step 3

EXTRA DUTY SCHEDULE

GCBA-2 (N)

2015-2016

The base salary for calculation of extra duty salary includes both the salary increase and the wellness incentive. To determine the point value for extra duty salaries, each point will equal 1.3 percent of the extra duty base salary. The extra duty base salary represents the previous year's extra duty base salary plus the full % raise teachers received. 2015-16 = \$35,705 (14-15 extra duty base) x 1.05% = \$37,490 * 1.3% = \$487 per unit. The extra duty base salary will increase at a rate equal to the average teacher salary increase. *The extra duty base salary is not the base salary on the teacher hiring schedule.*

POSITION	POINTS	SALARY 2015-16
FOOTBALL		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
Sophomore	8	\$3,896
9 th Grade	6.5	\$3,165
8 th Grade	5.5	\$2,678
7 th Grade	5.5	\$2,678
BASKETBALL		
Varsity – Head	14	\$6,818
Varsity – Assistant	8	\$3,896
Sophomore	8	\$3,896
9 th Grade	7	\$3,409
7-8 th Extramural	6	\$2,922
WRESTLING		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
Middle School – Head	6	\$2,922
Middle School – Assistant	5	\$2,435
Combination MS/HS Assistant	4	\$1,948
TRACK		
Varsity – Head (boys & girls)	13	\$6,331
Varsity – Assistant	8	\$3,896
7-8 th Grade	4.5	\$2,191
CROSS COUNTRY		
Varsity – Head (boys & girls)	9	\$4,383
Varsity – Assistant	6	\$2,922
SOCCER		
Varsity – Head (boys & girls)	9	\$4,383
Varsity – Assistant	6	\$2,922
TENNIS		
Varsity	8	\$3,896
Assistant Varsity	5	\$2,435
GOLF		
Varsity	8	\$3,896
Assistant Varsity	5	\$2,435

POSITION	POINTS	SALARY 2015-16
GYMNASTICS		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
VOLLEYBALL		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
9 th Grade	7	\$3,409
7-8 th Grade	6	\$2,922
CHEER/DANCE		
Head Competitive Cheer	8.5	\$4,139
Fall Sideline Advisor	1	\$487
Winter Sideline Advisor	3.25	\$1,582
Assistant Competitive Cheer	5.5	\$2,678
Head Competitive Dance	8.5	\$4,139
Assistant Competitive Dance	5.5	\$2,678
ATHLETIC TRAINER		
Head/3 Seasons (Points per season)	8	\$3,896
HS STUDENT SENATE	4	\$1,948
MS STUDENT SENATE	3	\$1,461
SPECIAL OLYMPICS COACH	6	\$2,922
COLONY TEACHERS	2.5	\$1,217
OUR HOME TEACHERS	1	\$487
STRENGTH & CONDITIONING		
Each Season	3	\$1,461
HIGH SCHOOL		
Vocal Music Director	8.5	\$4,139
Band Director	11	\$5,357
Summer Band	3	\$1,461
Marching Band Assistants	8	\$3,896
Musical Production Advisor		
(as needed)	4	\$1,948
Musical Orchestra Advisor		
(as needed)	2	\$974
All-School Orchestra Director	9	\$4,383
Debate Director	13	\$6,331
Debate Assistant	8	\$3,896
One-Act Play	4	\$1,948
Assistant Director/1-Act Play	3	\$1,461
Three-Act Play	4	\$1,948
Assistant Director/3-Act Play	3	\$1,461
Oral Interp/Per Division	1.75	\$852
Yearbook Advisor	7	\$3,409

POSITION	POINTS	SALARY 201-16
Newspaper Advisor	7	\$3,409
FFA Advisor	3	\$1,461
FBLA Advisor	3	\$1,461
Video Productions	3	\$1,461
Quiz Bowl Advisor	3	\$1,461
Key Club Sponsor		
(½ to be paid by the district		
½ to be paid by Kiwanis Club)	3	\$1,461
National Honor Society	3	\$1,461
International Club	3	\$1,461
Pep Club	3	\$1,461
MIDDLE SCHOOL		
Band Director	6.5	\$3,165
Vocal Music Director	4.5	\$2,191
MS Play	3	\$1,461
Tiger Cub Follies	1.5	\$730
Oral Interp	3	\$1,461
Newspaper Advisor	2.5	\$1,217
Memory Book	2.5	\$1,217

WORK ASSIGNMENTS FOR ATHLETIC EVENTS:

Workers will be paid \$25 per session for working at varsity football, basketball, wrestling, gymnastics, volleyball, cross country, and track. Workers will be paid \$28 per session for working at "AA" district/regional, "A" and "B" regional and state tournaments in all of the above sports.

