

**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 – REGULAR MEETING**  
**Instructional Planning Center/Huron Arena**  
**March 14, 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**

March 25	Good Friday – No School
March 28	Easter Monday – No School
March 29	Board Meeting 5:30 P.M. - IPC
March 29	4 <sup>th</sup> /5 <sup>th</sup> Grade Parent/Teacher Conferences 3:30 – 6:45
March 29	HHS Parent/Teacher Conferences 5:30 – 8:45
March 29	First Meeting / Negotiations / IPC
March 31	HMS Parent/Teacher Conferences 4:00 – 7:15
April 4	HMS Parent/Teacher Conferences 4:00 – 7:15
April 5	4 <sup>th</sup> /5 <sup>th</sup> Grade Parent/Teacher Conferences 3:30 – 6:45
April 6	<b>Full Day of School</b> (Previously Early Release In-Service Day)
April 7	<b>2 Hour Late Start</b> (Previously a Full Day)
April 7	Kindergarten/1 <sup>st</sup> Grade Parent/Teacher Conferences 3:30 – 6:45
April 11	Kindergarten/1 <sup>st</sup> Grade Parent/Teacher Conferences 3:30 – 6:45
April 11	Board Meeting 5:30 P.M. - IPC
April 12	2 <sup>nd</sup> /3 <sup>rd</sup> Grade Parent/Teacher Conferences 3:30 – 6:45
April 14	2 <sup>nd</sup> /3 <sup>rd</sup> Grade Parent/Teacher Conferences 3:30 – 6:45
April 25	Board Meeting 5:30 P.M. – IPC
April 25	Second Meeting / Negotiations / IPC
6. **Community Input on Items Not on the Agenda**
7. **CONSENT AGENDA**

The superintendent of schools recommends approval of the following:

  - a) **Approval and / or Correction of Minutes of Previous Meetings**
  - b) **Consideration and Approval of Bills**
  - c) **Approval and/or Correction of the Financial Report**
  - d) **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) Leah Branaugh / Assistant Boys Tennis Coach / \$2,435
  - e) **Contracts for Board Approval**
    - 1) Dru Strand / 2<sup>nd</sup> Grade Teacher – Madison Elem / \$36,187
    - 2) Paige VanZuilen / SPED Teacher – Buchanan / \$36,360
    - 3) Amy Kaufman / ESL Teach – Huron High School / \$41,407
    - 4) Sherri Nelson/Dir. of Curr., Inst., Acred. Assessment. / \$72,500
    - 5) Lindsay Brech / 2<sup>nd</sup> Grade Teacher – Madison Elem / \$36,187



- f) **Resignations for Board Approval**
  - 1) Trisha Jons / 2<sup>nd</sup> Grade Teacher – Madison Elem / 1 year
  - 2) Megan Vockrodt / 3<sup>rd</sup> Grade Teacher & Asst Girls' Tennis Coach / 1 year
  - 3) Creighton Bloodgood / Custodian-Bus Driver / 2 years
- g) **Permission to Advertise for bids for 2 School Busses.** Busses to be paid for with 2016-2017 Budget.
- h) **Permission to advertise for bids for Sports Facility Improvement Project.**
- i) **Appoint Kelly Christopherson as "Owner Representative" for the Sports Facility Improvement Project. (There is no additional compensation with this duty).**

(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.)

## 8. CELEBRATE SUCCESSES IN THE DISTRICT:

### CONGRATULATIONS:

- **Trey Litwiller – HHS Junior** was selected to the North Central American choral Directors Association regional mixed Honor Choir that performed at the Washington Pavilion in Sioux Falls on February 20<sup>th</sup> as a part of the NC ACDA Convention. There were 167 high school students in the choir representing six states.
- **2016 ESD All-Conference Wrestling Team** – Trent Francom (11<sup>th</sup>), Bailey Schoenfelder (12<sup>th</sup>), Blut Doh Htoo (12<sup>th</sup>), Nick Christensen (11<sup>th</sup>), and Colin Simons (12<sup>th</sup>). Great job – Congratulations!
- **Bailey Schoenfelder – State Champion and undefeated season.**
- **Huron State Wrestling Team** - Team finished 6<sup>th</sup>. **Trent Francom** finished 2<sup>nd</sup>, **Blut Doh Htoo and Colin Simons** – finished 4<sup>th</sup>, **Nick Christensen** – finished 5<sup>th</sup>, and **Chipper Shillingstad** – finished 8<sup>th</sup>. Great job team!

### THANK YOU TO:

- **Huron School District Staff and Students** that helped make this year's Taste of Cultures Event a success. Thank you to all of the staff who attended, facilitated the wonderful entertainment and provided beautiful classroom art and to the students for their work. Because of the dedication and commitment of the staff in the Huron School District, Huron was awarded the "**Outstanding Community Partner of the Year Award!**" Congratulations and thank you!

## 9. REPORTS TO THE BOARD

- a) **Classified Employee of the Month**  
**Abby Skonseng, Food Service Trainer/Coordinator**, has been selected as Classified Employee of the Month for April 2016. Nomination comments are included in this packet. Congratulations Abby!
- b) **Good News Report** – Madison 1<sup>st</sup>/2<sup>nd</sup> Grade Center – Heather Rozell
- c) **Washington 4<sup>th</sup>/5<sup>th</sup> Grade Center** - "STARBASE" – Beth Foss
- d) **NWEA Winter Results 2015-16** – Gay Pickner
- e) **Business Manager's Report**
- f) **Superintendent's Report**
  - Legislative Items
  - Staffing Update

**10. OLD BUSINESS**

- a) **Motion to recognize the work completed by Mr. Christopherson and Mr. Sawvell** as owner representatives during the construction on the elementary school projects, noting that their work saved the district in excess of \$500,000.00 in outside contracted fees. Motion ratifies superintendent's action to end the payments in October 2015, just prior to completion of the building projects in November 2015.
- b) **Hiring Procedures Update - Second Reading**

**11. NEW BUSINESS**

- a) **Board Action on Non-Renewal**
- b) **Intent to Apply for Grant Funding:**
  - 1) 

<b>Group Applying</b>	<b>Destination Imagination</b>
Contact Person	Bobbie Matthews
Name of Grant	Huron Youth Council
Name of Funder	Huron Youth Council
Amount to be requested	\$500.00
Project Focus	Youth activities

**12. EXECUTIVE SESSION**

1-25-2 Executive or closed meetings may be held for the sole purpose of:  
(4) Preparing for contract negotiations or negotiation with employees of employee representatives.

**13. ADJOURNMENT**



Huron School District  
New Hire Justification

Date: March 3, 2016

**Applicant Information**

Applicant Name: Leah Brunaugh

Address:

Phone:

**Education:**

Experience: 3 years HS tennis @ Yankton HS,  
3 years college tennis @ USD & SDSU

References:

**Reason for New Hire**

New Position:

Replacement: Replaces Tim Hedblom who is now  
the Head Coach.

**Position Information**

Department: Athletics

Position: Asst. Boys Tennis

Supervisor: Activities Director

Responsibilities: Asst Coach duties

Hours:

**Hiring Information**

Wages:

Classification:

Wage Justification:

Start Date:

Requested by:

(Administrator)



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

**Dru Strand**

**February 22, 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 **\$ 36187** 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 **8/22/2016** 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.

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 between the date signed and approved by the School Board through **June 30** for the ensuing year, damages shall be assessed at \$1,000.00. 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 2<sup>nd</sup> 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  
Hired 2016-2017 w/BS and 0 years of tchg experience.;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 22. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

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 25<sup>th</sup> day of Feb, 2016

Witness: Dru Strand

Sign here: [Signature]  
Teacher

**HURON PUBLIC SCHOOLS**  
Huron, South Dakota  
**PERSONNEL DATA SUMMARY**

1. Name Dru Strand  
Present Address 1400 21<sup>st</sup> St SW, Lot 184  
Position Applied For 2<sup>nd</sup> Grade Teacher

2. Preparation and Certification:

	<u>Name of School</u>	<u>Year/Degree</u>
College: BS Degree	<u>Dakota State University</u>	<u>2016 / BS</u>
MA Degree	_____	_____
Other	_____	_____

3. Teaching Experience - (list the last two positions)

<u>Name of School</u>	<u>How Long/Years</u>	<u>Grades/Subjects</u>
_____	_____	_____

4. **Base Salary:** \$ 36187 **Teaching Assignment:** 2<sup>nd</sup> Grade Teacher – Madison Elem  
**Extra Duty:** \_\_\_\_\_ Ex Duty Assignment \_\_\_\_\_  
**Total Salary:** \$ 36187

Hired 2016-17 w/BS – 0 yrs teaching experience



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

**Paige VanZuilen**

**February 24, 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 \$ 36360 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 08/22/2016 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.