A session is defined as an event scheduled to last approximately 3 hours. Some events will count as 1/2 credit. A complete listing of events is available in the activities director's office, the business manager's office, and each building.

WORK ASSIGNMENTS FOR BENCH HELP:

Bench help, defined as main clock operator and scorers, will be paid \$30 per session for working at varsity football, basketball, wrestling, gymnastics, and volleyball.

Bench help will be paid \$35 per session for working "AA" district/regional, "A" and "B" regional tournaments in all of the above sports.

Bench help will be paid \$40 per session for working state tournaments in all of the above sports.

Bench help for cross country will be paid only for ESD, Huron Invitational, and state meets.

DRIVER EDUCATION SALARY:

Salary for driver education is \$26.09 per hour. The driver education instructor's base pay will increase at a rate equal to the average teacher salary increase each year.

LONGEVITY SCHEDULE

In addition to the base extra duty allowance, the following experience schedule will apply:
(effective date - 1981-82 school year)

EXPERIENCE STEP	EXTRA ALLOWANCE
0	1.00 x extra duty salary
1	1.02 x extra duty salary
2	1.04 x extra duty salary
3	1.06 x extra duty salary
4	1.08 x extra duty salary
5	1.10 x extra duty salary
6	1.12 x extra duty salary
7	1.14 x extra duty salary
8	1.16 x extra duty salary
9	1.18 x extra duty salary
10	1.20 x extra duty salary

All extra duty assignments will start on Step 0 in 1980-81. The second year (1981-82) of experience in the particular coaching area will advance the contract to Step 1, etc. Credited experience for teachers new to the system will be at the discretion of the board of education or its designee.

Experience will apply only in the specific activity.

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLAN/TEACHERS
(Advancement in Salary)

A. Advancement on the Schedule

Individual contracts will be modified to reflect qualified changes every year effective at the beginning of the school year, provided the superintendent's office has been notified no later than September 1 of each year. The teacher must provide proof of credits in the form of an official transcript reflecting newly earned credits. A teacher's salary would be advanced as graduate courses/degrees are acquired as specified below:

BA/BS + 15	+ \$1,500	Above BA
MA/MS	\$3,000	Above BA
Ed. Specialist	\$6,000	Above BA
Ed. Doctorate	\$9,000	Above BA

Note: There is no additional compensation for a second BA or a second MA

B. Career Recognition

A teacher who has completed 25, 30, 35 or 40 years service in the district will receive a Career Recognition stipend. The stipend will be given only every 5th year as indicated. The provision hereinabove that permits non-continuous years of service to be used in determining the career recognition stipend is only applicable in this particular provision and shall not affect any policy that requires continuous years of service, including but not limited to, the early retirement policy.

25 years of service	\$2,000
30 years of service	\$2,500
35 years of service	\$3,000
40 years of service	\$3,500

- C. In order to promote master level educators, all education master's degree programs to include, but not limited to, counseling and guidance, special education, health and physical education, curriculum and instruction, educational administration, and the staff member's field of study will be accepted.

If the district pays no expenses, approved credit may be used for salary advancement.