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 between the date signed and approved by the School Board through June 30 for the ensuing year, damages shall be assessed at \$1,000.00. 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 2<sup>nd</sup> 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  
Hired 2016-17 w/BS and 1 year of tchg experience.;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 22. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

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 29 day of Feb:...2016

Witness: [Signature]

Sign here: [Signature]  
Teacher

**HURON PUBLIC SCHOOLS**  
Huron, South Dakota  
**PERSONNEL DATA SUMMARY**

1. Name Paige VanZuilen  
Present Address 8426 NW 32<sup>nd</sup> Ave – Medford, MN 55049  
Position Applied For Special Education Teacher – Buchanan Kndg-1<sup>st</sup> Grade Center

2. Preparation and Certification:
- |                    | <u>Name of School</u>                  | <u>Year/Degree</u> |
|--------------------|--|--------------------|
| College: BS Degree | <u>University of Wisconsin - Stout</u> | <u>2014 / BS</u>   |
| MA Degree          | _____                                  | _____              |
| Other              | _____                                  | _____              |

3. Teaching Experience - (list the last two positions)

<u>Name of School</u>	<u>How Long/Years</u>	<u>Grades/Subjects</u>
<u>Medford High School</u>	<u>1 year – 2015-16</u>	<u>Special Education</u>

4. **Base Salary:** \$ 36,360 **Teaching Assignment:** Special Education

**Extra Duty:** \_\_\_\_\_ Ex Duty Assignment \_\_\_\_\_

**Total Salary:** \$ 36,360

Hired 2016-17 w/BS – 1 yr teaching experience



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

February 25, 2016

Amy Kaufman

**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 **\$ 41407** 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 08/22/2016 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.

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 between the date signed and approved by the School Board through June 30 for the ensuing year, damages shall be assessed at \$1,000.00. 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 2<sup>nd</sup> 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.

MA  
Hired 2016-17 w/MS and 13 years teaching experience;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 22. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

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 3 day of March 2016

Witness: Sandra Heising .....

Sign here: Amy Kaufman .....  
Teacher

**HURON PUBLIC SCHOOLS**  
Huron, South Dakota  
**PERSONNEL DATA SUMMARY**

1. Name Amy Kaufman
- Present Address San Chaung Township – Yangon, Myanmar, NA 0
- Position Applied For High School ESL Teacher
2. Preparation and Certification:
- |                    | <u>Name of School</u> | <u>Year/Degree</u>                |
|--------------------|-----------------------|-----------------------------------|
| College: BS Degree | _____                 | _____                             |
| MA Degree          | <u>SDSU</u> _____     | <u>2013 / Master of Education</u> |
| Other              | _____                 | _____                             |
3. Teaching Experience - (list the last two positions)
- | <u>Name of School</u>                | <u>How Long/Years</u>      | <u>Grades/Subjects</u>          |
|--------------------------------------|----------------------------|---------------------------------|
| <u>Cetana Educational Foundation</u> | <u>4 years – 2012-16</u>   | <u>ESL</u> _____                |
| <u>Huron High School</u>             | <u>3 years – 2006-2009</u> | <u>ESL &amp; Sheltered Math</u> |
4. **Base Salary:** \$ 41,407 **Teaching Assignment:** ESL Teacher @ HHS
- Extra Duty:** \_\_\_\_\_ Ex Duty Assignment \_\_\_\_\_
- Total Salary:** \$ 41,407
- Hired 2016-17 w/MA – 13 yrs teaching experience



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

**Sherri Nelson**

**March 3, 2016**

**YOU ARE HEREBY OFFICIALLY NOTIFIED**, that you have been elected as a **Dir of Curr/Instr/Assess/Accred/Marketing & Tap** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of \$ **72500** 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 07/01/2016 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.

It is further contracted and agreed that your failure to complete the term as an administrator 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 between the date signed and approved by the School Board through June 30 for the ensuing year, damages shall be assessed at \$1,000.00. 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 2<sup>nd</sup> 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. Administrators 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 administrator and the Board of Education.

MS

This contract includes other duties as assigned including expectation to participate in short-term leave program.

The above contract is for 260 days/Vacation and Sick Leave Benefits as per adm policy GCB

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 4<sup>th</sup> day of March 2016

Witness: Laura Willesse

Sign here: Sherri Nelson  
Administrator

**HURON PUBLIC SCHOOLS**  
 Huron, South Dakota  
**PERSONNEL DATA SUMMARY**

1. **Name**                                 **Sherri Nelson**
- Present Address**                       **550 20<sup>th</sup> Street**  
    **Huron, SD**
- Position Applied For**               **Director of Curriculum, Instruction, Assessment, Accreditation**

<b><u>Preparation and Certification:</u></b>		<b><u>Name of School</u></b>	<b><u>Year/Degree</u></b>
<b>College:</b>	<b>BS Degree</b>	<b>SDSU – Home Economics Education</b>	<b>1989</b>
		<b>K-12 English Endorsement</b>	<b>2010</b>
<b>MA Degree</b>		<b><u>Northern State University – Ed Leadership &amp; Administration 2005</u></b>	
		<b>MS Endorsement</b>	<b>1996</b>
		<b>USF – SIOP Endorsement</b>	<b>2009</b>
		<b>Cognitive Coaching</b>	<b>2013</b>

3. **Experience:**
- |                              |                 |  |
|------------------------------|-----------------|--|
| <b>Huron School District</b> | <b>17 years</b> | <b>Middle School Family and Consumer Science</b> |
| <b>Huron School District</b> | <b>5 years</b>  | <b>Middle School Instructional Coach</b>         |

Instructional Coach, Huron Middle School, Huron, SD, 2011 - present.  
 Marketing Director, Huron School District, Huron, SD, 2015 - present.  
 SIOP Coach, Huron Middle School, Huron, SD, 2010 - present.  
 Intervention Coordinator, Huron Middle School, Huron, SD, 2013 - present.  
 Professional Development Consultant, Power of ICU, Lebanon, TN, 2013 - present.  
 Family and Consumer Science Teacher, Huron Middle School, Huron, SD, 1994 - 2011.  
 Store Manager, Maurices Inc., Huron, SD, 1990 - 1994.

4. **Assignment:**                       **Director of Curriculum, Instruction, Accreditation, and Assessment**
- Total Salary:**                       **\$72,500.00 (15-16 scale)**



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

**Lindsay Brech**

**February 29, 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 **\$ 36187** 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 **8/22/2016** 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.

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 between the date signed and approved by the School Board through June 30 for the ensuing year, damages shall be assessed at \$1,000.00. 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 2<sup>nd</sup> 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.

BA  
Hired 2016-17 w/BA - No formal teaching experience;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 22. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

For those electing the Wellness Benefit, an additional \$500 will be paid in September. The benefit is NOT reflected in the contract total.

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 .. 6<sup>th</sup> .. day of March 2016

Witness: .. Lorena Brech ..

Sign here: .. Lindsay Brech ..  
Teacher

**HURON PUBLIC SCHOOLS**  
Huron, South Dakota  
**PERSONNEL DATA SUMMARY**

1. Name Lindsay Brech  
Present Address 307 N. Lindman St – Mt. Vernon, SD 57363  
Position Applied For 2<sup>nd</sup> Grade Teacher – Madison 2<sup>nd</sup>/3<sup>rd</sup> Grade Center

2. Preparation and Certification:

	<u>Name of School</u>	<u>Year/Degree</u>
College: BS Degree	<u>Bethany Lutheran College</u>	<u>2015/BA</u>
MA Degree	_____	_____
Other	_____	_____

3. Teaching Experience - (list the last two positions)

<u>Name of School</u>	<u>How Long/Years</u>	<u>Grades/Subjects</u>
_____	_____	_____

4. **Base Salary:** \$ 36,187      **Teaching Assignment:** 2<sup>nd</sup> Grade Teacher  
**Extra Duty:** \_\_\_\_\_ Ex Duty Assignment \_\_\_\_\_  
**Total Salary:** \$ 36,187

Hired 2016-17 w/BA – 0 years teaching experience



February 25, 2016

Huron School District  
150 5<sup>th</sup> Street  
Huron, SD 57350

Dear Huron Administration:

Please accept this letter as notice of my resignation from my position as 2<sup>nd</sup> grade teacher at the Madison 2-3 Center. I will be done at the end of my contract.

I received a job offer outside the school district and after some serious consideration I realized this offer was something I could not pass on. This was an offer I felt would be best for my family and myself. I feel I am ready to take on a new challenge outside the field of teaching.

I have enjoyed many aspects of working here the last year and feel I have learned so much during my time. Teaching here has been a memorable experience for me and it has been such a pleasure getting to know the staff and students here in Huron. I also appreciate the professional development I received during my time here in the Huron School District. I feel I have learned many things that I will carry with me into future career opportunities.

I will leave my room clean and organized to help ease the transition of the person taking my place. I will go through the proper check out procedures so that everything is done correctly and well organized.

I wish you and the Huron School District continued growth and success in the future years.

Sincerely,

  
Trisha Jones

February 29, 2016

Huron School District  
150 5<sup>th</sup> St. SW  
Huron, SD 57350

To Whom it May Concern:

I am writing to inform you that I will be resigning my positions as a third grade teacher and assistant girls' tennis coach upon completion of my contract at the end of the 2015-2016 school year. I will be moving to Aberdeen this summer, and therefore taking a new teaching position there.

I have greatly enjoyed my time teaching in Huron, and I am so grateful for this opportunity to have grown as both an educator and a coach.

Thank you for such a great experience.

Sincerely,

A handwritten signature in cursive script that reads "Megan Vockrodt". The signature is written in black ink and is positioned below the word "Sincerely,".

Megan Vockrodt



# HURON PUBLIC SCHOOLS

150 5th St SW • PO Box 949  
Huron, South Dakota 57350-0949

**REX SAWVELL**  
Director of Buildings & Grounds  
Transportation Director

**E-Mail Address**  
rex.sawvell@k12.sd.us  
Phone: 605-353-7867  
Fax: 605-353-6973

---

March 03, 2016

Rex Sawvell, Director  
Buildings, Grounds and Transportation

Huron Board of Education  
Mr. Terry Nebelscik, Superintendent  
Mr. Kelly Christopherson, Business Manager

Re: Creighton Bloodgood

On February 25, 2016 at approximately 9:18 a.m., I received a text message from Huron School District employee Creighton Bloodgood stating that he was resigning effective immediately. Mr. Bloodgood further stated that he would be submitting a written resignation letter but as of today, the letter has not been received by me or any other school district employee.

I did have a phone conversation with Mr. Bloodgood on February 29, 2016 and he again reiterated the fact that he would be submitting a written resignation.



Rex Sawvell

## Classified Employee of the Month

Name	<u>Abby Skonseng</u>
Position	<u>Food Service – Trainer/Coordinator</u>
Date	<u>April 2016</u>

---

**Please help me congratulate Abby Skonseng, our Food Service Classified Employee of the Month.**

**Abby has received nominations that were not only glowing, but entirely accurate in all the things she does each day for food service.**

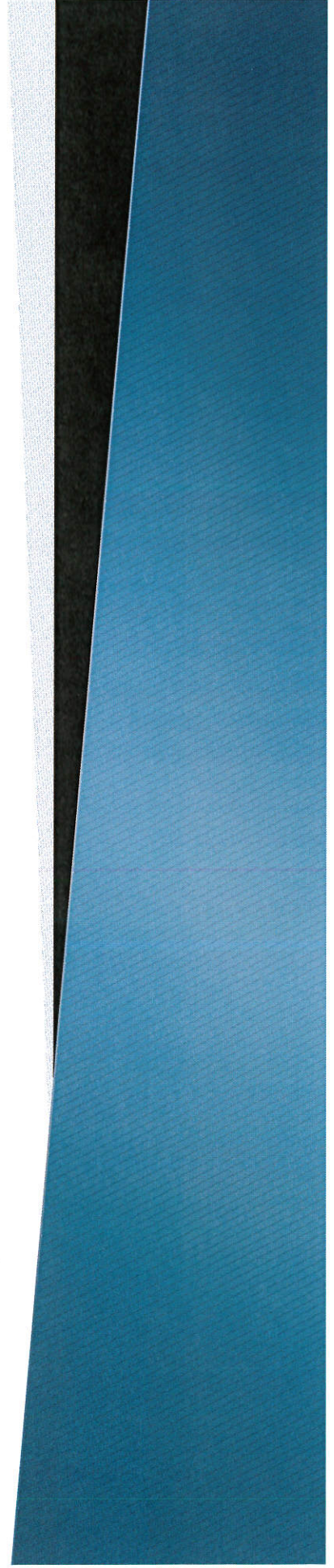
**Here is how her team members have described her:**

- **There are few times when an employee exceeds expectations; such is just a given with Abby.**
- **She truly cares about her job and the people she works with each day. There is commitment and pride in her work.**
- **Abby is a hard worker who happily is always willing to do what is needed. She has learned and performed efficiently every different job duty within food service.**
- **Abby has a great attitude and a confident demeanor which lends her to be very approachable even when things become hectic. She adds elements of fun while working each day.**
- **We reserve Classified Employee of the Month as an honor for someone who stands out from the crowd; Abby Skonseng you are very deserving of the title. Congratulations Abby!**



# NWEA/MAP Winter Results

Gay Pickner  
Director of Curriculum, Instruction and  
Assessment



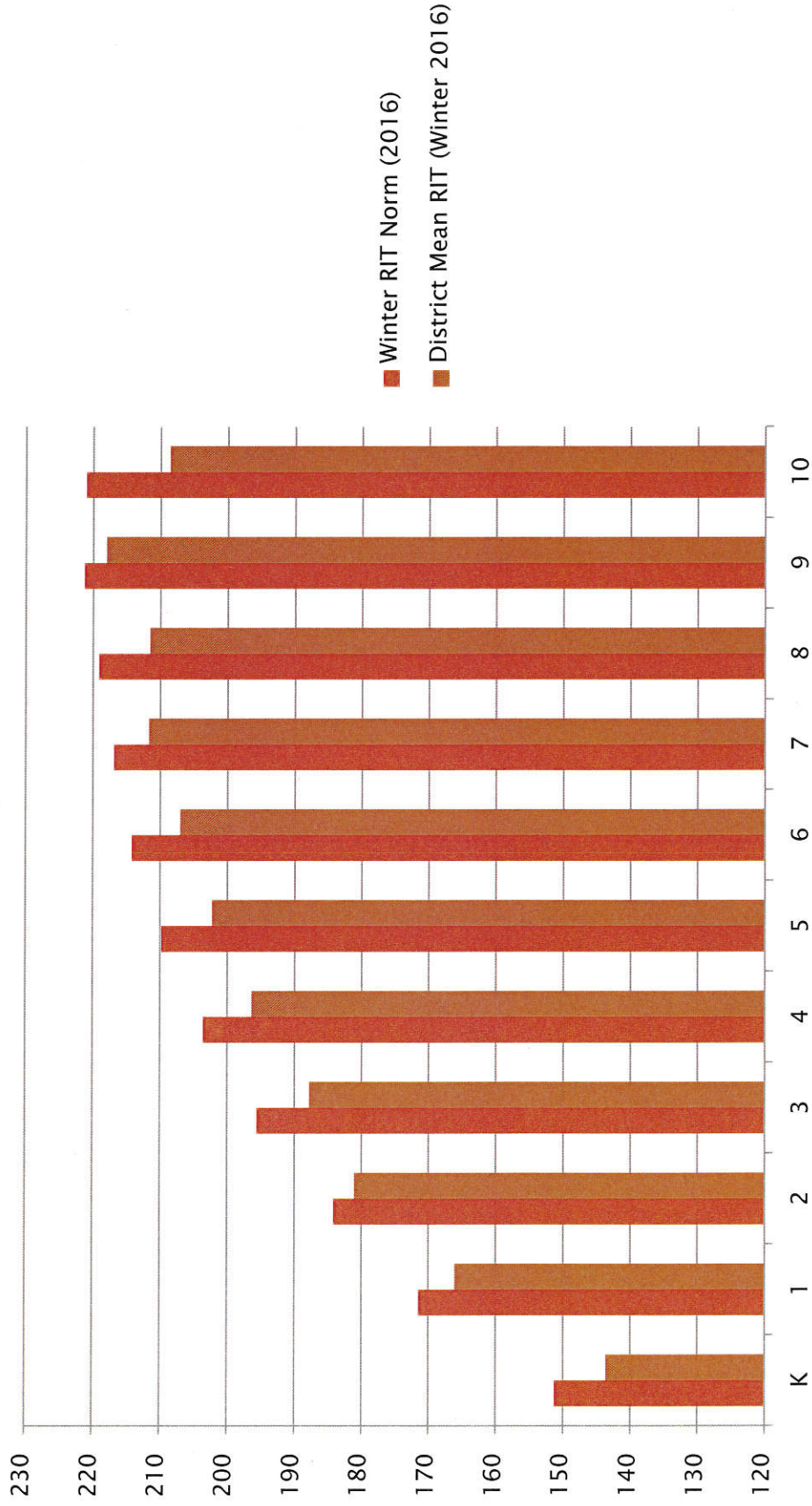
# Objectives:

- ▶ Discuss the Winter 2016 NWEA/MAP data;
- ▶ Discuss Winter results from 2013–2016 (different years; different students)
- ▶ Discuss Winter results from 2013–2016 (different years; same students)

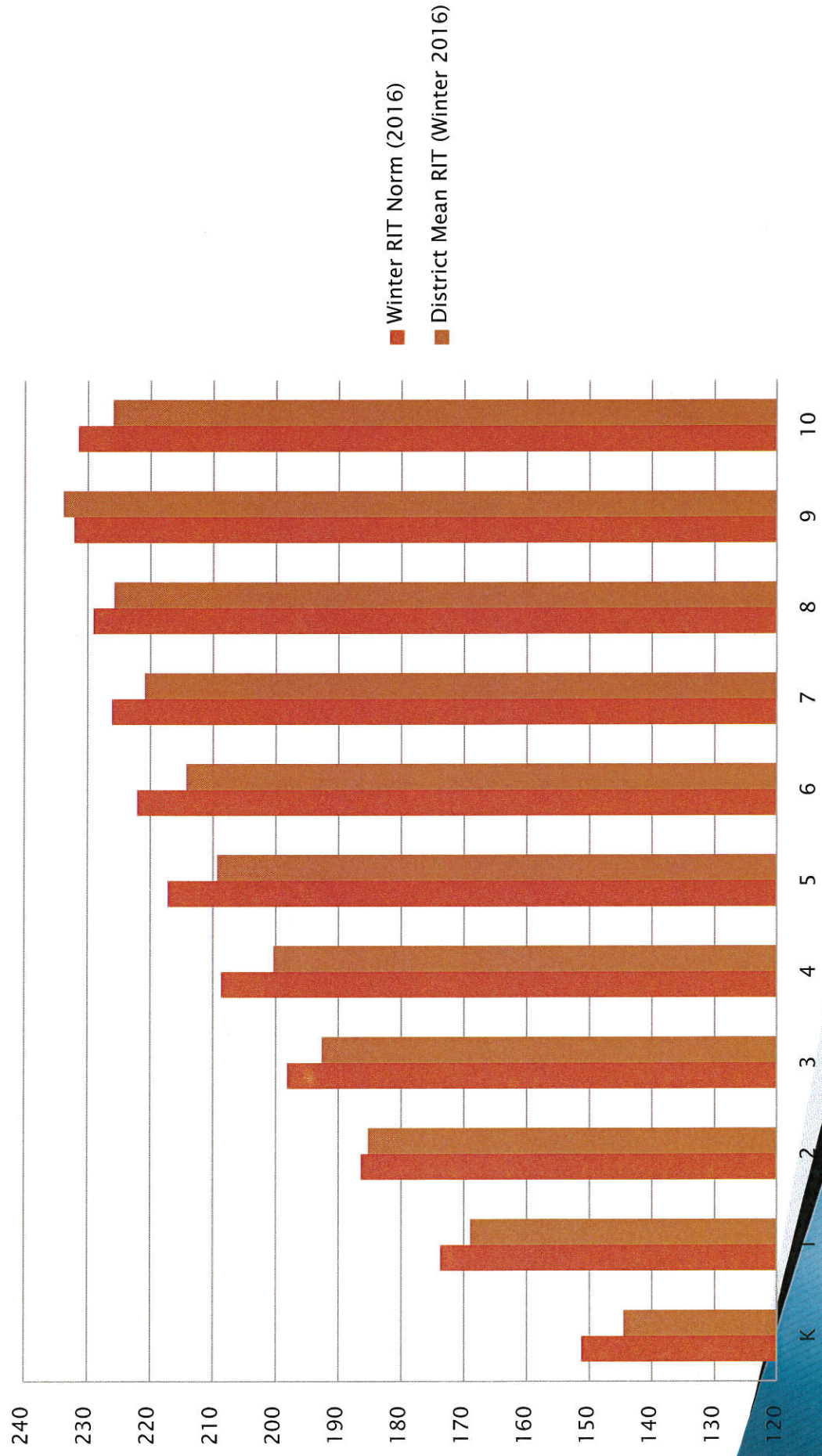