- D. Any teacher who changes assignments (extra-curricular assignment not included) at the request of the school administration or board of education will retain his/her salary. All conditions relative to the change of assignment will be in writing and signed by both the superintendent and the teacher affected by the transfer. One copy of this correspondence will be given to the teacher; the other copy will be placed in the teacher's file.
- E. All base salary increases must be rounded to the nearest \$25 increments.
- F. Teachers who have National Board Certification will receive \$1,000 per year from local funds for the life of the National Board certification.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS (Voluntary Vacancy and Transfer Policy)

Request by a teacher for transfer to a different class, building, or position shall be made in writing to the superintendent. The application shall set forth the reasons for transfer, the school(s), grade and/or position sought, and the applicant's qualifications. Such qualifications shall consist of the following for each applicant:

- a) Experience in similar position.
- b) Level and quality of training.
- c) Evidence which would seem to indicate potential for greater effectiveness in the desired position than in the position now held.
- d) The specific qualification cited in the official notice.

Requests shall be made as vacancies occur and are posted. All applicants will be notified as to the status of their application for transfer before the interviewing process begins. Finalists shall be granted an interview, and the successful applicant will be asked to accept or decline. The successful applicant will provide his or her decision in writing to the superintendent within 48 hours after the notification. Unsuccessful finalists will be notified within 48 hours of the hiring. The request must be submitted by the deadline listed on the vacancy notice.

Vacancy notices will be electronically posted on the district website. Notices will be posted approximately the same time that vacancy notices are mailed to the placement bureaus.

All time tables may be speeded up for any vacancies listed after July 15.

A vacancy notice shall be defined as:

- a) An unfilled position, previously held by an employee of the district that the board intends to maintain.
- b) A new position created by the board of education.

The above policy will not be applicable to positions that have money values of less than \$500.

Transfer requests will remain active until position has been filled. If the teacher is not transferred during that time, he/she will have to reapply.

PROFESSIONAL/SUPPORT STAFF HIRING

The effectiveness of an educational program is directly related to the quality of its staff. Decisions regarding staff selection have far-reaching educational effects and are of major importance in ensuring the quality of a responsibility of hiring staff very seriously.

With the overview, direction, and approval of the school board in all aspects of the hiring process, the superintendent will have the responsibility of providing written procedures for such hiring. The procedures will include processes for advertisement, application, screening, interviewing, reference checks, and final selection, and will be followed by those responsible for staff hiring decisions.

The purpose of the procedures will be to ensure consistency in the process, allow for objective decision-making, and demonstrate integrity and ethical practice in the selection of employees.

.045 increase less \$512 Delta Dental Support Staff Hiring Schedules
 .15 steps Custodial Staff
 (Salaries based on hourly rate * 2080)

GDBA-1 (N)
 May 12, 2015

Step	Custodian	Elementary Custodian	Arena Custodian	MS/HS Custodian Forman	Grounds Personnel	Maintenance Personnel
Probation	\$33,011	\$33,348	\$34,129	\$34,576	\$34,576	\$36,812
0	\$33,323	\$33,660	\$34,441	\$34,888	\$34,888	\$37,124
1	\$33,635	\$33,972	\$34,753	\$35,200	\$35,200	\$37,436
2	\$33,947	\$34,284	\$35,065	\$35,512	\$35,512	\$37,748
3	\$34,259	\$34,596	\$35,377	\$35,824	\$35,824	\$38,060
4	\$34,571	\$34,908	\$35,689	\$36,136	\$36,136	\$38,372
5	\$34,883	\$35,220	\$36,001	\$36,448	\$36,448	\$38,684

(Note: The hiring raise for 2015-16 was 5% less \$512, and this group gained full single Delta Dental. TN)
 The hiring schedule increased by 90% of the raise – 1.045 factor.

NIGHT DUTY ALLOWANCE - \$80.00 extra for the 9 months school is in session.

All positions shall be a 40-hour a week position.

Hours per day may be varied according to district needs during the regular school term and summer months. Departure from the normal hours, five days per week schedule must be approved by the superintendent's office or supervisor.

The superintendent must approve all hiring and wage requests. All new custodians hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The new custodian may earn steps for experience (responsibility determined to be similar). New custodians will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Custodians granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises. The salary during the probationary period shall be one step below normal allowable credit. The salary during the (120-working-day) probationary period shall be one step below normal allowable credit. Upon the completion of the probationary period, the employee will either become a regular employee - the probation will be extended – or employment is terminated.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

The hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

CAREER RECOGNITION STIPEND – CLASS I CLASSIFIED

An employee who has completed 20, 25, 30, 35, or 40 years of service in the district will receive a career recognition stipend. The stipend will be given only every fifth year as indicated.