# Reading Winter 2016 Results

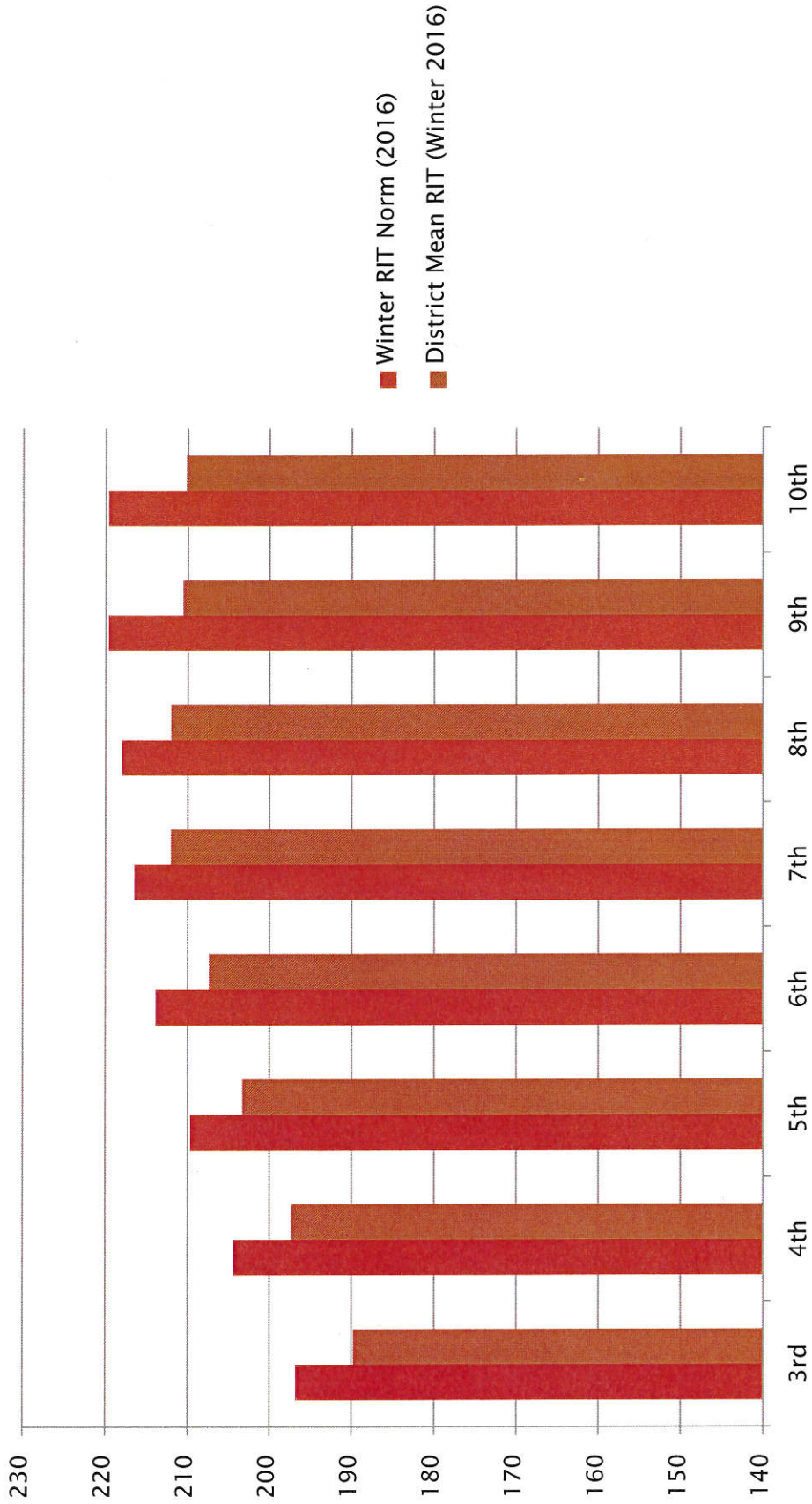


# Math Winter 2016 Results

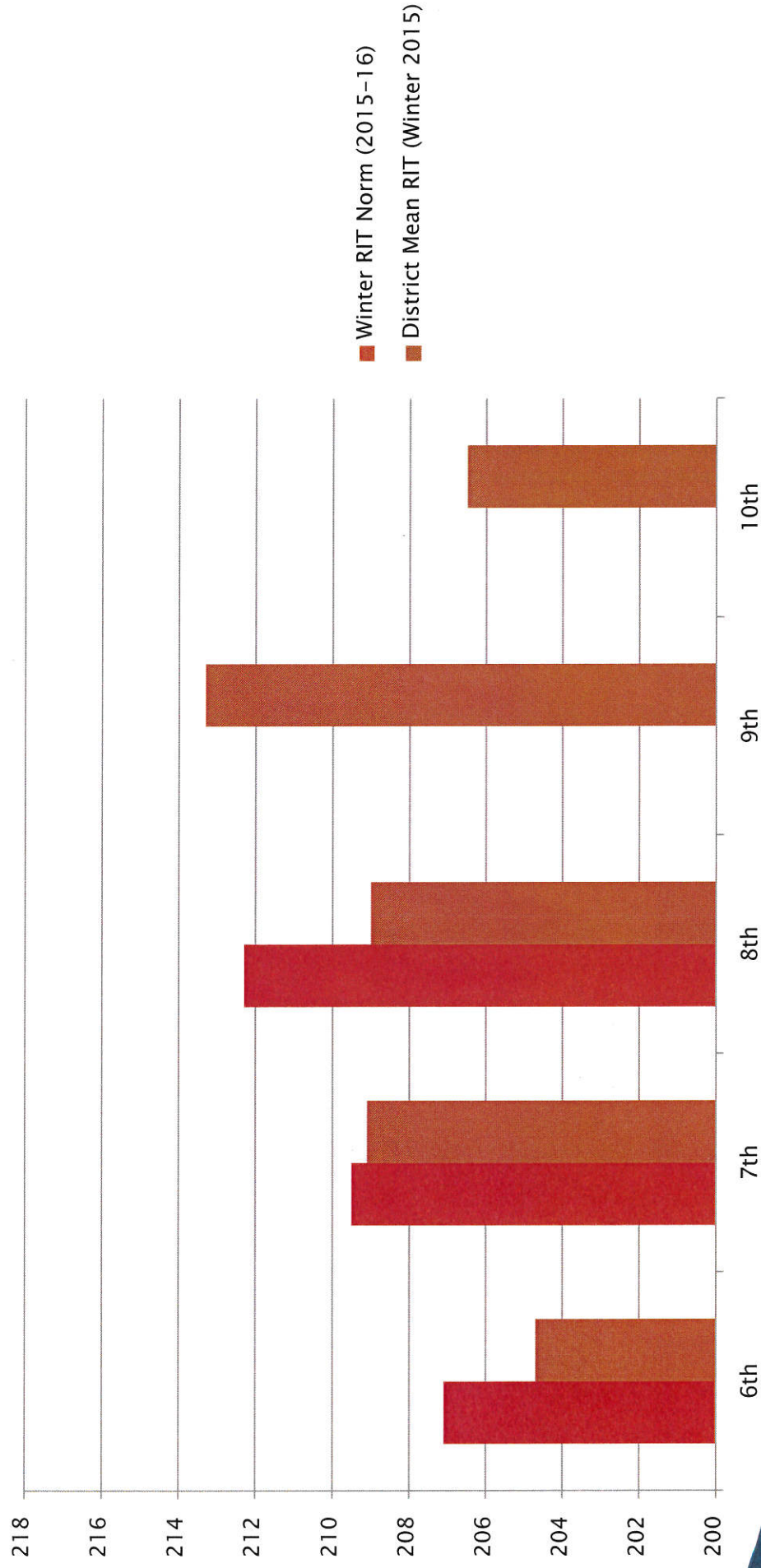




# Language Arts Winter 2016 Results

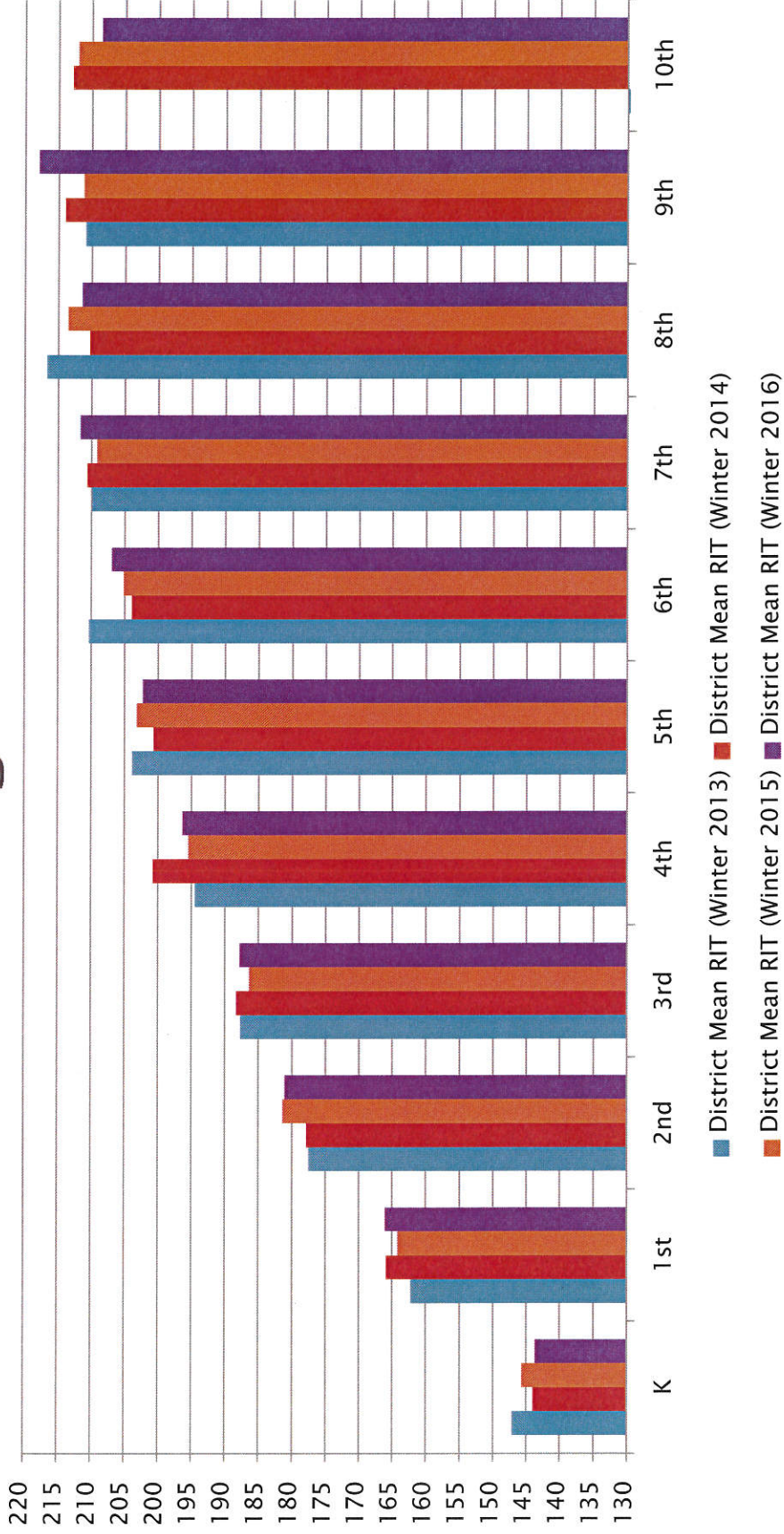


# Science Winter 2016 Results

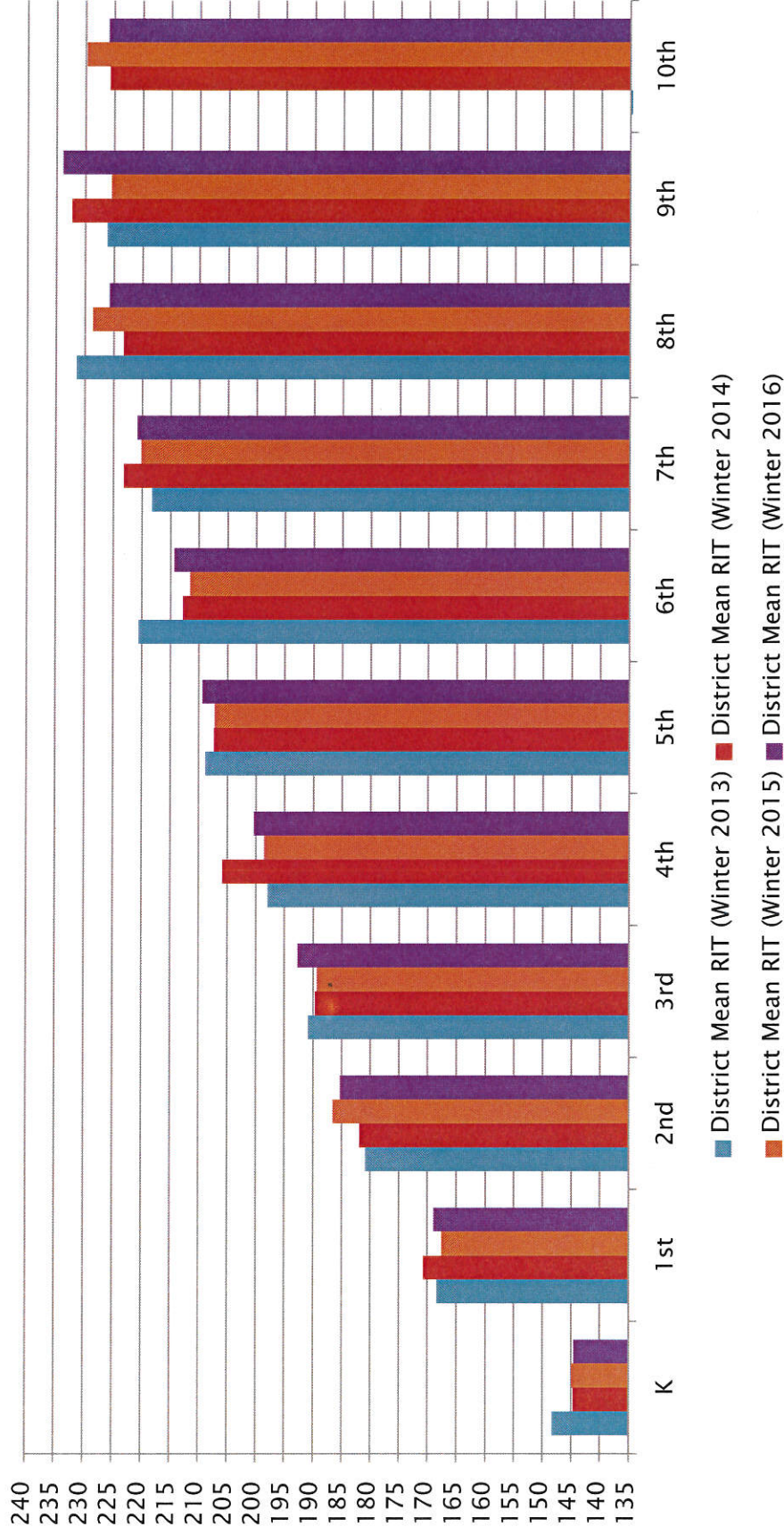




# District Winter 2013-2014-2015-2016 Reading Scores



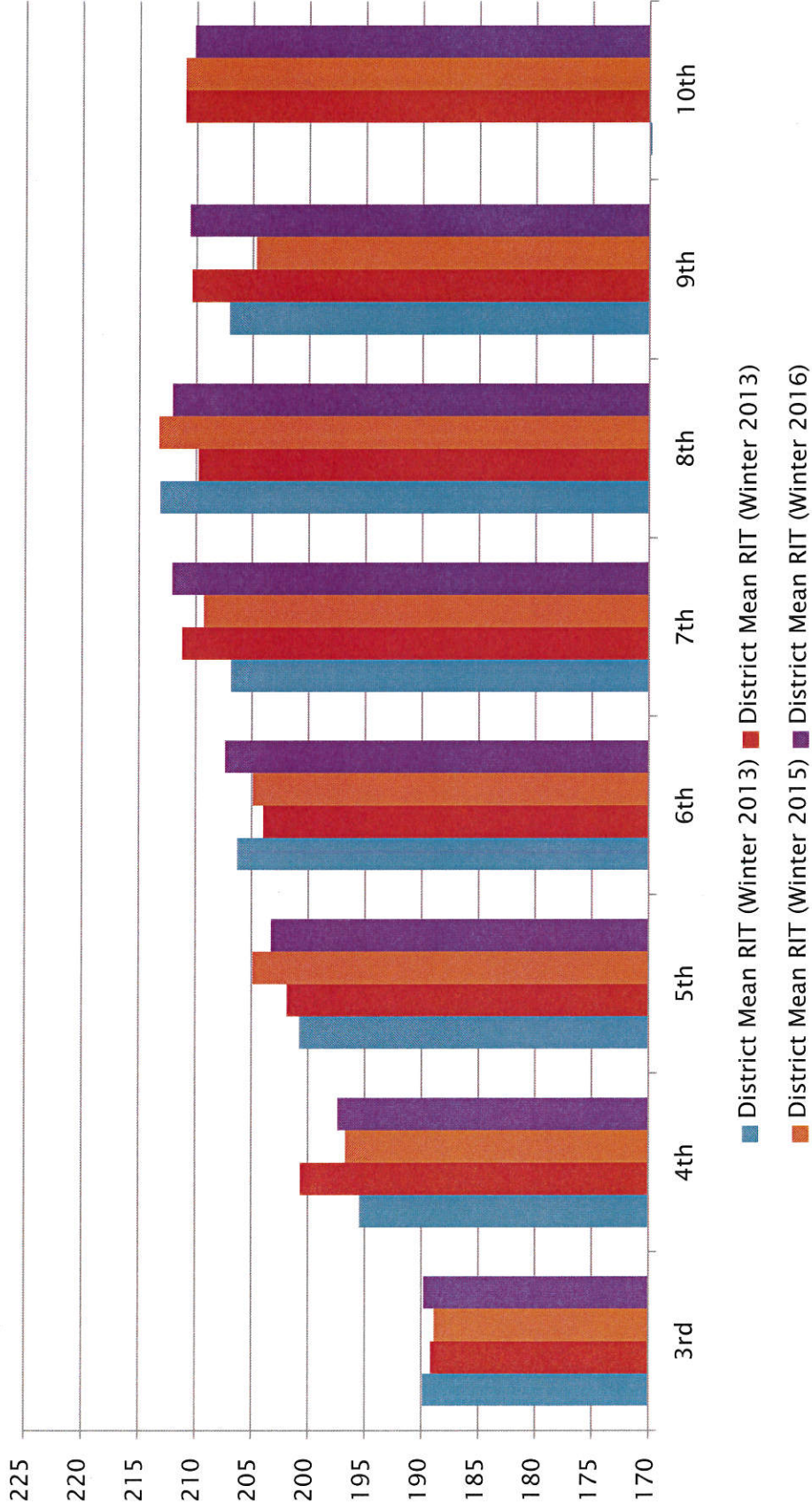
# Math District Winter Scores 2013-2014-2015-2016