- \$1,500 following 20 years of service
- \$1,750 following 25 years of service
- \$2,000 following 30 years of service
- \$2,250 following 35 years of service
- \$2,500 following 40 years of service

.045 increase
 (less \$200 for Delta Dental)
 .15 per step
 (Salaries based on hourly rate * 2080)

2015-2016
 Support Staff Hiring Schedules
 Full-Time Personnel
 Staff

GDBA-2 (N)
 May 12, 2015

Step	Division I Office Personnel	Division II Central Delivery
Probation	\$30,964	\$32,640
0	\$31,276	\$32,952
1	\$31,588	\$33,264
2	\$31,900	\$33,576
3	\$32,212	\$33,888
4	\$32,524	\$34,200
5	\$32,836	\$34,512

(NOTE: The hiring raise for 2015-16 was 4.5% less \$200, and this group gained full single Delta Dental. The reason for \$200 deduction is due to a documented \$312 step forfeited in early 2000's to gain right to purchase Delta Dental. TN)

The hiring schedule increased by 90% of the raise – 1.045 factor.

All positions shall be a 40-hour a week position.

Hours per day may be varied according to office needs during the regular school term and summer months. Departure from the normal 7:30 a.m. to 4:30 p.m., five days per week schedule must be approved by the superintendent's office or supervisor.

The superintendent must approve all hiring and wage requests. All new (Division I and II) full-time personnel hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The new employee may earn steps for experience (responsibility determined to be similar) and/or education (i.e. AA=1 step, BA=2 steps). Employees will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Employees granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises. The salary during the (60-working-day) probationary period shall be one step below normal allowable credit. Upon the completion of the probationary period, the employee will either become a regular employee - the probation will be extended – or employment is terminated.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

The hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

CAREER RECOGNITION STIPEND – CLASS I CLASSIFIED

An employee who has completed 20, 25, 30, 35, or 40 years of service in the district will receive a career recognition stipend. The stipend will be given only every fifth year as indicated.

- \$1,500 following 20 years of service
- \$1,750 following 25 years of service
- \$2,000 following 30 years of service
- \$2,250 following 35 years of service
- \$2,500 following 40 years of service

.045 increase
.15 steps

Support Staff Hiring Schedules
Para-Educators
2015-2016

GDBA-3 (N)
May 12, 2015
AAA Revised July 3, 2014

Step	Class AAA	Class AA	Class A	Class A1	Class B
0	\$13.69	\$13.53	\$12.81	\$12.81	\$12.35
1	\$13.84	\$13.68	\$12.96	\$12.96	\$12.50
2	\$13.99	\$13.83	\$13.11	\$13.11	\$12.65
3	\$14.14	\$13.98	\$13.26	\$13.26	\$12.80
4	\$14.29	\$14.13	\$13.41	\$13.41	\$12.95
5	\$14.44	\$14.28	\$13.56	\$13.56	\$13.10

Note - The AAA was not correctly separated from the AA to step variance in 2013-14 Schedule – TN/7-3-14

(The difference was only \$.02 at Step 0 and was \$.32 at step 5 on 2013-14 Schedule)

(The schedule was rectified by superintendent on July 3, 2014 - TN)

CLASS 'AAA'

One who spends the majority of his/her time working as an office secretary in the elementary or middle school building administrator's office, or in the business office on less than 260-day position.

CLASS 'AA'

One who spends the majority of his/her time working as a secretary in the counselor's office.

CLASS 'A'

One who spends the majority of his/her time working with students in a tutorial process.

CLASS 'A1'

One who spends the majority of his/her time performing library clerical duties and instructing students in library and computer searches.

CLASS 'B'

One who spends the majority of his/her time supervising playground, lunchroom, etc.