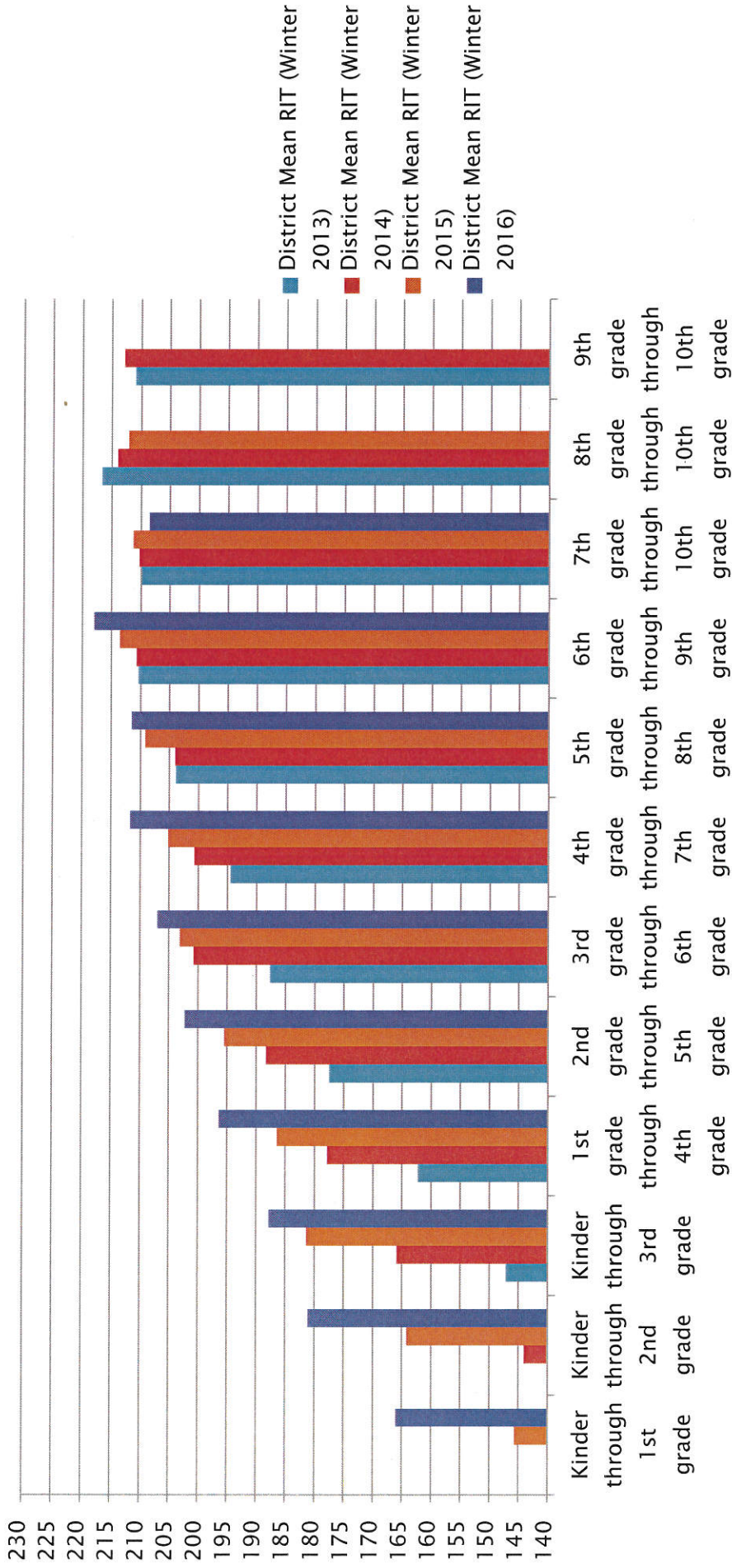


# Language Arts Winter Scores

## 2013-2014-2015-2016

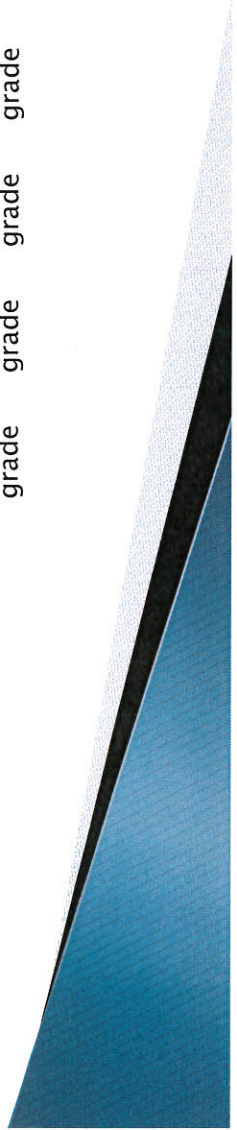
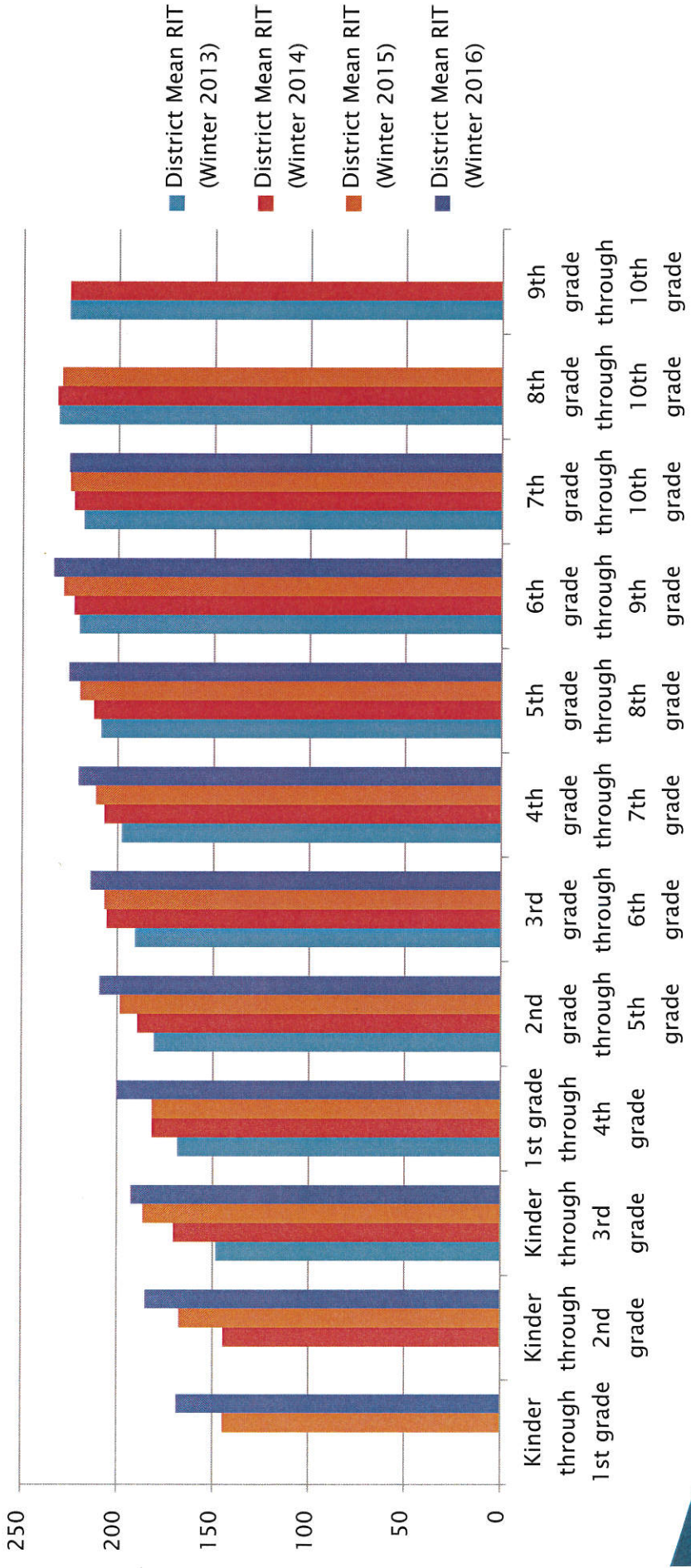