The superintendent must approve all hiring and wage requests. All new para educators hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The para educator may earn steps for experience (responsibility determined to be similar). New para educator will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Para educators granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

This hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

PAID HOLIDAYS/Class II (9-month classified employees) – Veterans' Day, Thanksgiving, Christmas Day, New Year's Day, Presidents Day, Good Friday

PAID HOLIDAYS/Class II/AAA (10-month) – Labor Day, Veterans' Day, Thanksgiving, Christmas Day, New Year's Day, Presidents' Day, and Good Friday.

CAREER RECOGNITION STIPEND – CLASS II, III, IV:

An employee who has completed 20, 25, 30, 35, or 40 years of service in the district will receive a career recognition stipend. The stipend will be given only every fifth year as indicated.

- \$ 750 following 20 years of service
- \$ 1,000 following 25 years of service
- \$ 1,250 following 30 years of service
- \$ 1,500 following 35 years of service
- \$ 1,750 following 40 years of service

SUPPORT STAFF SALARY SCHEDULE
Huron School District #2-2
Bus Driver Hiring Schedule
2015-2016

BUSES

25 miles or less per day	90.23
26 to 50 miles per day	92.44
51 to 80 miles per day	99.99
81 to 85 miles per day	101.23
86 to 90 miles per day	102.60
91 to 95 miles per day	103.98
96 to 100 miles per day	105.16
101 to 105 miles per day	106.08
106 to 110 miles per day	109.02
111 to 115 miles per day	111.64
116 to 120 miles per day	114.07
121 to 125 miles per day	116.88
126 to 130 miles per day	119.68
131 to 135 miles per day	122.53
136 to 140 miles per day	125.53
141 to 145 miles per day	128.35
146 to 150 miles per day	131.16
151 to 155 miles per day	133.97

EXPERIENCE RATING

After 1 full year driving	\$.95 a day extra
After 2 full years driving	\$ 1.20 a day extra
After 3 full years driving	\$ 1.60 a day extra
After 4 full years driving	\$ 2.00 a day extra
After 5 full years driving	\$ 2.30 a day extra
After 10 full years driving	\$ 2.75 a day extra

Wages will be paid according to the above scale after daily mileage has been established for each route, which will normally be prior to the first pay period. In case of a question regarding mileage, route will be run by bus supervisor and mileage arrived at will be judged correct mileage for route. Any route changes made by the school administration will be charged according to scale.

Wages are to be paid only for days driven. We do not pay for vacation periods or days when school is not in session.

Revised 8-18-2014

Board approved for 2015-16 on May 12, 2015

Wages will be paid according to the above scale after daily mileage has been established for each route, which will normally be prior to the first pay period. In case of a question regarding mileage, route will be run by bus supervisor and mileage arrived at will be judged correct mileage for route. Any route changes made by the school administration will be charged according to scale.

Wages are to be paid only for days driven. We do not pay for vacation periods or days when school is not in session.

Pay scale is a daily rate so we will not pay extra for minor breakdown, bad weather, or other delays.

Extra pay will be allowed if driver is required by the school administration to make an extra run during the day, such as for conferences.

Rates of pay will be established each year based on the mileage for each established route. We have no salary guarantees from one year to the next. Experience rating is the only carryover.

Drivers for activity trips will be chosen from those who volunteer for such service and who we feel are fully qualified for this duty. Pay will be on an hourly basis of \$25.00 per hour.

Substitute drivers will be paid \$25.00 per hour or the applicable daily rate of pay from the route salary schedule if traveling in the country.

If buses or vans are stored at a driver's residence, we will allow the following for electrical tank heaters:

- \$ 75.00 per year for 1000 watt heaters
- \$100.00 per year for 1500 watt heaters
- \$125.00 per year for 2500 watt heaters

This allowance will be paid in February.

CAREER RECOGNITION STIPEND – CLASS II, III, IV:

An employee who has completed 20, 25, 30, 35, or 40 years of service in the district will receive a career recognition stipend. The stipend will be given only every fifth year as indicated.

- \$ 750 following 20 years of service
- \$ 1,000 following 25 years of service
- \$ 1,250 following 30 years of service
- \$ 1,500 following 35 years of service
- \$ 1,750 following 40 years of service

Hiring Bonuses – Authorized Beginning August 18, 2014

A \$1,000 signing bonus will be paid to route drivers with \$500 being paid when they start and \$500 being paid at the end of the school year if they work the entire year.