# Winter Reading Results— Same students moving grade to grade



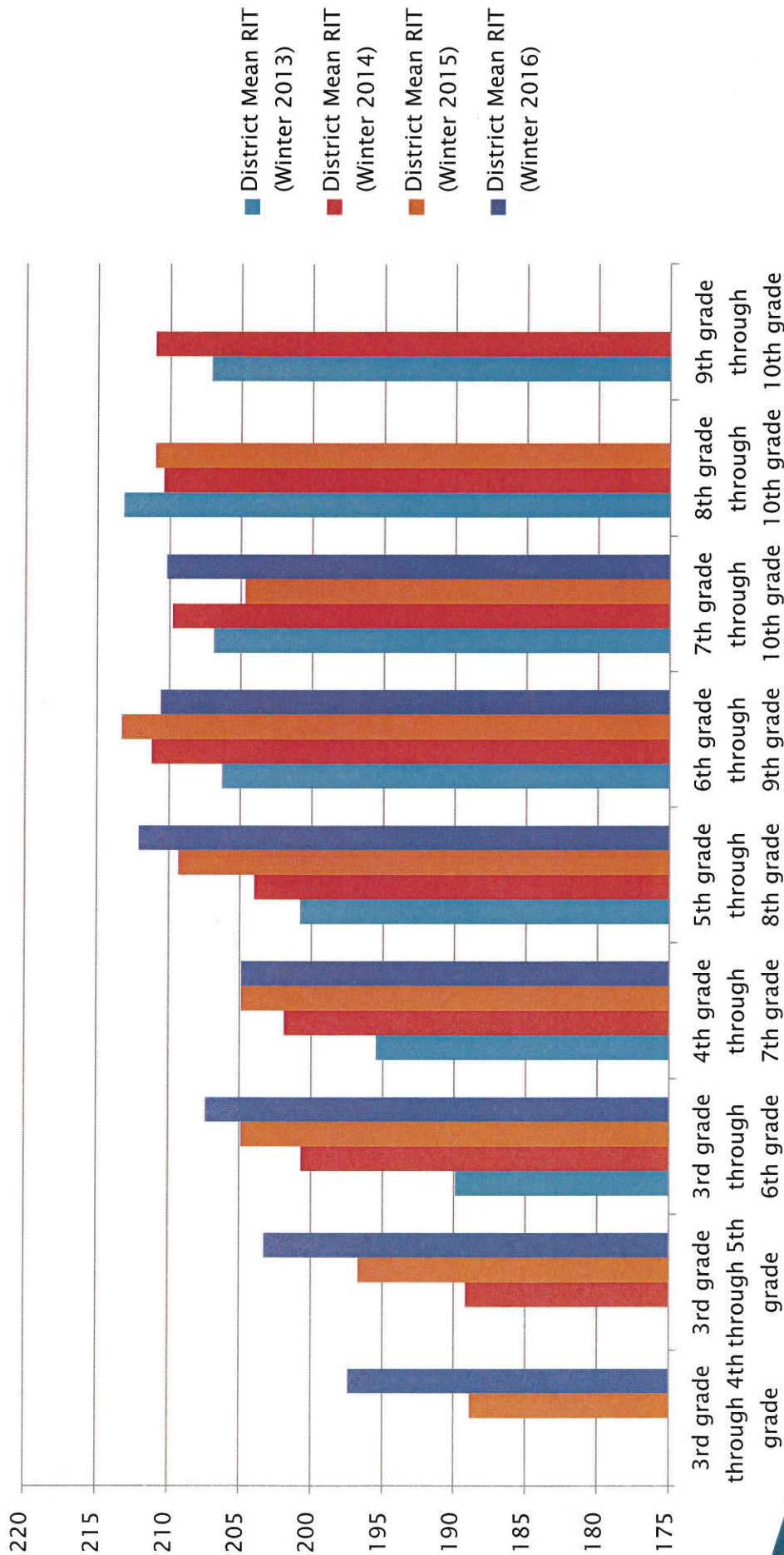


# Winter Math Results— Same students moving grade to grade





# Winter Language Arts Results— Same students moving grade to grade



# Questions





**Huron Public Schools**

**HIRING  
PROCEDURES**

**2016**

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Application Form/Certified & Classified	
• Huron.k12.sd.us/employment	
○ <a href="https://huron.cloud.talentedK12.com/hire/index">https://huron.cloud.talentedK12.com/hire/index</a> .	
District Polices and Negotiated Hiring Schedules	
▪ GC-1 (N)	Certified Personnel Requirements
▪ GCBA-3 (N)	Formula for Bringing New Teachers Into the Huron System
▪ GCBA-1 (N)	Current Hiring Schedule
▪ GCBA-2(N)	Hiring Schedule/Extra Duty Assignments
▪ GCBA-4(N)	Professional Compensation Plan
▪ GCI-2 (N)	Professional Staff Assignments & Transfers
▪ GDD	Professional-Support Staff Hiring Guidance
▪ GDBA-1 (N)	Support Staff Hiring Schedule/Custodian
▪ GDBA-2 (N)	Support Staff Hiring Schedule/Full-Time
▪ GDBA-3 (N)	Support Staff Hiring Schedule/Para Educ
▪ GDBA-4 (N)	Support Staff Hiring Schedule/Bus Driver
▪ GDBA-5 (N)	Support Staff Hiring Schedule/Food Service
▪ GDE	Part Time/Substitute Support Staff Employment
	Substitute Classified Wages



# **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 and 3-3-2, veterans' who have the qualification for a position, will be granted and interview. A veteran with an "interview rating" equal to other candidates will be ganted preference in hiring. "A veteran who has a service-connected disability shall be given a preference over a nondisabled veteran."**

**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>	<b>1.05</b>	<b>\$1,500</b>	<b>\$3,000</b>	<b>\$6,000</b>	<b>\$9,000</b>	<b>\$500</b>
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
<b>FOOTBALL</b>		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
Sophomore	8	\$3,896
9 <sup>th</sup> Grade	6.5	\$3,165
8 <sup>th</sup> Grade	5.5	\$2,678
7 <sup>th</sup> Grade	5.5	\$2,678
<b>BASKETBALL</b>		
Varsity – Head	14	\$6,818
Varsity – Assistant	8	\$3,896
Sophomore	8	\$3,896
9 <sup>th</sup> Grade	7	\$3,409
7-8 <sup>th</sup> Extramural	6	\$2,922
<b>WRESTLING</b>		
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
<b>TRACK</b>		
Varsity – Head (boys & girls)	13	\$6,331
Varsity – Assistant	8	\$3,896
7-8 <sup>th</sup> Grade	4.5	\$2,191
<b>CROSS COUNTRY</b>		
Varsity – Head (boys & girls)	9	\$4,383
Varsity – Assistant	6	\$2,922
<b>SOCCER</b>		
Varsity – Head (boys & girls)	9	\$4,383
Varsity – Assistant	6	\$2,922
<b>TENNIS</b>		
Varsity	8	\$3,896
Assistant Varsity	5	\$2,435
<b>GOLF</b>		
Varsity	8	\$3,896
Assistant Varsity	5	\$2,435



<b>POSITION</b>	<b>POINTS</b>	<b>SALARY 2015-16</b>
<b>GYMNASTICS</b>		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
<b>VOLLEYBALL</b>		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
9 <sup>th</sup> Grade	7	\$3,409
7-8 <sup>th</sup> Grade	6	\$2,922
<b>CHEER/DANCE</b>		
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
<b>ATHLETIC TRAINER</b>		
Head/3 Seasons (Points per season)	8	\$3,896
<b>HS STUDENT SENATE</b>	4	\$1,948
<b>MS STUDENT SENATE</b>	3	\$1,461
<b>SPECIAL OLYMPICS COACH</b>	6	\$2,922
<b>COLONY TEACHERS</b>	2.5	\$1,217
<b>OUR HOME TEACHERS</b>	1	\$487
<b>STRENGTH &amp; CONDITIONING</b>		
Each Season	3	\$1,461
<b>HIGH SCHOOL</b>		
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

<b>POSITION</b>	<b>POINTS</b>	<b>SALARY 2015-16</b>
<b>GYMNASTICS</b>		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
<b>VOLLEYBALL</b>		
Varsity – Head	13	\$6,331
Varsity – Assistant	8	\$3,896
9 <sup>th</sup> Grade	7	\$3,409
7-8 <sup>th</sup> Grade	6	\$2,922
<b>CHEER/DANCE</b>		
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
<b>ATHLETIC TRAINER</b>		
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
<b>STRENGTH &amp; CONDITIONING</b>		
Each Season	3	\$1,461
<b>HIGH SCHOOL</b>		
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)

<b>EXPERIENCE STEP</b>	<b>EXTRA ALLOWANCE</b>
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.

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: 3/7/16 Group Applying: DI Contact Person: Bobbie Matthews

Name of Grant/Award: Huron Youth Council

Name of Funder: Huron Youth Council Contact Person: Rhonda Kludt

Amount to be Requested: \$500 Funder's Submission Due Date: 3/14/16

Project Focus: Youth Activities

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: Laura Villa  
Building/Department Administrator

Signature: Gay Pickner 3-7-16  
Gay Pickner, Director of Curriculum, Instruction & Assessment

Signature: Kelly Christopherson 3-8-2016  
Kelly Christopherson, Business Manager

Date Presented to School Board: \_\_\_\_\_