A \$500 signing bonus will be paid to substitute drivers with \$250 being paid when they start and \$250 being paid at the end of the school year if they work the entire year.

.045 increase
.15 steps

Support Staff Hiring Schedules
Food Service
2015-2016

GDBA-5 (N)
May 12, 2015

STEP	LEVEL I	LEVEL II	LEVEL III A	LEVEL III B	LEVEL IV A	LEVEL IV B
Probation	\$11.90	\$12.15	\$12.64	\$12.89	\$13.34	\$13.68
0	\$12.05	\$12.30	\$12.79	\$13.04	\$13.49	\$13.83
1	\$12.20	\$12.45	\$12.94	\$13.19	\$13.64	\$13.98
2	\$12.35	\$12.60	\$13.09	\$13.34	\$13.79	\$14.13
3	\$12.50	\$12.75	\$13.24	\$13.49	\$13.94	\$14.28
4	\$12.65	\$12.90	\$13.39	\$13.64	\$14.09	\$14.43
5	\$12.80	\$13.05	\$13.54	\$13.79	\$14.24	\$14.58

All new food service employees hired will be on a 60 working-day probation period. At the end of the probation period, they will either become a regular employee, the probation period will be extended, or they will be terminated.

The superintendent must approve all hiring and wage requests. All new Food Service Personnel hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The new Food Service employee may earn steps for experience (responsibility determined to be similar). New Food Service Personnel will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Food Service Personnel granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises. The salary during the probationary period shall be one step below normal allowable credit. The salary during the (60-working-day) probationary period shall be one step below normal allowable credit. Upon the completion of the probationary period, the employee will either become a regular employee - the probation will be extended - or employment is terminated.

Those food service employees who have been nationally certified and kept their national certification for a period of three years or more will be given a \$.15 per hour salary increase. If an employee fails to keep up his/her national certification, he/she will lose the increment and will have to complete another three years to earn it back.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

The hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

PAID HOLIDAYS:

CLASS II (9-month classified employees) Veterans' Day, Thanksgiving, Christmas Day, New Year's Day, Presidents Day, Good Friday

CAREER RECOGNITION: - Class II, III, IV

An employee who has completed 20, 25, 30, 35, or 40 years of service in the district will receive a career recognition stipend. The stipend will be given only every fifth year as indicated.

\$ 750	following 20 years of service
\$ 1,000	following 25 years of service
\$ 1,250	following 30 years of service
\$ 1,500	following 35 years of service
\$ 1,750	following 40 years of service

PART-TIME/SUBSTITUTE SUPPORT STAFF EMPLOYMENT

Substitute Pay for Class I & Class II

Any employee who substitutes for another for an extended length of time, after the first five consecutive working days of the extended length of time, shall receive an increased rate of pay for the remainder of the absence, as defined by the guidelines set forth in the substitute wage letter. (See attached.)

Substitute para-educators will be paid on Experience Step 0 of the Para-Educator "hiring" schedule. The hourly rate of pay is as follows:

Class AAA	\$13.69
Class AA	\$13.53
Class A	\$12.81
Class A1	\$12.81
Class B	\$12.35

Substitutes for food service workers will be hired on the Level II Probation Step of the Food Service 'hiring' schedule. The hourly rate of pay is \$12.15 per hour for the 2015-2016 school year. Substitutes will receive the same wage increase as regular food service employees in subsequent years of employment.

Substitute full-time personnel working in place of full-time personnel covered under the negotiated policy will be placed on Step 0 of the Full-Time Personnel "hiring" schedule. The hourly rate of pay is as follows:

Division I/Office Personnel	\$15.04
Division II/Central Delivery	\$15.85

All non-supervisory substitute custodians will be paid \$15.00 per hour.

Supervisory substitute custodians will be paid \$15.50 per hour.

Any classified personnel who currently works for the district and who substitutes for more than five consecutive days in another classified position in a higher pay category will receive a lateral move to the higher hourly pay category of the two, beginning on the sixth day.